

The Seattle School

OF THEOLOGY & PSYCHOLOGY

Employee Handbook *2020-2021*

theseattleschool.edu

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INTRODUCTION

The purpose of this handbook is to help you find answers to some of the basic questions regarding your employment with The Seattle School of Theology & Psychology (The Seattle School). The following policies are not designed to be, nor do they create, a contract for employment. The Seattle School reserves the right to amend, modify, or discontinue any benefit or policy at its sole discretion, with or without prior notice. The provisions of this handbook take precedence over all other oral and written representations, which may have been made by representatives. Both you and The Seattle School have the right to terminate the employment relationship at any time with or without reason or notice. No representative of the institution, other than the President, Senior Vice President of Finance & Administration/Chief Financial Officer (CFO), or Senior Vice President of Academics/Chief Academic Officer (CAO), in writing, has any authority to enter into any employment agreement contrary to the above.

This *Employee Handbook* presents an overview of the policies, benefits and work environment of The Seattle School. Please read the handbook carefully. It is important that you familiarize yourself with both your rights and responsibilities as an employee of The Seattle School. If you wish more detailed information on any of these policies or have other questions, please feel free to direct them to your immediate supervisor, the Human Resource Office, or any member of the management team.

The Seattle School reserves the right, and has the discretion, to modify or change any portion of this handbook at any time. The Human Resources Department is responsible for the updating and revising of the Employee Handbook. The Board of Trustees has final authority for approval of the Employee Handbook and approves changes annually.

HISTORY OF THE SEATTLE SCHOOL OF THEOLOGY & PSYCHOLOGY

Under the auspices of Western Seminary, Portland, Oregon, Mars Hill Graduate School (MHGS) was established in 1997. Three degree programs were offered: Master in Counseling (MAC), Master of Spiritual Nurture (MSN), and Master of Divinity (MDIV). These degrees were granted during the first three years of operation by Western Seminary Seattle and by MHGS at Western Seminary during the fourth transitional year. MHGS added a Certificate in Spiritual Direction in 2002, and a Certificate in Domestic Violence Advocacy in 2003. A major revision of the Master of Divinity degree was begun in 2004 and the revised degree was launched in the fall of 2006. Mars Hill Graduate School changed its name to The Seattle School of Theology & Psychology (The Seattle School) on August 15, 2011. The Seattle School currently offers three degree programs, the Master of Arts in Theology & Culture, Master of Arts in Counseling Psychology and Master of Divinity.

Mars Hill Graduate School was incorporated on November 9, 1999, and a Board of Trustees was established at that time. A teach out agreement allowing students enrolled as Western Seminary students to complete their program of study remained in effect until August 16, 2003.

In December 2001, The Seattle School was granted degree granting authorization by the State of Washington and was given Title IV authorization by the Federal Department of Education to grant student financial assistance. The Seattle School was granted accreditation by the Association of Theological Schools on August 8, 2013.

The school continues to evolve in its mission, faculty, and administration. The school moved to the Belltown district in downtown Seattle in December 2006. In August 2011, the name of Mars Hill Graduate School was changed to The Seattle School of Theology & Psychology. This name change helped differentiate The Seattle School and to ground the school in its city and in the intersection of theological and psychological thought.

The Seattle School is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities 8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224 www.nwccu.org

STANDARDS OF CONDUCT

Our Way of Life: Core practices of The Seattle School of Theology & Psychology

Organizations operate out of a set of practices, stated and implicit. Several years ago, The Seattle School chose a monastic term, *The Rule* as a statement of its way of life. It was both aspirational and an intentional way to assess growth, missional alignment, and operational practices within the organization as it reflected our connection to God and intention to practice the spirituality of Christ in our life together. In 2019, *The Rule* was refined, articulated, and intentionally aligned with our Core Themes of formation, integration, and sustainability and re-introduced to our community as *Our Way of Life*.

