

PLTS STAFF EMPLOYEE HANDBOOK

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Pacific Lutheran Theological Seminary

Staff Employee Handbook

I. INTRODUCTION

The mission, vision, and goals of Pacific Lutheran Theological Seminary (PLTS) can best be met in an atmosphere that allows all employees to feel a genuine sense of accomplishment. We believe that our employees play a major role in our success. Our policies are designed to recruit, retain and reward individuals whose performance, experience, training and education are commensurate with the high standards of PLTS.

This Employee Handbook is provided for use as a summary of our personnel policies, procedures, and benefits.

This Handbook only highlights the policies, procedures, practices, and benefits of Pacific Lutheran Theological Seminary (PLTS) relating to its non-faculty staff members. Changing circumstances may require that the policies, procedures, practices and benefits described in the handbook will change from time to time. Consequently, PLTS reserves the right to amend, supplement, suspend or rescind any provisions of this handbook as deemed appropriate at its sole and absolute discretion, except for the At-Will Employment policy which cannot be changed. Therefore, it is important to consult the official PLTS policies periodically to keep abreast of those policies that may have been updated by the Board of Directors resulting in various planned handbook enhancements. These updated policies will be incorporated in the handbook on at least a bi-annual basis. Changes to this document may be made only in writing and approved by the Board of Directors and no individual is empowered to make oral changes.

The policies are adopted by the Board of Directors of PLTS. The President of PLTS is accountable to the Board of Directors for the administration of the personnel policies. The President may delegate the day-to-day administration of the policies.

This handbook replaces all previous written or oral descriptions of PLTS' policies and procedures. It covers all regular staff employees, but not faculty or student employees, with the exception of the policy on harassment, which covers all members of the PLTS community.

Please take the time to read this handbook and ask your supervisor if you have any questions. After you have read this handbook you will be asked to sign an acknowledgment reflecting that you understand the policies and will abide by them. This acknowledgment will become a part of your personnel record.

AT-WILL EMPLOYMENT RELATIONSHIP

This handbook is not intended to create or constitute an express or implied contract between PLTS and any one or all of its employees. PLTS or the employee may terminate the employment relationship at any time, without prior notice. PLTS may terminate an

employee for any or no reason, with or without the use of progressive discipline. This is called “At-Will Employment” and no one has the authority to alter, amend or contradict this policy either orally or in writing.

EQUAL OPPORTUNITY

PLTS is an equal opportunity employer. PLTS and its employees will not unlawfully discriminate against individuals or groups of individuals with regard to age, sex (including pregnancy), race or color, national or ethnic origin, marital status, physical or mental disability, religion, veteran status, sexual orientation or transgender status. In addition, PLTS will make reasonable accommodations to the known physical or mental limitations of a disabled applicant or employee who is able to perform the essential functions of the position, when accommodations are requested.

II. ABOUT PLTS

PLTS is one of eight seminaries of the Evangelical Lutheran Church in America (ELCA) and the only ELCA seminary in the western half of the United States. As well as forming the ELCA’s Western Mission cluster with Luther Seminary in St. Paul, Minnesota, PLTS is a consortial member of the Graduate Theological Union (GTU). Since its earliest days, PLTS community has included faculty, staff, and students from several strands of American Lutheranism. PLTS prepares men and women from around the world for lives of service in the church and in the world as pastors, Associates in Ministry, diaconal ministers, deaconesses, and theologically-educated lay leaders.

PLTS offers courses of study which prepare students to go out from this place as dedicated servants of Jesus Christ throughout the church and world. Well over 1,100 graduates of PLTS can be found serving in such diverse places as rural and multiple-point parishes, the Los Angeles *barrio*, suburban and urban locations across the nation, and in university settings. Most graduates serve as ordained pastors in the ELCA. However, PLTS alumni/ae include growing numbers of lay church professionals, missionaries, institutional and military chaplains, service agency administrators, college, university and seminary professors, and national, regional, and synodical church staff members.

Courses of study at PLTS prepare students to meet the ELCA’s criteria for certification for ordained, diaconal, and other lay service in the church. Its study programs are fully integrated with the ELCA’s candidacy system of registration, endorsement, approval and assignment. The goals of each of the courses of study offered at PLTS are perhaps best expressed by our mission statement:

Pacific Lutheran Theological Seminary develops leaders for the church by:

Deepening faith in Christ;
Expanding the heart;
Challenging the mind;
Energizing for mission.

GOVERNANCE

Board of Directors

PLTS is governed, within the provisions of PLTS constitution and bylaws, by the Board of Directors in conjunction with PLTS President. The Board meets once each semester. It elects two new officers, who serve for two-year terms, at the fall meeting. The Board Executive Committee consists of four elected officers, the chairs of each of the other committees, and PLTS President.

