



**CHICAGO
THEOLOGICAL
SEMINARY**

STAFF HANDBOOK

Approved by the Board of Trustees

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Table of Contents

- Welcome to Chicago Theological Seminary6**
- Statement of Mission and Commitments7**
- History of Chicago Theological Seminary7**
- Pay Policies9**
 - Staff Member Definitions..... 9
 - Employment Status 9
 - Exempt/Non-Exempt Status 9
 - Hours of Work for Staff 9
 - Time Worked Outside of Normal Business Hours 10
 - Direct Deposit of Payroll..... 10
 - Payroll Schedule..... 10
 - Time Sheets and Monthly Paid Time-Off Reports..... 10
 - Overtime..... 10
 - Holiday Pay 10
 - Clergy Housing Allowance 10
- Benefit Time and Paid Leave Policies11**
 - Paid Leaves of Absence 11
 - Holidays 11
 - Vacation, Sick, and Personal Leave - Eligibility..... 11
 - Vacation Leave..... 12
 - Sick Leave..... 13
 - Personal Leave 13
 - Bereavement Leave 13
 - Jury Duty and Subpoenas 14
 - Voting Leave 14
 - Blood Donation 14
 - Sabbatical Leave 14
- Unpaid Leave Policies15**
 - School Visitation Leave 15

Military Leave and Reemployment	15
Military Family Leave.....	15
Nursing Mothers.....	16
Family and Medical Leave Act (FMLA) Generally Defined.....	16
Support for Victims of Domestic or Sexual Violence	16
Policy Against Discrimination and Harassment	19
General Policy Statement and Notice of Non-Discrimination and Non-Harassment.....	19
Overview of Prohibited Acts	20
Procedures for Addressing Discrimination and Harassment.....	21
Title IX Coordinators.....	25
Anti-Discrimination / Anti-Harassment Task Force	25
Seminary Discretion.....	25
Potential Conflicts of Interest	25
Employing Partners or Other Family Members	26
Consensual Relationships	26
Other Staff Benefits.....	27
Group Insurance Benefits & Retirement Program	27
Workplace Injuries and Worker’s Compensation	27
Enrolling in or Auditing CTS Classes	27
Fitness Benefits	27
Payroll Taxes.....	27
General Policies	28
Support of Mission and Commitment Statements	28
Accommodations for Disabilities	28
Accommodations for Religious Practices.....	28
Professional Appearance and Decorum.....	28
Attendance.....	28
Confidential and Seminary Proprietary Information.....	28
Confidential Student Information.....	29
Disciplinary Action Related to Work Performance.....	29
Distracted Driving & Personal Equipment Use.....	31
Illegal Drug Activity or Substance Use.....	31
Public Health and Emergency Management Response	31
Employment Verification	32
Expense Reports	32
Grievance Procedure Involving Supervisors	32

Immigration Law Compliance.....	33
Information Retention	33
Information Technology and Electronic Communications	33
Social Media Usage Policy	34
Media Inquiries	34
Parking and Transportation	34
Performance Evaluations.....	35
Performance Evaluation Schedule.....	35
Personal Business During Work Hours.....	35
Volunteerism During Work Hours.....	35
Personnel Records.....	36
Pre-Employment Background Investigations	36
Remote Work Policy	36
Termination	38
Voluntary Termination.....	38
Exit Interviews and Updated Information	39
Travel Policy	39
Whistle-Blower Policy	40
Timing.....	40
Evidence	40
How the Complaint Will Be Handled	40
Initial Inquiries.....	41
Report to Complainant.....	41
Weapons.....	41
Workplace Violence.....	41
Appendix 1 - Family and Medical Leave Act (FMLA) Seminary Policies and Procedures	43
Receipt of Staff Handbook.....	49

Welcome to Chicago Theological Seminary

Justice Lives Here

Welcome to the Chicago Theological Seminary community!

We are grateful that you have joined our community and trust you will find your work here fulfilling. We value your presence among us and appreciate the skills, expertise, and experiences you bring to the CTS community. It is an honor to partner with you as we joyfully advance the mission and commitments of this historic institution that has a bright and bold future.

The Chicago Theological Seminary (the “Seminary” or “CTS”) is committed to providing fair and effective personnel policies intended to support all staff members. While not an all-inclusive listing, the staff handbook contains general guidelines about CTS policies. There may also be situations in which the policies, procedures, or practices discussed in the staff handbook may not be applied in all cases due to unique circumstances. Accordingly, this handbook should not constitute an express or implied contract or a promise.

Given the changing nature of the world, our community, and the needs of our students and employees, the Seminary reserves the right to add, amend, or revoke policies in this staff handbook at any time and potentially without notice depending on the circumstance. Any significant changes to the staff handbook will be communicated electronically to the entire CTS community.

The staff handbook is not a contract of employment, express or implied. In an effort to provide more clarification, unless a written employment agreement is created by both the staff 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 their 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 should not be relied upon by any prospective or existing staff members.

The staff handbook specifically supersedes any previous CTS employee handbooks, manuals, and unwritten policies or practices. Should you have any questions about the content of the staff handbook, we encourage you to speak to human resources or the Office of Finance & Administration for clarification.