WAY OF LIFE

FORMATION

Live and work with **integrity, respect, and compassion**.
Cultivate spiritual practices.
Grow in our **gifts** and cultivate the gifts of others.
Embody Jesus Christ in our **relationships**.

INTEGRATION

Invite diverse perspectives.
Collaborate courageously and creatively.
Communicate! Share information, ideas, and improvements.
Listen! Give and receive feedback, with kindness and grace.

SUSTAINABILITY

Steward resources and systems wisely.

Work with **purpose** and pursue measurable goals.

Build encouraging, supportive spaces.

Support missional **alignment** and cultural **transformation**.

Attendance

Full and part-time employees should have a regular, predictable work schedule that is understood by the employee and their supervisor. Regular attendance and punctuality is considered an essential requirement of your job.

Whenever possible, changes to your schedule should be approved by your supervisor in advance. When an absence is foreseeable, you should contact your supervisor or The Seattle School front desk prior to the absence. In the case of unexpected illness or personal emergency, you should contact your supervisor or the front desk to report your absence no later than one hour prior to the scheduled start time of your shift. If an employee is absent for three consecutive workdays without notifying their supervisor, the school will assume job abandonment and categorize the separation as a voluntary resignation.

Professional Conduct and Ethical Behavior

As a community of Christians with a special commitment to love one another, The Seattle School expects behavior demonstrating the highest standard of respect for people, property and the institution. The institution is committed to fostering professional interpersonal relationships within a diverse community. Whether the employee is on duty or off, an employee's conduct reflects on the school. Consequently, employees are encouraged to observe the highest standards of professionalism and ethical conduct at all times.

Basic standards for professional conduct by The Seattle School staff and faculty are similar to those of other institutions of higher education in societies with the legal foundation of respect. The following are examples of unacceptable conduct that would be cause for disciplinary action and may be reported to civil authorities for legal or other action, as appropriate. These examples do not identify all unacceptable conduct, but indicate the types of conduct clearly inconsistent with the expectations of The Seattle School:

- Violating the Seattle School's nondiscrimination and/or anti-harassment policies
- Lying or misrepresenting one's self or others
- Physically assaulting others or persistently using obscene, abusive, or threatening language, or gestures.
- Stealing property from co-workers, students, or the Seattle School.
- Violating criminal laws or school policies relating to weapons, explosives, drugs, or alcohol
- Disregarding safety or security regulations
- Engaging in unprofessional conduct, including insubordination, excessive absenteeism, or tardiness
- Failing to exhibit a high level of integrity in personal and professional relationships, including plagiarism or academic fraud in any written, creative, or teaching endeavor.
- Behaving in a manner contrary to our Statement of Faith
- Engaging in excessive or unauthorized use of school property or supplies, particularly for personal purposes

- Failing to maintain the confidentiality of school or student information
- Violating the school's technology or computer use policies

Restroom Policy

The restroom policy of The Seattle School of Theology & Psychology allows faculty, staff, students, their families, and their guests to access gender-segregated restrooms corresponding to the gender with which they identify. Private stalls are available in the restrooms on the 4th floor.

Conflict of Interest

A conflict of interest occurs when a situation benefits an employee's own personal interests at the expense of, either monetarily or in reputation, the organization and/or those it serves.

Employees should know that under no circumstances is it proper to use one's position with the institution, directly or indirectly, for private gain, to advance personal interest, or to obtain favors or benefits for oneself, a family member or any other person. Employees found to have done so may be subject to disciplinary action, up to and including termination.

Disciplinary Action

As a Christian organization, The Seattle School attempts to weigh decisions regarding employee performance with grace. However, if disciplinary action is required, The Seattle School may elect to use the following approach to provide notice to an employee that current job performance is unacceptable. There are no guarantees that the steps in our discipline system will identify and correct the problem or that all steps can or will be followed in every case. This process is simply intended as a useful guideline for resolving most job performance problems. The actual steps taken depend on the severity of the problem and the employee's work and performance history, among other possible factors.