Seminary President

PLTS President directs both the academic and business aspects of PLTS's governance in cooperation and conjunction with the board, the Administrative Council, and the Dean of the Faculty.

Administrative Council

The Administrative Council consists of PLTS President, the Dean of the Faculty, the Vice President of Finance and Operations, the Vice President of Advancement, the Dean of Students and Registrar, the Admissions Director and the Campus Pastor.

The Faculty

In addition to their teaching roles, faculty members serve in the key role of academic advisor to individual students in the various degree programs. PLTS' faculty who are also members of the GTU core doctoral faculty coordinate and serve on GTU PhD committees. PLTS' faculty also serve as members of ELCA endorsement committees and participate in the ELCA approval process.

III. CODE OF CONDUCT

A. DRUG FREE WORKPLACE POLICY

Possession, manufacture, distribution, sale, use or being under the influence of illegal drugs while on seminary property, on duty or while operating a PLTS vehicle are strictly prohibited as such acts jeopardize the safety, effectiveness and morale of the entire seminary community. Use of alcohol during working hours or when operating a PLTS vehicle is also prohibited. If an employee is found to be in violation, he/she will immediately be referred to a treatment program, and permitted to return to work only after successful completion. Accrued flex time, vacation or unpaid time off may be used during treatment. (See Section VIII B for information about the Employee Assistance Program.)

As a recipient of Federal funds for student work study, Pacific Lutheran Theological Seminary must maintain a drug free campus. The law prescribes that PLTS must spell out penalties to be applied in the event an individual is determined to be in violation of this policy. In addition, the employee must notify his/her employer in writing of his/her

conviction for a violation of criminal drug statutes occurring in the work place no later than five calendar days after such conviction.

The penalties for violation of this policy are:

1. Failure to respond to a referral to a treatment program will result in involuntary termination.
2. A repeat offense will result in involuntary termination.

If you observe the sale or distribution of illegal drugs, you should immediately report the incident to the business office.

B. COMMUNITY POLICY ON DISCRIMINATION AND HARASSMENT

PLTS strives to be a respectful place of work and study that does not tolerate discrimination based upon age, sex (including pregnancy), race or color, national or ethnic origin, marital status, physical or mental disability, religion, veteran status, sexual orientation or transgender status. PLTS' commitment, therefore, is to create and maintain a community in which all persons can work together in an atmosphere free of all forms of discrimination, exploitation, or intimidation, including sexual harassment.

1. General Policy

Every member of the PLTS community should be aware that any discrimination or sexual harassment is directly opposed to the mission of PLTS. Further, such behaviors on the bases listed above have serious consequences; they are not only inappropriate and wrong, they also may be unlawful.

2. Sexual Harassment Policy

Sexual harassment is using "...one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature."

(Equal Employment Opportunity Commission of the United States Government)

Behaviors qualifying as sexual harassment include but are not limited to:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement;
- d. Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment in return for sexual favors; or
- e. Retaliation for having reported or threatened to report harassment.

Although this definition is taken from established legal principles, PLTS reserves the right to discipline persons for conduct that may not rise to the level of severity or pervasiveness necessary to support a legal determination of harassment.

3. Policy of Non-Retaliation

Any attempt by a member or the Faculty, Administration or Staff to penalize or retaliate in any way against a person bringing a discrimination, harassment, or other policy violation charge is prohibited and will be treated as a separate policy violation to be reviewed in its own right.

4. Resolution of Alleged Discrimination, Harassment, or Other Policy Violations

The Vice President of Finance and Operations (VP) will receive, investigate, and review any incident of sexual harassment, discrimination, or policy violation by a staff member. If the incident involves the VP, the President of PLTS shall receive, investigate, and review this incident.

If the complainant cannot or does not desire to resolve directly with the alleged policy violator, then the VP will have an initial discussion with the complainant for the purpose of providing guidance as to his or her options and available procedures. After this initial discussion, the VP will begin an investigation at the request of the complainant.

The VP will review and investigate the complaint as deemed appropriate to determine the merits of the allegation. The investigation may involve interviews and/or written statements from the complainant, the alleged policy violator, and any witnesses who may be able to provide pertinent information about the facts of the case. In the course of the investigation, the alleged policy violator will be informed of the allegation, the identity of the complainant, the facts surrounding the allegations, and will be afforded the opportunity to respond to the allegations.

As a result of the investigation, the alleged policy violator may be found not to have committed a violation of PLTS rules and regulations or may be found responsible for such violations or other inappropriate behavior. Resolution may be of a formal or informal nature. Informal resolution may occur when both complainant and alleged policy violator agree to a procedure without the need for additional proceedings. Formal resolution will involve the VP taking appropriate disciplinary action including but not limited to counseling or education about sexual harassment, discrimination, or matters pertaining to the alleged policy violation, and a verbal or written reprimand or other such disciplinary sanctions up to and including termination. A summary of the results of the investigation will be communicated in writing to both the complainant and respondent.