Statement of Mission and Commitments

Chicago Theological Seminary, a seminary affiliated with the United Church of Christ, serves God, Christ's Church, multiple faith communities, and the larger world by educating persons theologically and cultivating the intellectual, pastoral, and spiritual capacities of lay and ordained religious leaders, scholars, and activists who contribute to the increase of justice and mercy.

Inspired by the ministry of Jesus, guided by the Spirit of the Divine, and nurtured by faith and culture, we strive to create a sacred learning community that educates for public ministry, based upon the following interwoven commitments:

- We are committed to a life of mutual teaching and learning, to academic excellence, to open inquiry, and to critical engagement of texts, contexts, and practices in all our educational programs;
- We are committed, in a world suffering from spiritual impoverishment, which is characterized by meaninglessness, lovelessness, and hopelessness, to proclaim a message of divine purpose, compassion, and promise;
- We are committed, in a society structured by white supremacy and racism, to challenge white privilege, to combat the forces of racial division and domination, and to equip leaders who embrace and celebrate racial, ethnic, and cultural diversity;
- We are committed, in a global context of religious conflicts and a society structured by Christian privilege, to joyous embrace of religious diversity, expanding our ground-breaking work in Jewish, Christian, and Islamic Studies to advance understanding and collaboration among the rich multiplicity of spiritual traditions and lifestances;
- We are committed, in a world governed by sex and gender binaries, to advocate gender justice, to nurture movements for women's equality, and to liberate humanity from restrictive gender norms;
- We are committed, in a world governed by the presumption of heterosexual expression, to challenge homophobia, to celebrate lesbian, gay, bisexual, transgender, and other individuals within the spectrum of human sex and sexuality, and to develop leadership to encourage faith communities to become more open and affirming;
- We are committed, in a world stratified by economic and social class, to challenge the structures that sustain poverty and economic disenfranchisement, and to join the struggle, as companions with the poor, for liberation of all from want, homelessness, hunger, and disease;
- We are committed, on a fragile planet threatened by pollution and exploitation, to interrogate ecological policies, theologies, and practices, and to challenge materialism and the devaluation of creation; and,
- We are committed, in recognition that social divisions are local, national, and global, to international collaboration among individuals and institutions with similar commitments to our own.

In all these ways, we embrace not only the rhetoric but the reality of diversity, and recognize the vital intersectionality of our commitments, working together to do justice, love mercy, and walk humbly with our God. We invite others to join us.

History of Chicago Theological Seminary

Since its inception, CTS has lived on the edge – literally and figuratively. Established in the boomtown of Chicago in 1855, the Seminary's first mission was to train church leaders on what was then America's western boundary. Throughout our history, CTS has been a leader in theological education, social justice, and societal transformation.

- 1800s
- Prior to the founding of CTS, CTS faculty and students participated in the abolitionist movement and the Underground Railroad prior to the Civil War.
- 1855
- In our very first curriculum in 1855, CTS required students to combine theory and practice, action, and reflection by serving in churches and mission settings across the Midwest. In doing so, CTS created the first field education component ever introduced into a seminary curriculum in the US.
- 1880s
- As immigration increased in the center of the country, CTS promoted relevance and inclusivity by teaching theology and Bible courses in other languages.
- 1902
- In 1902, eighteen years before women received the right to vote in the US, CTS was the first congregational seminary to award a degree in divinity to a woman, Florence Fensham.
- 1920s
- CTS faculty member Anton Boisen worked to equip a group of CTS students to minister more effectively to the physically, mentally, and emotionally ill. These experiences would later lead to the founding of the Association for Clinical Pastoral Education (ACPE) in 1930.
- 1957
- CTS was involved in various activities and efforts to advance the cause of civil rights. In 1957, CTS became the first seminary in America to award the Rev. Dr. Martin Luther King, Jr. an honorary Doctor of Divinity degree for his activism in the civil rights movement.
- 1965
- In March of 1965, CTS President Howard Schomer, along with CTS faculty and students, including the Rev. Jesse Jackson, marched alongside Dr. Martin Luther King, Jr. in Selma, Alabama.
- 1974
- President C. Shelby Rooks led CTS from 1974 to 1984 and was the first African American to lead a predominantly white theological school.
- 1986
- During the 1980s, CTS was engaged in the anti-apartheid movement and called for divestment of resources from South Africa. In 1986, CTS awarded Archbishop Desmond Tutu an honorary Doctor of Divinity degree for his transformational activism against apartheid in South Africa.
- 2006
- In 2006, CTS established our LGBTQ Religious Studies Center, a theological think tank and resource for activists involved with moving toward greater justice, to encourage new conversations and offer hope.
- 2009
- In 2009, CTS became the only free-standing Protestant seminary to endow a chair in Jewish Studies, advancing interfaith engagement and multi-faith education.
- 2013
- In 2013, CTS became the first progressive seminary accredited to offer a fully online Master of Divinity degree.
- 2017
- In 2017, CTS launched the InterReligious Institute (IRI) to promote interfaith understanding and cooperation.
- 2019
- In 2019, CTS created a partnership with the Bayan Islamic Graduate School (“Bayan”) wherein Bayan operates as an independent program within CTS.