1. When a problem comes to the attention of your supervisor, your supervisor may discuss the issue with you so that the two of you can agree on a course of action to improve the situation.
2. If the problem continues, the next step will include a written *Performance Improvement Plan* and a problem-solving discussion with the employee, supervisor, and Human Resources.
3. If the problem persists with no significant change or improvement, you may be subject to more serious measures, which may include suspension, demotion, transfer, or immediate termination.

Nothing herein shall be interpreted as modifying or changing the employees at will status.

Dual Relationships

Administration, faculty and staff are committed to providing a Christian educational environment wherein individuals are free to pursue academic pursuits, unencumbered by conflicting interests and dual relationships. The school is committed to maintaining legal, ethical, and moral integrity in relationships thereby protecting individuals from manipulation, exploitation, coercion, and loss of professional objectivity.

Dual relationships may constitute a real or perceived compromise of faculty evaluative capacity, may exploit a student's trust, result in an abuse of authority, and may lead to perceptions of favoritism for the student involved in the relationship by other students. Faculty (core and adjunct), practicum leaders (PL), Listening Lab facilitators (LLF), assistant instructors (AI), administrative staff, and Allender Center staff must be aware of their position with respect to students and must recognize that dual relationships

and other potential conflicts of interest may put the individual faculty member, student, and school at risk.

When determining if a situation is a dual relationship, each faculty or staff member is to assess these four issues, any one of which would constitute a dual relationship:

- Will this situation impact the ability to objectively evaluate this student?
- Might this situation contribute to an abuse of authority over this student?
- Might this situation result in the exploitation of a student's trust of a faculty or staff member in their role as a faculty or staff member?
- Could this situation lead to a perception of bias, either for or against, of the individual student by other students?

If a direct dual relationship exists (meaning an employee would have evaluation, consultation, or grading oversight of a student), it is incumbent upon the faculty, LFF, PL or AI to, with diligence, make the necessary arrangements to terminate the relationship. In a case where a faculty or staff member is unsure if a situation could lead to or would indeed be considered a dual relationship, they are advised to consult with their supervisor to determine if any one of the above issues applies.

Employment of Relatives

In general, the employment of relatives, or spouses of employees is acceptable at The Seattle School. We will not, however, hire or continue the employment of an individual in a particular position if this action would:

- Violate the confidentiality of the school or any of its employees;
- Place the individual in a position of supervising, auditing, or being supervised or audited by a family member;
- Create the appearance of improper influence or conflict of interest.

If two employees who are in a situation in which one of them who supervises or audits the other become related (typically by marriage or a relationship substantially similar, including dating), one of the employees will be asked to seek other employment.

The Seattle School reserves the right not to employ immediate family members of officers or other high-level employees of competitors, major vendors, or clients where such restriction is a reasonable step for avoiding the actuality of appearance of a conflict of interest, or to protect confidential information.

Access and Use of Information Technology Resources

Access to and use of The Seattle School computing resources is contingent upon adherence to the *Use of Computing Resources* and *Copyright Infringement and Peer-to-Peer File Sharing* policies (see Appendix 1 & 2). All users are entitled to reasonable privacy and a fair share of the school's computing network resources. At the same time, however, all users have a responsibility to adhere to the computing policy to ensure the rights of all members of the community. To guarantee equal access for all, computing and network access is based on fair use and consideration for the rights of all users.

Noise

The Seattle School seeks to promote an enjoyable and rigorous learning environment and professional business setting. In this regard, all students are asked to be sensitive when in proximity to class/practicum rooms and those around them seeking to study and/or work. With regard to the 2nd floor student lounge, library, and front desk areas, given the proximity of these locations to each other, students and their guests are asked to be particularly mindful of library and front desk staff seeking to do their work and those students in the library seeking to read/write/study. Of course, there will be periods of time throughout the day (i.e. breaks from class, meal times) when noise will simply be a reality. During other times, kind awareness and good judgment will be the rule. Toward this end, there is an expectation that any and all interactions around noise level will be both professional and accommodating.