5. Confidentiality and Protection of Complainant and Respondent

- a. The right to confidentiality of all parties involved in a sexual harassment, discrimination, or other policy violation charge (including witnesses)

interviewed during an investigation) shall be strictly adhered to the extent that it does not interfere with PLTS' legal obligation to investigate such alleged violations, to give the accused person a meaningful opportunity to respond to the particulars of the complaint, and to implement appropriate corrective action.

- b. In the event allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the alleged policy violator if he or she was damaged by the proceeding. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of disciplinary procedures from official reprimand to dismissal.

IV. YOUR JOB

A. 90-DAY EVALUATION PERIOD

There is a 90-day evaluation period for all new employees and for those who accept a transfer into a new job. All employees, regardless of status or duration of employment are required to meet and maintain PLTS' standards for job performance and behavior. Either the employee or PLTS may end the employment relationship at any time during or after the evaluation period, with or without reason or advance notice. Completion of the evaluation period does not guarantee employment for any specific period of time. As stated previously, PLTS is an "At-Will" employer.

B. HOURS OF WORK

The work week at PLTS is 35 hours, not including lunch time. The beginning and ending of your work day, and your lunch period, are established by your immediate supervisor.

Standard hours of operation are Monday through Friday, 8:30am to 4:30pm.

C. SCHEDULING

As the need arises, supervisors may schedule work days and hours that differ from standard work days and hours. Occasionally, a flex-time schedule may be granted by a supervisor if the schedule is arranged in advance in writing and benefits PLTS as well as the employee. Advance approval of the supervisor is required when overtime is to be worked or any change in scheduled hours is required.

D. REST PERIODS

PLTS provides one paid 15-minute break each morning and one paid 15-minute break in the afternoon for hourly employees. Each supervisor establishes the break schedule based on the needs of the department.

Part-time employees who work less than 5 hours in a day receive one 15-minute break.

E. LUNCH PERIODS

For hourly employees, PLTS provides an unpaid lunch period of at least 30 minutes for each day in which the employee works six hours or more. Lunch periods for hourly staff are scheduled by supervisors and must begin within five hours of the time you started work that day. Because lunch periods are off-duty time, if you are an hourly staff member and you elect to eat lunch at your desk, please place a sign in your work area that says "at lunch," and do not do work during the meal period.

V. ATTENDANCE AND ABSENCES

You are an essential member of PLTS' staff so it is important that you be prompt and regular in your attendance. If you are unable to report to work on time because of circumstances beyond your control, you should report absences as follows:

Vacation and other planned absences: should be arranged with your supervisor in advance and prior to your making travel and other arrangements.

Sick leave emergencies: should be reported to the reception desk and to your supervisor as soon as possible on the day you will be absent.

A. TIME RECORDING

Exempt (salaried) staff members must turn in reports of vacation and leave as such leave is used to the Business Office, where records will be kept of each employee's accrued time. Non-exempt (hourly) staff members record vacation and leave taken on their time sheets. These records are available to you at any time upon reasonable notice. Any leave taken that exceeds the amount accrued will be without pay, unless there is prior written approval of your supervisor and the President. Each employee is responsible for ensuring that his or her time card accurately reflects all hours worked.

PLTS may require medical certification for any absence due to illness or injury. When returning to work after an illness of five days or more, a written medical release from your doctor may be required. PLTS reserves the right to request a statement from a health care provider or to require an employee to be examined by a physician of PLTS' choice. If you are given a conditional medical release, the doctor must state the conditions of the partial release and specify any job limitations.

Tardiness or absenteeism which is considered by PLTS to be excessive may result in disciplinary action, up to and including termination. An absence for a period of three consecutive work days without contacting your supervisor to request a leave of absence shall be considered a voluntary termination of employment absent extenuating emergency circumstances preventing such contact.

B. PERSONAL LEAVES OF ABSENCE WITHOUT PAY

A personal leave of absence without pay may be granted with the approval of your supervisor and the President. The request must be made in writing, stating the reason for the leave and suggestions as to how your responsibilities can be cared for during the leave. You may remain on the ELCA benefit plans while on leave without pay, as allowed by the plan and at your own expense. Neither flex time nor vacation time will accrue during a personal leave of absence. For further details regarding leaves, contact the Vice President of Finance and Operations.

C. FAMILY AND MEDICAL LEAVE

PLTS will grant family and medical leave in accordance with the requirements of applicable law in effect at the time of the leave is granted.