Pay Policies

Staff Member Definitions

An individual is considered a staff member of CTS if that individual is paid directly by CTS through the CTS payroll system in exchange for professional 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 handbook.

Employment Status

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

Full-time and part-time staff members may occasionally take classes offered by the Seminary. In these situations, the staff member remains an employee first before being considered a student or being recategorized as an occasional staff member.

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. Occasional staff members must follow the expectations associated with the staff handbook.

Exempt/Non-Exempt Status

A staff member is considered a **non-exempt employee** 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 employee** if that staff member's position description meets the DOL's requirements for someone 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 8:30am - 4:30pm, 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 CTS 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 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 Seminary's leadership team (i.e., the President and the President's Senior Cabinet) . Please refer to the remote work policy.

Time Worked Outside of Normal Business Hours

Under certain circumstances and with the prior approval of their supervisor, non-exempt employees who work outside of normal business hours or regularly scheduled hours may qualify for compensatory time off up to the number of hours that exceed their scheduled normal hours worked.

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 to access to their financial compensation in a guaranteed and convenient manner. Staff members may change banking arrangements at any time. However, changes may take one to two payroll periods to take effect. Should you need assistance setting up banking services in your area, please speak to someone in the finance office who will be happy to help.

Payroll Schedule

All staff members are paid on a semi-monthly basis, on the 15th and the last day of each month. When the 15th 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 or available.

Time Sheets and Monthly Paid Time-Off Reports

It is the responsibility of all employees to maintain accurate time sheets and paid time-off reports. Designating hours inaccurately (either knowingly or unknowingly) may result in disciplinary action, up to and including termination.

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

Overtime

Non-exempt (hourly) 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, as required by law. Holidays and other paid leave 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 housing allowance.

Benefit Time and Paid Leave Policies

Paid Leaves of Absence

CTS strongly encourages employees to utilize their time off from work to reenergize themselves. Paid time off is also a significant part of the total compensation plan. 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 abandoned and willingly terminated their own employment.

Holidays

CTS observes the following holidays. The Seminary will be closed on these days:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- The week of Thanksgiving
- 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.

Regular, part-time 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.

As a religiously inclusive institution, CTS works to accommodate the practices of all its members, embracing the diversity of our cultural and spiritual lifestyles. The 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. Absence for religious observance does not count toward the employee's allotted time off. A staff member who desires a religious accommodation should make a written request to that staff member's immediate supervisor as far in advance as possible.

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 regular, full-time 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.

The vacation leave policy included in the staff handbook dated May 7, 2010 is referenced herein as the old policy ("old policy"). All staff members hired before January 1, 2013, and covered under the old policy are 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.

The new policy ("new policy") refers to the vacation leave policy included in the staff handbook dated May 3, 2013 and below. Staff members hired after December 31, 2012, will earn vacation leave based upon the new policy.

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

CTS 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 CTS 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

CTS follows all applicable laws for sick leave including the Chicago Paid Sick Leave Ordinance. Any employee who works at least 80 hours within any 120-day period is eligible for paid sick leave. Employees begin to accrue paid sick leave on the first calendar day after they begin their employment.

Sick leave is used when staff members are unable to work due to physical, mental, or emotional 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 one day per calendar month for a maximum fiscal year accrual of twelve (12) 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. The staff member may not designate another person to contact the supervisor on their behalf unless there is an emergency.

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 human resources. 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. Please refer to Appendix A - Family and Medical Leave Act (FMLA) Seminary Policies and Procedures.

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 the death of an immediate family member, 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 human resources 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 and may lead to disciplinary measures.

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 two hours 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 human resources.

Sabbatical Leave

The Seminary recognizes that employees have a need to increase and extend their knowledge and competency in their fields of specialization. This may be accomplished through a sabbatical leave. The Seminary offers sabbatical leave for a period of one to three months, during which time full salary and benefits continue.

Sabbatical leaves are restricted and are intended for use only by those staff members (without regard to ordained status) whose sabbatical leave will increase their value to the organization by helping to further CTS's mission, enhance its reputation, or improve its operations. A staff member is eligible to request a sabbatical leave after five years of continuous full-time employment with the Seminary. Leave afforded under the Family Medical Leave Act is not counted when determining eligibility or continuous service. Subsequent requests may be considered at five-year intervals.

Requests for sabbatical leave, including the proposed program of study or project, must be submitted, in writing, to the staff member's immediate supervisor and the department leadership team member for approval. Staff members who wish to take a sabbatical must contact human resources to obtain a request for sabbatical leave form. If approved, the request must be forwarded to human resources at least one month before the proposed beginning of the sabbatical leave. Both the department leadership team member and human resources must approve the proposed sabbatical leave in writing. A request for a sabbatical leave by a full-time leadership team member must be submitted to and approved by the President, whose action will

be forwarded to human resources. The staff member is required to present the results of the program or project to the leadership team.

The staff member's expenses, including tuition and other program or project costs, related to the sabbatical leave, are not reimbursable by the Seminary. Sabbatical leave does not accrue. A staff member whose employment terminates without the staff member having taken sabbatical leave is not entitled to any sabbatical payment.