Phone Calls

There are times when you must take care of personal business during work hours; however, these personal phone calls must be kept to a minimum. Only in the case of an emergency is personal use of telephones for long-distance calls by employees allowed.

Use of The Seattle School Property

Employees will not directly or indirectly use or allow the use of property, equipment, or supplies belonging to The Seattle School for any purpose other than The Seattle School business unless special permission is obtained from the Chief Financial Officer (CFO) or their designee. Any employee, who willfully alters, mutilates, abuses, or wastes any property, equipment, or supplies belonging to The Seattle School or located on its property shall be held personally responsible for all costs of repair or replacement of such property. The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination.

If, in the course of normal business use, you notice that any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair, you should notify your supervisor as soon as possible. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or the students we serve.

Appearance

All employees of The Seattle School are expected to exercise good taste and discretion in dress. It is important to remember that prospective students, their families, potential contributors, and others who represent our constituency visit The Seattle School daily.

Fragrance Sensitive Workplace

The Seattle School employees are encouraged to be sensitive to the needs of their colleagues and students with respect to scents. Staff is encouraged to be sensitive about wearing heavy perfumes, fragrances, aftershaves, or colognes. In addition, the use of air fresheners, deodorizers, potpourri, incense and candles in the workplace is discouraged, but limited use is allowed in the Chapel for spiritual purposes. See *Chapel Policy* for guidelines on proper use.

POLICIES AND PRACTICES

At Will Employment

Employment at our school is at will. Either our school or you may terminate employment at any time, with or without reason, or with or without notice. While decisions to terminate employees are rare, they are sometimes necessary.

Compensatory Time

The Seattle School does not permit compensatory time to be taken in place of overtime payment.

Overtime

Under both federal and state law, the general overtime rule requires that non-exempt employees be paid one and one-half times their regular rate of pay for any time worked in excess of 40 hours in one work week (Sunday at 12:00 AM to Saturday at 11:59 PM). You must have overtime work authorized *in advance* by your supervisor.

Overtime is calculated on the basis of hours actually worked. The Seattle School does not include sick days, vacation days, holidays, or other hours not actually worked to determine total hours worked for the payment of overtime. Weekly overtime is calculated for each work week for the payment of overtime without regard to hours worked in any other work week and without regard to the pay period.

Paychecks & Paydays

The Seattle School will automatically deduct from your paycheck the standard local, state and federal taxes. If you do not submit payroll changes on time, The Seattle School will not accept the responsibility to change the standard deduction amounts for prior paychecks. You must authorize all other deductions in writing. All employees are paid monthly on the last working day of the month.

Physical human resource records (including employment and benefit forms) are stored in a locked, fireproof file cabinet in a secure office. All online data is stored on a secure website (Paylocity) or via secure email transmissions.

Payroll Changes

Any and all changes in regards to payroll must be submitted to the Business Office 10 days before the end of the month to be effective in that month's payroll.

Administrative Corrections

In the event there is an error in the amount of pay you are due, you should promptly bring the discrepancy to the attention of the Business Office so that it can be investigated. The school will pay all monies that it agrees are due without placing condition upon that payment while an error is being verified, and then pay any remaining portion it confirms as early thereafter as possible. If you disagree with the findings, you should contact the Human Resources Office for further action.

Performance Evaluations

Continuous performance feedback is the foundation of the school's performance assessment framework. The process is outlined on the Human Resources web page pages, and begins with a 90-day review, continuing quarterly at an employee initiated check-in, and culminates in an annual reviews of an employee's job description and his/her manager. The Human Resources team sends quarterly and annual reminders to prompt these processes.

Positive performance evaluations, and/or promotion, do not constitute a contract or promise of ongoing employment; nor do they change the “at-will” nature of the employment relationship.

Promotions and Transfers

As a general rule, continuing employees will be considered first as positions are vacated or created. Performance evaluations and supervisor recommendations determine whether an employee will be considered for advancement.