Eligibility

To be eligible for family and medical leave benefits, an employee must:

- (1) have worked for a total of at least 12 months and
- (2) have worked at least 1,250 hours over the previous 12 months.

Amount of Leave

Eligible employees may receive up to a total of 12 weeks of unpaid leave during any 12-month period, measured on a rolling basis backward from when leave becomes necessary.

Purpose of Leave

Leave may be used for one or more of the following reasons:

- (1) for the birth or adoption of a child or the placement of a child for foster care;
- (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- (3) to take medical leave when the employee is unable to work because of a serious health condition.

A “serious health condition” is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.

Requesting Leave

Please contact the Vice President of Finance and Operations as soon as you become aware of the need for this type of leave. For foreseeable events, if possible, the employee must provide 30 days’ notice of the need for the leave.

PLTS reserves the right to require medical certification before granting any medical leave for an employee’s own serious health condition or for leave to care for a family member with a serious health condition.

Continuation of Benefits

Employees on leave under this policy are required to use accrued vacation and flex time during such leave. Any additional leave under this policy is generally unpaid. However, PLTS will continue to maintain the employee's participation in PLTS's group health insurance plan to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Neither flex time nor vacation shall accrue while an employee is on Family and Medical Leave.

Employees with two or more years of continuous full-time employment are eligible to receive half pay while on leave under this policy for purposes of caring for a newborn, adopted or foster-placed child.

Return to Work Following Family and Medical Leave

If an employee is released by his or her medical care provider to return to work or returns from caring for a family member or new child before the expiration of the 12-week period provided for by this policy, PLTS will, to the extent required by applicable law, return the employee to the same position he or she held prior to the leave, or to a comparable position for which the employee is qualified.

PLTS reserves the right to deny reinstatement to employees who are among the highest paid ten percent of PLTS's employees and whose reinstatement would cause substantial and grievous economic injury to PLTS.

D. JURY DUTY

PLTS recognizes jury duty as a civic responsibility. When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, we expect you to report to work.

You will receive full pay for the first 30 days of jury duty if you were scheduled to work and you submit a juror service certificate. Jury duty leave beyond this time is without pay from PLTS. You must submit any jury duty pay or reimbursements received from the State of California (or any state, district, county or other court), except for travel reimbursements, to PLTS.

VI. YOUR PAY AND JOB PERFORMANCE

A. PAYDAYS AND PAYCHECKS

Paydays are the 15th and the last day of each month. In the event that payday falls on a designated holiday, checks will be distributed a day in advance. PLTS provides the option of having your paychecks deposited directly into your checking and/or savings account and therefore does not provide payroll advances

B. PAYROLL DEDUCTIONS

All federal and state mandated deductions will be made from your paycheck. Other deductions may be made with your written permission, including:

- * Contributions to the Optional Pension Plan and/or TSA
- * Charitable contributions to PLTS

C. OVERTIME

PLTS does not encourage overtime. However, there may be times when overtime is required. You must have the prior written approval of your supervisor to work any overtime. Overtime occurs when a non-exempt (hourly) employee works more than eight hours in one day or more than 40 hours in one week. Non-exempt employees will receive overtime pay at the rate of time and one-half for all hours over 8 in a day or over 40 hours in one work week, except where a higher overtime rate is required by law. Records of the overtime must be included on time cards signed by the employee and the supervisor. The PLTS work week runs from Monday through Sunday.

D. COMPENSATION

It is the desire of PLTS to maintain compensation rates that are competitive in our community for our type of institution and the funding we receive. Periodically, we conduct a review of the compensation rates of our positions.

The primary factor influencing any change in your salary is the annual PLTS budget. Salary increases for individual employees may vary by job classifications and other factors, such as actual job performance. Employees must have at least a satisfactory performance appraisal to be eligible for any salary increase. Periodic salary adjustments are authorized by the Board of Directors.

E. TIME CARDS

All non-exempt (hourly) employees must accurately complete time cards noting hours worked, starting and stopping times, lunch breaks, and any vacation, flex or other leave. Time cards must be turned in to the Business Office on the 10th and 25th of each month or at such times as communicated to all staff.

F. JOB DESCRIPTIONS

Employees will be provided with a written job description which outlines the primary duties of their position. To be sure the descriptions accurately reflect the work being performed; they will be reviewed with you periodically.

Given the small number of employees at PLTS, individuals are expected to be available to help with other work as the need arises and time is available. Every attempt will be made to request such assistance on an equitable basis.

Job descriptions are the foundation of PLTS's compensation and performance appraisal program and should be revised when key responsibilities change.