No staff member may take a sabbatical leave at the completion of his or her service. The granting of a sabbatical leave will be contingent upon the employee's commitment to a minimum of five months of service to the Seminary following the conclusion of the leave. If the staff member does not provide the required post-sabbatical service to CTS, they must reimburse the Seminary for five months of salary.

Any exceptions must be approved by human resources and the President.

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 six months and who have exhausted all accrued vacation and personal leave the opportunity 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. This is permitted in the event that the staff member cannot schedule these events 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, twenty-four-hour notification 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 human resources staff member.

Military Leave and Reemployment

CTS 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 human resources staff member as soon as possible for information regarding rights and responsibilities relating to military leave.

CTS 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 (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 thirty days.

A staff member is eligible if they have 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 their accrued vacation, and personal and compensatory leave (except sick and/or disability leave) before they are eligible for family military leave under the act.

Staff members must provide at least fourteen days' notice before starting family military leave of five or more consecutive workdays. Staff members must provide notice of leave lasting less than five 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 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 three years following the birth of a child. Please contact human resources with any questions or for more information about this policy.

Family and Medical Leave Act (FMLA) Generally Defined

CTS 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 twelve weeks of job-protected, unpaid leave per year for certain specified reasons, and up to a total of twenty-six work weeks 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 the 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 twelve work weeks of unpaid leave during a rolling twelve-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 twelve-month "look back" period from the twelve-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 eighteen or older and mentally competent to consent; and
- 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, physiological, or 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 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 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 twelve-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 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; or 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 the staff member's 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 returns from VESSA leave in a timely manner 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 they 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 human resources and are requested to 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 they have been retaliated against for exercising their 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 they know 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 their 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 human resources staff member.

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 consider 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 protected 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 the 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, pervasive, and objectively offensive 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.

Retaliation

The Seminary prohibits any form of retaliation against any person for bringing a 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 they have 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, 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 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 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 become part of the 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 related to 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 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 the complainant's behalf. Informal resolution is considered *not* to have been achieved if:
 - The complainant reports that their complaint has not successfully been resolved via mediation; or
 - The accused is dissatisfied with the proposed resolution.

N.B.: Allegations involving an employee engaging in sexual harassment of a student may not be resolved

using the informal resolution process. These allegations will automatically invoke the formal investigation process outlined below.

Formal Resolution

The formal resolution process applies (i) to all matters involving an employee engaging in sexual harassment of a student; (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 be accompanied by an advisor of their choice at any related meeting or proceeding. CTS will provide an advisor at no cost for the purposes of cross-examination at the hearing if the party does not have one.
 - 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 a 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.

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 handbook;
- 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 handbook;
- 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 handbooks 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 handbook or handbooks.

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.

The Title IX coordinators are subject to change. Therefore, you may consult the policies page of the CTS website (www.ctschicago.edu) for more information.

Anti-Discrimination/Anti-Harassment Task Force

An Anti-Discrimination/Anti-Harassment Task Force will be established by 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 1st of each academic year and be trained and ready to function by January 1st.

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;
- 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 the Academic Council.

The two main functions of the Task Force are to adjudicate formal charges (by appointment to the Investigation Team) and 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 1st each year.

Required Training

All employees of CTS will be required to participate in training annually on Title IX, Preventing Discrimination and Harassment and Bystander Intervention as mandated by the federal, state, and local government. Failure to participate in all required trainings may result in a delay in your annual cost of living increase until the trainings are completed.

Seminary Discretion

The Seminary reserves the right to interpret this policy and modify it as appropriate in particular cases, in its discretion.

Potential Conflicts of Interest

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.

Employing Partners or Other Family Members

CTS respects the working relationships built between employees. We also understand how partners and family members often work in the same industry or organization based on their shared beliefs and skills. With this in mind, partners and family members should be aware of how perceptions of personal relationships may create uneasiness in their peers. Therefore, we provide proactive guidance in order to avoid any possible conflicts.

Upon a partner or family member considering employment with CTS, the existing employee is required to disclose the relationship to the President or human resources.

If a current staff member's family member possesses the qualifications required for an open position and is the applicant judged best for the position, the President may approve the hiring of the individual. Hired family members may not have a direct reporting relationship to one another and are expected to demonstrate the utmost professionalism in the working environment. Furthermore, the family members may not provide feedback or guidance on the hired employee's performance, have a say in their compensation, or be involved in any way as to a change in job status (promotion, demotion, etc.). Finally, the working family members may not have access to any personnel records of the other maintained by CTS.

Should a situation arise where there may be a perceived conflict, the President may request the family members be removed from projects, conversations, positions, or decisions.

Consensual Relationships

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, student, or a staff member's immediate family because of CTS's business dealings.

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, or a staff member with a student), 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 managers, 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.

Other Staff Benefits

Group Insurance Benefits & Retirement Program

CTS provides regular, full-time 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.

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

Workplace Injuries and Worker's Compensation

Our employees' safety is very important to us. Staff members who sustain work-related injuries or illnesses, no matter how minor, must inform the human resources staff member in writing immediately. If a staff member sustains an injury arising from 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. 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 human resources for more information about workplace injuries.