Resignation

Employees who resign from their positions at The Seattle School should give two weeks’ notice in writing of intent to resign. Employee benefits cease to accrue at the time of separation. If you have medical and dental benefits, The Seattle School will make no further contribution to the medical or dental plans. COBRA benefits are available; more information is available in the section EMPLOYEE BENEFITS: COBRA.

Rest and Meal Periods

We believe it is important for employees to have regular breaks from work and encourage them to be taken away from workstations. Employees working more than five hours in a day are allowed a meal period of at least 30 minutes which begins no less than two hours nor more than five hours from the beginning of the shift. The meal period is unpaid unless you are required to stay on duty. For example; if you are scheduled to work 8:00 AM – 2:00 PM, the shift would be 6 hours. If the 30-minute break was taken, you would record only 5 ½ hours of time worked. If you remain on duty during the meal period, the time will be paid. Employees are given one 10 minute paid break taken as close to the mid-point of each four hours worked as possible. Break times are not to be applied to either the beginning or ending of the workday.

Payroll and Time Reporting

All non-exempt (hourly) employees are required to accurately record their time worked each day in Paylocity WebTime and submit to their supervisor at the end of each pay period. Exempt employees are exempt from record-keeping requirements, with the exception of reporting vacation and sick days used (which must be submitted in full or half day increments, not hours). Department managers must review and approve the employee’s time worked

Contracted faculty are not required to submit a timesheet.

Access to Personnel Files

Personnel files are confidential and are available for review by the employee. Requests to review personnel files must be made in writing and submitted to the Human Resources Office. Reviews of files will be made in the presence of a representative of the Human Resources Office. Although copies may not be made, handwritten notes are acceptable.

Chapel and Art Galleries

The Seattle School desires to foster the spiritual and human formation of our community. The Chapel and Art Galleries are essential spaces to support this formation. For more details, including space use procedures, please see the *Galleries Policy* and *Chapel Policy* on Google Drive.

Confidentiality

The Seattle School adheres to the highest standards of confidentiality. Employees must guard and respect the confidential nature of conversations, papers, and other forms of communication in which sensitive material may be shared among students, staff and faculty.

Disability Accommodation

The Seattle School is committed to complying with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. In compliance with the ADA and Section 504, reasonable accommodations will be provided when requested, both during the application process and during employment. Requests for reasonable accommodations should be brought to the attention of the Human Resources Department or the employee's supervisor.

Employee Expense Reimbursements

The Seattle School Bank / Credit Card Accounts

Employees who carry a Seattle School credit card are required to keep all purchases and receipts, reconcile them in Concur, receipt, indicated the G/L codes for each charge and submit the reconciled report for approval via Concur by the 6th of each month.

Seattle School credit cards are to be used only for authorized expenses and should not be utilized for personal expenses *under any circumstance*. Unauthorized expenses will be charged to the employee; repeated violation may result in suspension of The Seattle School credit card privileges. Any late fees created by the failure to request timely payment will be the responsibility of the employee.

Travel Expenses

Employees will be reimbursed for all necessary and reasonable expenses incurred in connection with approved travel on The Seattle School business, subject to the limitations set forth in the *Travel Expense Policy*. All travel must be authorized and approved by the individual having budgetary responsibility for the department against which travel will be charged. If you have been issued a Seattle School credit card, this should be your primary form of payment for all The Seattle School approved expenses. Approved travel expenses paid by cash, personal check, or personal credit card will be reimbursed following submission of the *Employee Reimbursement Form* with all receipts attached.

Any further travel expense related questions should be referred to the *Travel Expense Policy*.

Non-Travel Expenses

The Seattle School will reimburse reasonable and necessary expenses incurred by individuals in the conduct of The Seattle School business activities, subject to the limitations set forth in the *Non-Travel Expense Policy*. If you have been issued a Seattle School credit card, this should be your primary form of payment for all The Seattle School approved expenses. Approved travel expenses paid by cash, personal check, or personal credit card will be reimbursed following submission of the *Employee Reimbursement Form* with all receipts attached.