G. PERFORMANCE APPRAISAL

The employee performance appraisal program serves as a basis for recognizing an employee's job performance based upon specific job performance standards. Your performance appraisal gives you and your supervisor an opportunity to discuss your overall performance, high achievement areas, areas where improvement is needed, and to prepare a Performance Plan and specific objectives for the next evaluation period.

Your job performance and progress is evaluated on an ongoing basis. A formal evaluation is prepared annually. Your performance appraisal will be considered in evaluating your qualifications for promotions or transfers and salary increases. Your input to this process is valued and appreciated.

VII. YOUR BENEFITS

A. PENSION, MEDICAL, DENTAL, AND DISABILITY

PLTS provides an outstanding package of Pension, Medical and Dental, Disability and Survivor benefits through the plans administered by the ELCA Board of Pensions. All regular full-time employees and regular part-time employees scheduled to work 20 hours per week or more for at least 6 months out of the year are covered by these plans. PLTS currently pays the entire cost of the Regular Pension Plan, the Medical and Dental Benefits Plan, the Disability Benefits Plan and the Survivor Benefits Plan. These contribution rates are subject to change and, as circumstances change, employees will be given as much advance notice as possible although none is required. This currently amounts to between 21.9% and 36% of your compensation, depending on your age and number of family members enrolled. This is in addition to PLTS's 7.65% contribution to Social Security.

In addition, at your own expense, you may make contributions to the Optional Pension.

Please contact the Business Office for copies of the "Brief Summary of Pension and Other Benefits Program" booklet and copies of the "Summary Plan Descriptions" for details. Health and Pension Benefits are a significant component of your total compensation. PLTS encourages you to understand your benefit plans and how they work. Once you are enrolled in the benefits program, you will receive updates from the ELCA on a periodic basis.

PLTS employees are not covered under California State Disability Insurance, Unemployment Insurance or Family Temporary Disability Insurance.

B. HOLIDAYS

PLTS recognizes 12 holidays. Holidays are scheduled by the academic calendar and currently include:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

C. FLEX HOURS

Regular full-time employees accrue flex hours at the rate of one day per month, for a total of 12 days per year. These days can be carried over from year to year up to a maximum of 36 days. Flex days are not paid on termination. Flex days may be used for illness and recuperation, personal business and appointments, or to care for family members, but are not to be used for vacation, including to extend vacation leave.

Part-time employees regularly scheduled to work 20 hours per week or more accrue flex hours on a pro rata basis in proportion to their schedule. For example, a part-time employee scheduled to work 25 hours per week would accrue 25/35ths of 7 hours or 5 hours per month of flex hours up to a maximum of 180 hours.

Days taken for which there are an insufficient number of flex days accrued will be taken without pay.

D. BEREAVEMENT LEAVE

In the event of the death of an immediate family member (spouse, mother, father, siblings, children, grandparents or grandchildren and in-laws), the employee may take up to four consecutive days' paid leave. If the employee must travel out of state, an additional two days may be granted for travel time.

Employees should notify their supervisor immediately upon learning of the death so proper arrangements can be made during the employee's absence. Should additional time

be needed and approval is granted by the supervisor, the employee may take vacation time or Flex hours. The employee must make the appropriate notation on the time sheet.

E. VACATION

PLTS provides a paid vacation benefit to regular full-time employees who regularly work more than 20 hours per week. A Vacation Request Form must be completed and approved by your supervisor at least two weeks in advance and in all cases prior to your making travel or other non-cancelable arrangements. Vacation accrues at the following rates:

- * 0 – 5 years: 2 weeks
- * 6 – 10 years: 3 weeks
- * 10+ years: 4 weeks

Directors and above accrue 4 weeks vacation per year.

Although employees begin to accrue vacation when they start work for PLTS, no vacation may be taken until the completion of the first six months of service, measured from the employee's anniversary date.

Part-time employees, regularly scheduled to work 20 hours per week or more, accrue vacation on a pro rata basis in proportion to their schedule. For example, a newly-hired part-time employee scheduled to work 25 hours per week would accrue 25/35ths of 70 hours or 50 hours per year of paid vacation during the first five years of employment. Part-time employees also accrue additional vacation time, based on their length of service. This additional time is accrued on the same pro rata basis as described above.

Except for the first six months of employment, employees are encouraged and expected to make use of their accrued vacation each year. To the extent extenuating circumstances prevent employees from taking accrued vacation, unused vacation may be carried over from one year to the next. However, at no time may an employee accrue more than one-and-a-half times their accrued annual allotment of vacation. Should an employee accrue more than one-and-a-half times his or her annual allotment of vacation, no more vacation will accrue until that employee has used vacation and dropped below the maximum accrual amount.

Accrued unused vacation hours will be paid on termination.

F. TUITION AID

PLTS encourages employees to grow in job-related skills. An item is included in the annual budget to apply to registration fees/tuition and related costs for courses, workshops, etc., that promote professional growth.