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 audit or enroll in CTS classes. Staff members must obtain the prior written approval of their supervisor and the course instructor to take any classes during regularly scheduled work hours, which will not be considered as part of their required hours worked. Staff members may audit classes at no cost. Staff members who wish to enroll in classes for credit will receive a discount of 50% of the cost of tuition. 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 human resources 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 speak to a licensed tax professional for more information. If you have specific questions about our benefits, please speak to human resources.

General Policies

Support of Mission and Commitment Statements

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

Accommodations for Disabilities

CTS 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 has a disability ~~is disabled~~ and needs an accommodation to perform their job functions, the staff member should make a written request to human resources.

Accommodations for Religious Practices

CTS 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 ninety days in advance to human resources.

Professional Appearance and Decorum

Staff members are expected to maintain a professional appearance and display behavior appropriate to the work setting and the staff member's job. This may include specific attire related to safety, movement, and interactions with others. Professional attire must be at least knee-length for employees working in the CTS building. Should you have any questions, please proactively speak to your supervisor or human resources.

Attendance

A staff member must notify their supervisor in writing as far in advance as possible if 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 expects to return to work. Staff members will be compensated for absences approved in writing as described in this staff handbook. Unauthorized, excessive, or regular absences or tardiness will result in disciplinary action. Supervisors have the right to approve or deny requests based on business needs.

Staff members are expected to report to work during inclement weather if CTS offices remain open for business. CTS uses a text alert system to notify students of campus closings and other emergencies. Students have the option to opt-in for this service. We highly recommend this service to receive alerts quickly. If staff members do not opt-in, they will receive emergency notifications via their CTS email. Staff members should refer to the website (ctschicago.edu) 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 abandoned their role and resigned their employment with CTS.

Confidential and Seminary Proprietary Information

Staff members are expected to maintain a high degree of professionalism and use discretion as it relates to communicating CTS business and personnel-related operations. Staff members frequently will be exposed to confidential and proprietary Chicago Theological Seminary information during the course of their

employment. 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, employee records, and training materials. Staff members should assume 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, they must notify their supervisor immediately. When in doubt, staff members should proactively seek guidance from their supervisors.

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 their employment by the Seminary.

Certain information contained 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 or Registrar.

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

- Do not request information from a student's educational record without a legitimate educational interest.
- 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.
- 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 leadership.

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

Disciplinary Action Related to Work Performance

CTS seeks to deliver the highest possible quality of services to our students and other constituents. The performance of our staff is an important component in our ability to deliver such services. Staff members are accountable for producing work in accordance with the expectations of their position, norms, and job description. While all examples of high-quality professional performance cannot be tailored to the

handbook, examples include, but are not limited, to the following:

- Produces acceptable and thorough work output
- Completes work in a timely manner
- Communicates (verbal, nonverbal, writing) effectively
- Motivated and self-directed
- Organized and efficient
- Sound judgement and problem-solving skills
- Takes initiative
- Accountable
- Professional
- Displays the Mission and Commitments of CTS
- Adheres to budgeting, financial, payroll, and timecard parameters
- Mindful of behavior and impact on culture
- Follows organization policies and procedures
- Maintains professional relationships with coworkers

Staff members are expected to be cognizant of their performance and request feedback from others about their results. Staff members are responsible for seeking advice on how to improve. However, if a staff member is not performing their job in an acceptable manner, the immediate supervisor is responsible for letting them know what is being done incorrectly, what performance standards are not being met, and what corrective actions are expected.

As a teaching institution, we want to support each person's professional knowledge and growth. However, there may be times when problematic performance or behavior exceeds an acceptable level and is having detrimental effects on the organization. In cases like this, the Seminary reserves the right to accelerate disciplinary actions and decisions.

Progressive Discipline Path

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 a written or verbal warning(s) and determine if assistance or re-training is necessary. The staff member's supervisor will discuss a written warning, including examples, criteria for improvement, and timeframes 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 closed.
- 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.

The staff member may be asked to sign a written warning acknowledging they received the document. This acknowledgement does not constitute agreement, but only receipt. If the staff member disagrees with the content in the warning, the staff member may state the nature of the disagreement on the warning document

within 3 days of receipt. The staff member will receive a copy of the signed document and a copy will be placed in the staff member's personnel file.

Distracted Driving & Personal Equipment Use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. The use of a cellphone while driving is not required. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use handsfree operations or pull to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that results from such actions.

While at work, staff members are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of the Seminary's policy. CTS will not be liable for the loss of personal cellphones brought into the workplace. Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences, and in any circumstance where incoming calls may be disruptive.

The use of professional camera or other video or audio recording-capable devices on Seminary premises is prohibited without the express prior permission of the Director of Communications and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited. Employees violating this policy will be subject to discipline, up to and including termination of employment. Please note that this policy does not pertain to amateur audio recordings, photos, and videos taken using cellphones, which should be done only at the discretion of the subject(s) of said photos/videos.

Illegal Drug Activity or Substance Use

The Seminary cares for all employees and students who are part of our community. CTS is committed to maintaining a workplace that is free of illegal drug activity in order to protect one's safety and prevent possible abuse. Any 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. Supervisors who observe unexplained and unusual behavior patterns in their 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 at the expense of CTS. Violation of the drug free policy or refusal to undergo an examination or test will result in disciplinary action. In addition, inebriation, or impairment while on the job may be a cause for disciplinary action.