Any further travel expense related questions should be referred to the *Non-Travel Expense Policy*.

Mileage Reimbursement

If you use your personal vehicle for approved business purposes, you will be reimbursed according to standard IRS levels and subject to the limitations set forth in the *Non-Travel Expense Policy* or *Travel Expense Policy*. Miles from an employee's home to The Seattle School campus is not a reimbursable expense.

Family Education Rights and Privacy Act (FERPA)

The Seattle School complies with the Family Education Rights and Privacy Act of 1974 (FERPA) concerning privacy and disclosure of a student's permanent educational record. As a Seattle School employee, you will be expected to read and understand our school's FERPA policy regarding the provision of appropriate access to personal records, while protecting student confidentiality. This federal law affords students certain rights with respect to their educational records as follows:

1. To inspect and review the student's educational records within 45 days from the date the school receives a request for access.
2. To request the amendment of a student's educational records that the student believes are inaccurate or misleading.
3. The school can disclose personal identifiable information contained in the student's educational records, except to the extent that FERPA prohibits disclosure without consent. The Seattle School policy is to confirm only dates of enrollment, areas of study, and degrees/certificates earned unless the student signs a release form authorizing disclosure of additional information.
4. To file a complaint with the U.S. Department of Education concerning alleged failures by The Seattle School to comply with the requirements of FERPA.

The Seattle School designates the following items as directory information: student name, spouse name, address(es), telephone number(s), email address, photograph, enrollment status, date of birth, program, participation in officially recognized activities, dates of attendance, degrees and rewards received, most recent and previous educational institutions attended by the student. It is institutional practice to include only the following in the Student Directory: student name, city and state, telephone, email address, and picture.

Annual notice is provided to students regarding the personally identifiable information that the institution utilizes for the Student Directory. If a student wishes to prohibit this information from being disclosed in the Student Directory, a non-disclosure form must be submitted to the Registrar's Office within 14 days after the start of the trimester.

Inclement Weather & Emergency Closings

The President or the CFO, in conjunction with the Registrar may close The Seattle School due to inclement weather or emergency on days other than regularly scheduled holidays. Employees are not expected to work during an emergency closing. Employees may contact their supervisor, call The Seattle School front desk or check the website for information regarding school closure.

In the event of an emergency closing, the absence will be considered an excused absence for all employees and will not be charged to earned leave time. Should an emergency closing occur while employees are already on earned leave time, e.g., sick or vacation, they are not entitled to additional wages or additional time off. All employees scheduled to work receive the benefit of being paid during the closure. The hours

for which employees are paid, but do not work, because of school closure will not be counted as hours worked for overtime purposes.

Employees, who do not report to work because of the weather, in the absence of an official closing that day, may use vacation pay if available or unpaid leave. All Seattle School employees are urged to use their own discretion in deciding whether they can safely commute to work. If personal health or safety is at issue in that decision, responsible judgment should be used. In the event that employees are unable to report to work at the appointed time, they should contact their supervisor or front desk personnel within the first hour of the workday.

Job Posting

The Seattle School gives careful thought to creating informative job descriptions for announcements and advertising. It is our general policy to advertise open positions for 7-14 days prior to hiring. Posting will occur in one or more of the following locations: Churches, newspapers, other schools, email and web postings. Though we will make every effort to post positions, due to confidentiality, some positions may not be posted.

Each applicant is required to provide information relating to experience and training for the position. The applicant's qualifications will be evaluated and the most qualified applicants will be contacted for interviews. Throughout the evaluation process every effort will be made to keep applicants up to date on the progress.

Offers of employment for office staff and administration positions will be made through the Human Resources Office. Contracts for consultants and contract employees will be offered through the Business Office. The Senior Vice President for Academic Affairs with the approval of the Board of Trustees and in conjunction the Human Resources Office will make offers of employment to faculty and other academic staff.