To apply for funds write out a description of the course or workshop, the relationship and benefit to your job, and cost involved. Obtain your supervisor's approval and have her/him sign the request for payment.

Full-time members of the staff may take one class offered by PLTS for credit or audit each semester without tuition, with the permission of the appropriate professor. Participation in classes should be worked out in advance with the supervisor and may not substitute for work hours. A flex schedule may be arranged to accommodate the class. Part-time members of the staff working at least 20 hours per week may participate at a reduced tuition rate equal to their average hours divided by 35.

VIII. YOUR SAFETY AND HEALTH

PLTS will provide a clean and safe place in which to work. It is expected that employees will keep their work places orderly and observe safety rules and regulations. Conditions which pose a threat to health and safety, as well as all job related injuries, should be reported immediately to the Maintenance Manager, Facilities Coordinator or (in their absence) the Vice President of Finance and Operations. In a life threatening emergency, call 911, notify your supervisor immediately and evacuate to one of the gathering areas on campus: Chapel parking lot for upper campus and the Beasom parking lot for lower campus. Check with your safety captain for further instructions.

A. WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance, from the first day of employment, for job related injury or illness. If you are injured on the job, you may be entitled to receive worker's compensation benefits. Report all injuries immediately to your supervisor and the Vice President of Finance and Operations. Failure to report accidents in a timely manner may result in a denial of your claim.

B. HELP FOR SUBSTANCE ABUSE PROBLEMS

PLTS is concerned about any employee who has or believes they are developing a drug or alcohol abuse problem. Please contact the Employee Assistance Program at 1-866-391-3522, PLTS Pastor or the Professor of Pastoral Care if you would like to confidentially discuss treatment programs before such a problem becomes an issue of job performance or violation of our Drug Free Work Place Policy.

Within certain limits, both inpatient and outpatient treatment for chemical or substance abuse is covered by the Medical and Dental Benefits Plan. There are a lot of resources available; please ask.

IX. COMPUTER AND VOICEMAIL POLICY

PLTS has established a policy regarding access to and disclosure of electronic mail messages, voicemail messages, and computer files sent, received, or maintained by

PLTS's employees who use the electronic mail, voicemail, and computer systems owned by PLTS. PLTS respects the individual privacy of its employees. However, employee privacy does not extend to the employees' work-related conduct, work product or to the use of Seminary-provided equipment or supplies. PLTS contracts with the Information Technology Department of Pacific School of Religion for all IT services and abides by all regulations required by this contract.

A. EMAIL POLICY

Email Accounts activation/termination

Email accounts are created for all full-time regular employees of PLTS. Accounts will only be created for student workers and part-time employees if it's determined an email account is required to perform their job. Email accounts are issued as <logon name>@plts.edu. All passwords to access this account are to abide by the current PLTS password policy.

Email accounts will be valid during the time of employment at PLTS. Upon termination of employment, email accounts and network access will be disabled. Special circumstance arrangements can be made to forward email to an outside email address for a limited time after leaving employment at PLTS. It is up the employee to obtain the written approval of their supervisor and then contact the PSR IT department to make any special arrangements.

Email usage guidelines

Employees are responsible to manage what and how much is stored in their mailboxes. PSR IT has set limits on the allowed mailbox sizes. At 190Mb a warning message will be sent to the user that their mailbox is getting close to the allowed limit. At 200Mb the user will no longer be able to send email messages until the mailbox is reduced in size. Employees should archive mail to their local machines as their mailboxes grow in size on the server. The PSR IT department will help in this process as needed.

Email attachments should not exceed 500kb in size. If larger attachments must be sent, please contact the PSR IT department to make alternate arrangements.

The opening of email attachments should be done with extreme caution. Only open attachments from known sources. If you have some doubts about an email or email attachment, contact the PSR IT department prior to opening the message and we will instruct you on how to proceed.

PLTS allows limited personal use for email communications, so long as it does not interfere with staff productivity, pre-empt any business activity, or consume noticeable amounts of resources. PLTS prohibits personal use of its email systems and services for unsolicited mass mailings, non- PLTS commercial activity, dissemination of chain letters and use by non-employees. In addition, employees may not use PLTS's electronic mail,

voicemail, or computer systems in any way that may be seen as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by PLTS management.

Monitoring and Confidentiality

PSR has the right to monitor any and all network traffic passing through or stored on its systems. All data and email stored on PSR systems is owned by PSR. If PLTS or PSR has reason to suspect activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process.

Employees are not to assume any level of security or confidentiality when communicating with email. Messages are sent unencrypted and there is no guarantee of confidentiality. Users should not send sensitive information via email unless absolutely necessary.