All employees are strongly encouraged to express any concerns to human resources, who will maintain confidentiality, as appropriate.

Public Health and Emergency Management Response

CTS maintains policies designed to protect the safety of its employees. We are committed to providing and maintaining a learning environment that is free of recognized hazards. CTS has adopted policies to safeguard the health and well-being of employees and their families; our CTS students and visitors; others who spend time in our facilities; and the community from hazards, including infectious conditions that may

be mitigated through an effective vaccination program. Our policies are intended to comply with all state and local laws. Our policy regarding pandemic related safeguards is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable. Please refer to the CTS website for policies related to campus safety, public safety, and pandemic emergency procedures (see www.ctschicago.edu/footer/policies/).

Employment Verification

Upon request, human resources 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 human resources.

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 supervisor. 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 Involving Supervisors

CTS seeks to resolve staff member grievances in an effective and timely manner by encouraging communication between employees. Complaints of unfair treatment may be addressed using this grievance procedure, except that this procedure may not be used to challenge Seminary leadership decisions regarding wages or salaries, performance evaluations, or decisions regarding promotions or terminations, harassment, or discrimination. 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. Situations that concern the staff member's supervisor shall be handled by an independent third-party HR consultant engaged by CTS. Please contact HR to obtain contact information for the HR consultant.

Step 2: For grievances that do not involve the staff member's supervisor, if the grievance is not resolved using Step 1 of this procedure, the staff member may request a meeting with the HR consultant. For all situations handled by the HR consultant, the HR consultant shall recommend a resolution and share such resolution with the Vice President for Finance & Administration before the resolution is finalized. At any point along the way, the HR Consultant and/or 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, up to and including termination.

Hiring Policy

The Seminary believes in providing qualified people an opportunity to work and embracing an employee's career path as much as possible. We also believe having a diverse workforce aligns with our values. Therefore, the Seminary posts every position, without exception, to ensure the most qualified candidate will be hired. Based on this, all jobs must be posted, at minimum, internally for a period no less than seven business days.

All positions should be budgeted, or there must be a clear and defined mechanism for how the position fits within the budget (e.g., capacity within the budget for position A because of a resignation in position B). Exceptions for this process shall be extremely rare. When there is an exception, the President will decide when a situation is worthy of an exception to ensure consistent and fair hiring practices.

Immigration Law Compliance

CTS is committed to employing people 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 human resources staff member. Staff members may raise questions or complaints about immigration law compliance without fear of retaliation or reprisal.

Information Retention

On occasion, an employee may be asked by a supervisor or human resources to retain information for purposes in anticipation of, or in the midst of, a lawsuit or any legal, federal, state, or local governmental investigation or proceeding. It is illegal to destroy any potentially relevant documents - emails, electronic documents, voicemail messages, or otherwise. 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. CTS has the right to access electronic communications sent from employees' personal accounts using a CTS device. Authority to either access or to disclose the contents of computer files and electronic messages

requires the agreement of the Vice President of Finance & Administration and the President.

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 are required to regularly check their CTS accounts to ensure that communications from students, colleagues, and the community are addressed. Staff are prohibited from using CTS electronic communication systems and equipment for solicitations other than CTS business. Staff are prohibited from attempting to access other's accounts and from installing their own applications or software on CTS electronic communication systems and equipment.

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, often times 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.

Electronic communications are subject to all applicable employee conduct policies. Violations of this policy or other CTS policies through electronic communications will be subject to disciplinary action.

Social Media Usage Policy

We live in an interconnected age, and for many CTS staff positions, the use of social media is integral to both work life and home life. Therefore, CTS does not forbid the use of social media on its equipment or during the workday. However, personal non-work-related interactions on social media should be kept to a minimum during regular work hours.

CTS strongly recommends using discretion when posting on social media. CTS reserves the right to review an employee's social media postings, whether made on work or personal equipment or during work or personal time. CTS will determine whether such postings violate CTS policies, mission, or values. Posts that reflect harassment, hate based on protected categories, threats of violence, or other violations of CTS policies, mission and values may, depending on the severity of the post(s) in question, result in disciplinary action, up to and including termination of employment.

Media Inquiries

From time to time, the Seminary may receive inquiries from the media (newspapers, television, etc.) regarding issues relating to the Seminary, its students, or personnel. 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 spokespersons may communicate with the media on behalf of the Seminary.

Parking and Transportation

CTS is conveniently located near public transportation, including CTA bus lines and Metra rail lines. A limited number of parking spaces is available in the CTS parking lot to the extent such parking lot is made available to CTS by the University of Chicago. Staff members are not allowed to park in the visitor parking spaces. Metered parking is also available on nearby streets. Please contact human resources for more information on parking.

Performance Evaluations

CTS believes in supporting staff members' professional growth. One method in which we reflect on a staff member's contributions is to evaluate each staff member's work performance on an annual basis. The primary purpose of the evaluation process is to acknowledge and identify the effectiveness of our staff members. CTS will use the evaluation process to:

- Measure the staff member's strengths and opportunities 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 performance 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 and other CTS stakeholders.

CTS believes that through the effective communication engendered by the performance evaluation system, all staff members will realize maximum job satisfaction, employee engagement, and feelings of accomplishment.

Performance Evaluation Schedule

Staff member evaluations will be conducted annually and 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. Mid-year reviews will also be performed. In addition, CTS shall conduct 360-degree reviews every two to three years. Retention after an initial performance review does not alter the at-will nature of the employment relationship. Supervisors also may discuss work performance on an informal basis whenever a supervisor or employee considers it appropriate to do so.

Professional Development

CTS is committed to the development of its staff, including regular, full-time, and part-time staff members. Staff members are encouraged to propose professional development opportunities to their supervisor. Supervisors should collaborate with their staff members and human resources to review proposed professional development activities and identify additional training and learning opportunities, as needed. CTS supports activities designed to improve the efficiency and productivity of our staff members and thereby enhance their overall performance. Such activities include but are not limited to formal training sessions, coaching and mentoring, participating in conferences, on-the-job training, job shadowing, and job rotation. Professional development activities must be approved by the department leadership team member. Any cost associated with the activity must be included in the board approved budget for the year in which the activity is scheduled to occur.

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 be subject to disciplinary action.

Volunteerism During Work Hours

In support of the Seminary's mission and commitments, CTS may sponsor group volunteer projects during normal business hours on one or more occasions each year. Staff members are encouraged to participate in such activities provided the staff member requests approval from their supervisor at least thirty days in advance of the project and the supervisor approves the staff member's participation in advance of the

project.

Before requesting approval, the staff member must consider the feasibility of participating in the event, considering the timing of the event, their work priorities, and whether they can participate as a volunteer and satisfy their job duties on a timely basis. Volunteerism will not be prioritized over job responsibilities. Volunteering staff members are expected to actively participate in the volunteer project. The volunteer project manager shall share a list of approved staff volunteers with human resources in advance of the project. The volunteer project manager shall take attendance during the event and report attendance with human resources. Volunteers who are unable to completely fulfill their volunteer role (either entirely or partially) must report the change to the project manager and return to work. Volunteers who complete their volunteer tasks will be paid for their time. Volunteers will not be reimbursed for any out-of-pocket costs associated with the volunteer project.

Personnel Records

CTS complies with Illinois laws regarding staff member requests to review their personnel records. Staff members may review certain of their own 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 of Finance & Administration, who will schedule an appointment for the staff member to access the personnel record. Personnel records must be reviewed in the presence of a CTS human resources representative and may not be removed from the premises. Staff members may request a single photocopy of any portion of their personnel records, and CTS may impose a reasonable fee for the copies.

Pre-Employment Background Investigations

Every offer of employment at CTS 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.

CTS relies on 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.

If an employee believes misinformation has been supplied to the Seminary in their background check, the employee may have the opportunity to correct misinformation. Please speak to human resources with any questions.

Telecommuting Policy

Telecommuting can be informal, such as working from home for a short-term project or working remotely on a formal set schedule, as described below. This policy applies to staff members hired after the effective date of the staff handbook.

Either a staff member or a supervisor may suggest telecommuting as a possible work arrangement. Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the Seminary. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Staff members requesting formal telecommuting arrangements must have a satisfactory performance record. Supervisors may choose to offer telecommuting to a staff member at their own discretion. Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of human resources, will evaluate the suitability of such an arrangement, considering the following factors:

- Staff member suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The staff member and supervisor will review the physical workspace needs and the appropriate location for the telecommuting work.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree, a three-month trial period will commence. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and any issues. At the end of the trial period, the employee and manager will evaluate the arrangement and make recommendations for continuance, modifications, or termination. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency and will focus on work output, completion of objectives, and on-time performance.

An appropriate level of communication between the telecommuter and supervisor will be determined by the supervisor and agreed to by the telecommuter. Communication will be more formal during the trial period. At the conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working in the office or in a manner and frequency that is appropriate for the job and the individuals involved.

For each telecommuting arrangement, the supervisor will determine, with information supplied by the employee, the appropriate equipment needs (including a laptop, personal computer, ~~and~~ software, modems, phone and data lines, and other office equipment). The information technology departments will serve as resources in this matter.

CTS will supply a laptop or personal computer and software including access to the CTS phone system. Equipment supplied by CTS will remain CTS property and will be maintained by CTS. CTS equipment must be used for business purposes only. The telecommuter must sign an agreement acknowledging receipt and proper use of the equipment. The telecommuter agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, CTS property will be returned, unless other arrangements have been made.

CTS will supply the employee with appropriate office supplies (pens, paper, paper clips, and other consumable items) as deemed necessary. The Seminary will reimburse telecommuters for business-related expenses incurred by the employee, such as printer ink or toner and shipping costs, which are reasonably incurred in carrying out the employee's job duties.