Backup and retrieval of deleted items

Employees should not use their Outlook deleted items folder to store email. This folder is to be used as a waste basket for unwanted email only. It will be emptied periodically. Once email is emptied from the deleted items folder users have a *maximum* of 21 days from the date of deletion to retrieve the item. After the 21 days has expired, the item cannot be retrieved without serious disruption to the entire email server.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

B. ACCEPTABLE USE POLICY

The following document outlines guidelines for use of the computing systems and facilities located at or operated by Pacific Lutheran Theological Seminary (hereafter known as PLTS) and the Pacific School of Religion (hereafter known as PSR). The definition of PLTS Systems and computing facilities will include any computer, printer, server or network provided or supported by PLTS in addition to PSR. Use of the computer facilities includes the use of data/programs stored on PLTS and PSR computing systems, data/programs stored on magnetic tape, floppy disk, CD ROM or other storage media that is owned and maintained by PLTS or PSR. The “user” of the system is the person requesting an account (or accounts) in order to perform work in support of the PLTS

program or a project authorized for PLTS. The purpose of these guidelines is to ensure that all PLTS users (support personnel and management) use the PLTS and PSR computing facilities in an effective, efficient, ethical and lawful manner.

PLTS accounts are to be used only for the purpose for which they are authorized and are not to be used for non-PLTS related activities. Unauthorized use of the computing systems and facilities may constitute grounds for either civil or criminal prosecution.

In the text below, “users” refers to users of the PLTS and PSR computing systems and facilities.

1. Users are responsible for protecting any information used and/or stored on/in their PLTS accounts.
2. Users are requested to report any weaknesses in PLTS computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the PSR IT Department, or by sending an e-mail to techsupport@psr.edu.
3. Users shall not attempt to access any data or programs contained on any PLTS or PSR systems for which they do not have authorization or explicit consent of the owner of the data/program,
4. Users shall not divulge Dialup modem phone numbers to anyone.
5. Users shall not share their PLTS account(s) with anyone. This includes sharing the password to the account, or other means of sharing.
6. Users shall not download or make unauthorized copies of copyrighted materials, except as permitted by law or by the owner of the copyright.
7. Users shall not make copies of any system configuration files for their own, unauthorized personal use or to provide to other people/users for unauthorized uses.
9. Users shall not engage in activity that would be discriminatory, harassing, obscene, or for any other purpose that is illegal, against PLTS policies, or not in the best interest of PLTS. Users may not attempt to circumvent PLTS or PSR computer security measures or gain access to systems for which proper authorization has not been given.
10. Electronic communication facilities (such as Email) are for authorized use only. Fraudulent, harassing or obscene messages and/or materials shall not be sent from, to or stored on PLTS or PSR systems. Chain letters are expressly prohibited.
11. Users shall not download, install or run security programs or utilities which reveal weaknesses in the security of a system.
12. Users shall not engage in any illegal activities that utilize the internet access provided by PLTS and PSR (such as hacking, cracking, or web site defacement).
13. Users shall not install or run peer to peer file sharing programs on any PLTS or PSR systems.

14. Users shall not store personal information (such as pictures, movies, or music) on PLTS or PSR systems.

PLTS and PSR reserves the right to access and review electronic files, messages, mail, and other digital archives, as necessary to ensure that no misuse or violation of PLTS or PSR policy occurs.

Any noncompliance with these requirements will constitute a security violation. The act will be reported to the management and short-term or permanent loss of access to the IT systems will result. Serious violations may result in discipline up to and including termination, and/or civil or criminal prosecution.

X. PROBLEMS: HOW TO SOLVE THEM

A. WORKING TOGETHER

PLTS hopes that all employees share a feeling of pride in PLTS and that a spirit of cooperation and enthusiasm in working together for the good of PLTS will be apparent in all relations. We realize that differences occasionally arise and encourage employees to work together to find common perspectives and solutions. In the event that this does not occur, below are guidelines intended to be helpful in reaching a mutually satisfying solution. The goal at each step is to listen to all points of view and work toward a mutually satisfactory resolution.

1. Employees discuss concerns with the relevant party or parties and attempt to agree on a solution together.
2. If a mutually agreeable solution is not achieved, employees may then discuss the situation with their immediate supervisor. The goal is to find common ground and a mutually satisfactory solution through discussion with a neutral party.
3. If an employee still feels there is not satisfactory resolution, the employee may discuss the matter with the supervisor's supervisor.
4. If the issue is still unresolved, the employee may then discuss the matter with the President.
5. If all prior attempts fail to result in resolution of the matter, the employee may submit details of the concern in writing to the Executive Committee of the Board of Directors, addressed to the Board Chair or Secretary. A member of the Executive Committee will contact the employee and others they deem necessary to resolve the matter. The decision of the Executive Committee is final and binding on all parties.