The telecommuter will establish an appropriate work environment within their home for work purposes. On a case-by-case basis, CTS will provide a one-time \$100 reimbursement for the initial set-up of the

telecommuter's home office. Aside from the initial one-time reimbursement, CTS will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Telecommuters must supply their own internet service (including modem and phone and data lines), printer, scanner as needed, office furniture, and other office equipment deemed necessary. Equipment supplied by the employee will be owned and maintained by the employee. CTS accepts no responsibility for damage or repairs to employee-owned equipment or other assets. CTS reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Consistent with the organization's expectations of information security for staff members working at the office, telecommuting employees will be expected to ensure the protection of proprietary Seminary information and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Staff members are expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying the employer of any injuries as soon as practicable. The staff member is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members and cohabitants prior to entering into a trial period.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the appropriate time-reporting method. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the staff member's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, pandemic-related issues, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the Seminary and with the consent of the staff member's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Seminary and its students.

Termination

CTS employment 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

Staff members will be asked to complete a brief exit interview prior to leaving in order to provide their feedback on ways in which the Seminary could improve. Staff members are required to meet with human resources on or before their last day to review insurance conversion rights, retirement accounts, return of Seminary property, and other miscellaneous matters, as necessary. All Seminary property, including this handbook, must be returned upon termination.

Please notify the Seminary of address changes during the calendar year in which termination occurs, so tax information may 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 time spent travelling for work, unless (a) the time spent occurs during the time when the staff member would ordinarily be commuting to/from work or (b) the time occurs in connection with travel that requires an overnight stay and is outside of regular weekday business hours or regularly scheduled weekend hours. Travel time to local events or functions is unpaid.

Staff travel expenses will be reimbursed as follows:

- Meals: CTS will reimburse the cost of meals consumed during travel times at the following rates: Breakfast: up to \$15 per meal per day; Lunch: up to \$20 per meal per day; Dinner: up to \$25 per meal per day. These limits exclude business entertainment meals involving a third party who is not a CTS staff member.
- Mileage: CTS will reimburse business travel related mileage at the prevailing IRS rate per mile.
- Hotels and Airfare: Staff are required to select hotel and airfare (coach or economy class only) that represent the lowest feasible cost for the dates and times of travel. Employees will be reimbursed for the cost of internet access, hotel business office services (copying, printing, scanning), and any airline rebooking fees for flight changes.
- Rental Vehicles: Reimbursement for rental vehicles as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. When rental vehicles are necessary, CTS encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. CTS will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.
- For staff members who are required to travel on CTS business on a routine basis (more than once per year), CTS will reimburse the cost of TSA services up to a maximum of \$100 for each renewal.
- Vacation in conjunction with business travel: In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified.
- Travel for non-employees: Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event.
- Non-reimbursable travel expenses: Airline club memberships; airline upgrades; business class or first class airfare; child care, babysitting, house-sitting, or pet-sitting/kennel charges; commuting between home and the primary work location; laundry and dry cleaning; personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs; other expenses not directly related to business travel.

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 whistleblowing 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

Staff members have a responsibility to make timely disclosure. 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 leadership at CTS will receive a report on each complaint and a follow up report on actions taken, except when the complaint involves that member of senior leadership.

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

- The employee's direct supervisor.
- The area vice President (Academic Dean, VP-Development, Dean of Students, VP-Strategic Initiatives, VP-Finance & Administration)
- Human resources (VP-Finance & Administration)
- CTS President
- Board of Trustees' Audit committee Chair (contact information is available in the published

and 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 their direct supervisor is involved). If the report to the complainant (see below) is unsatisfactory, the complainant should report their concern to the next level.

Initial Inquiries

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

Report to Complainant

The complainant may or may not receive follow up on their concerns depending on the nature of the complaint and necessary confidentiality. 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. The complainant will, however, be notified in writing if an investigation has taken place, including the appropriate parties involved.

Weapons

CTS prohibits all persons who enter Seminary property from carrying a handgun, firearm, knives with a blade larger than that of a folding pocketknife, 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.

Workplace Violence

CTS 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 an employee or other person, the staff member is required to report it to their supervisor or human resources 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, the staff member should contact 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 any Seminary business.

Staff members must report any suspected or actual violations of this policy to their supervisor or human resources 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.

CTS 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 work weeks 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, and
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.

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 fostercare 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 work weeks 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 work weeks 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-work week 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 work weeks of leave during the single 12-month period.

How To Request FMLA Leave

If a staff member needs to take time off for reasons that a staff member believes 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 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 needs 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 CTS, 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 returns 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 human resources 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 is 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 requests 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 is 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 staff member requests 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") healthcare 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 the unpaid portion of a staff member's FMLA leave commences.

If a staff member is 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 complies with all applicable terms and conditions of the disability benefit plan or workers' compensation law.

Health Benefits

If a staff member is enrolled in the Seminary's group health insurance plan and wishes to continue this coverage while a staff member is on FMLA leave, a staff member will be responsible for paying the staff member's 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 is on FMLA leave, unless a staff member notifies 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 is on FMLA leave, a staff member may be dropped from plan coverage until a staff member returns 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 does 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 is 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 is 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 & 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 & Administration of the change as soon as practicable under the circumstances.

Reinstatement at the Conclusion of Leave

If a staff member timely returns 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 is 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 workdays (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 is 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 Staff Handbook

I acknowledge receiving a copy of the 2023 edition of the staff handbook on the date written below. I agree it is my responsibility to read the staff handbook 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 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 handbook nor any CTS policy or procedure is an express or implied contract.

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

Employee's signature: _____

Date: _____