In cases where harassment or discrimination is alleged, PLTS will follow the policy set forth in III. B. 4, above.

B. EXIT INTERVIEWS

In order to make PLTS a better place to work, we ask all individuals voluntarily leaving the employ of PLTS to meet with the President or his/her designee for an exit interview. These interviews give us an opportunity to get frank feedback on issues which may be important to the continued success of the institution.

All discussions will be confidential unless information disclosed at the exit interview indicates that a policy or legal violation has occurred, in which case PLTS will investigate according to the appropriate policy on investigations.

XI. WHAT ELSE YOU NEED TO KNOW

A. ELIGIBILITY FOR EMPLOYMENT

All candidates for employment at PLTS must complete an application. Applications may be obtained from the Business Office.

In addition to meeting the qualifications for a specific position, you must be able to show eligibility for employment as required by the Immigration and Naturalization Service (INS) and pass a drug screening test.

B. ORIENTATION

New employee orientation will be provided by your immediate supervisor or a designated co-worker. This orientation will include a tour of the facilities and introduction of key individuals around campus. In addition, you will be asked to complete a hiring package (available from the Business Office) and will be given the ELCA Pension and Benefits package, if applicable. This will be a good time for you to get any questions answered that you have about PLTS, its programs and goals, or this handbook.

Your specific duties are outlined in your job description. Your immediate supervisor or a designated co-worker will familiarize you with procedures and equipment unique to the PLTS work environment.

C. APPEARANCE AND ATTIRE

Our public image is directly dependent on our staff, individually and collectively. People are inclined to judge organizations by the people who represent them. The personal appearance, quality of service and positive attitude of all of our employees are essential to creating and maintaining a favorable public image.

Attire should be conservative, in good taste and promote a business-like professional attitude and image in keeping with your specific job. Dress for the position you fill and the people you serve.

D. ANNOUNCEMENT OF POSITION OPENINGS

Position openings will be posted on campus for staff information as well as to the general public. If an open position is of interest to you, please contact the Business Office. We would also like to encourage you to recommend individuals for positions at PLTS. Again, please contact the Business Office or the supervisor of the position.

E. JOB OPPORTUNITIES

PLTS' goal is to hire the very best qualified individual to fill each open position. PLTS strongly supports the promotion of employees into open positions for which they meet or exceed the requirements. Employees are encouraged to develop and enhance their skills in line with the requirements of positions in which they are interested.

F. SOLICITATION AND DISTRIBUTION

Out of respect for the private lives of our employees and our desire to receive the full benefit of your productivity, no person who is not an employee of PLTS (except commercial sales people calling PLTS in relation to business) may come onto the property at any time to solicit for any cause or to distribute material of any kind for any purpose without permission.

Employees may not engage in solicitation or in the distribution of materials of any type for any purpose during working time on PLTS property, except for that which is necessary to carry out their assigned job duties.

G. SMOKING

PLTS is a non-smoking campus. Smoking is prohibited in all indoor spaces and within 25 feet of doorways, operable windows or vents per City of Berkeley regulations.

H. SUGGESTIONS

The exchange of ideas within PLTS is considered by management to be an asset and is encouraged. Your thoughts concerning ways of increasing productivity, improving the quality of our work, safety, security, or other related matters are welcome. Address your suggestions to your supervisor, the Vice President of Finance and Operations or the President.

I. MISCELLANEOUS

Information regarding employee parking, building access, and facilities may be obtained from your supervisor.

ACKNOWLEDGMENT AND RECEIPT OF EMPLOYEE HANDBOOK

This employee handbook published in November of 2007 supersedes all previous employee handbooks of the Pacific Lutheran Theological Seminary (PLTS).

I have received a copy of the PLTS employee handbook. I understand that I am to read and become familiar with the contents. If I have questions, I understand that I should talk to my supervisor or PLTS Business Office.

Further, I understand:

That this handbook is not intended to, nor does it, create promises or representations of continued employment. Every employee has an At-Will relationship with PLTS. This means that I am free to resign my employment at any time, just as PLTS is free to terminate my employment, for any or no reason, with or without cause or the use of progressive discipline, at any time.

This handbook represents a summary of the more important guidelines at the time of publication, and is not intended to be all-inclusive. In all instances, the benefit plan texts, trust documents and master contracts, as appropriate, are the governing documents. The employee handbook, personnel policies, benefit plan texts, and any trust agreements, or master contracts are not employment contracts.

I understand that this document will become a part of my personnel file.

Employee Name (PLEASE PRINT)

Supervisor

Signature

Date

Please sign, date and return to the Vice President of Finance and Operations. Thank you.