Nondiscrimination Policy

The Seattle School of Theology & Psychology ("*The Seattle School*") does not discriminate in its programs or activities on the basis of race, color, national origin, sex, age, religion (except in the case of employment), marital or military status, genetic information, the presence of any physical, medical, or sensory disability, or political ideology in its programs or activities, to the extent required by applicable federal law. As a religious educational institution, The Seattle School is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. If you have any questions regarding this policy, please contact either of the following persons:

Title IX Coordinator
(206) 876-6137
2501 Elliott Avenue
Seattle, WA 98121

Director of Human Resources
(206) 876-6131
2501 Elliott Avenue
Seattle, WA 98121

If you believe you may have been discriminated against in violation of this policy, please immediately contact one of the individuals listed above. You can receive a copy of The Seattle School's Discrimination Grievance Procedures by contacting one of the individuals listed above. The Discrimination Grievance Procedures are also available on the Safety and Nondiscrimination page of the school's website.

This Nondiscrimination Policy is intended to comply with the notices of nondiscrimination required by the regulations of the U.S. Department of Education, Office for Civil Rights, related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The Seattle School also has a broader nondiscrimination policy regarding its students and student applicants, which can be found at on Google Drive. Please also see *The Seattle School's Nondiscrimination, Harassment, Sexual Harassment, and Sexual Violence Policy* for a more detailed explanation of The Seattle School's policy against discrimination and harassment, including sexual harassment and sexual misconduct.

Non-Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy¹

General Policy Statements

Federal Law

To the extent required by federal law, it is the policy of The Seattle School of Theology & Psychology (*The Seattle School*) not to discriminate on the basis of any protected class in its admissions, educational programs or activities, or employment. Consistent with federal law, The Seattle School will provide reasonable accommodations to persons with disabilities. As a religious educational organization, The Seattle School reserves the right to prefer employees and prospective employees on the basis of religion. The phrase "**educational programs or activities**" includes instruction, grading, financial aid, training programs, internships, externships, social and recreational activities, and other aspects of the educational programs or activities at The Seattle School. Discrimination in employment prohibited by this policy includes discrimination in hiring, compensation, promotion, transfer, retirement, evaluation, discipline, benefits, termination, and other employment practices. "**Discrimination**" is defined below. "**Harassment**" is a form of discrimination and is also prohibited by this policy.

Other Prohibited Discrimination and Harassment

It is also the policy of The Seattle School not to discriminate against its students and student applicants in its admissions or other educational programs or activities on the basis of sexual orientation, marital status, or honorably discharged veteran or military status. The term "**sexual orientation**" means heterosexuality, homosexuality, bisexuality, and gender expression or identity. As defined by the Washington Law Against Discrimination, the term "**gender expression or identity**" means "having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth."

Prohibition Against Sexual Harassment and Sexual Misconduct

Although covered above by the prohibition against sex discrimination, The Seattle School emphasizes

¹ The complete *Non-Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy* can be found on the Safety and Nondiscrimination page of the school's website and in the Human Resources Office.

that it prohibits sexual harassment, which is a form of sex discrimination. Sexual harassment also includes sexual misconduct, which is also prohibited by this policy. Both of these terms are defined below, and those sections include examples of sexual harassment and sexual misconduct.

No Retaliation

The Seattle School not only prohibits discrimination and harassment (including sexual harassment), but it also prohibits retaliation against any person for making a complaint about discrimination or harassment; assisting, testifying, or otherwise participating in any discrimination or harassment investigation; or otherwise opposing discrimination or harassment prohibited by this policy. This includes any retaliation against any witness or bystander who reports or provides any information about alleged discrimination or harassment, or who intervenes to stop or attempt to stop any discrimination, harassment, or sexual misconduct. **“Retaliation”** means any adverse action that might dissuade or deter a reasonable person from making or supporting a complaint of discrimination or harassment. Examples of retaliation include intimidation, threats, coercion, termination of employment, unjustified negative grades or evaluation, reduction in pay, denial of a promotion, physical assault, and any other conduct that constitutes prohibited discrimination or harassment under this policy. Retaliation against any person thought to have engaged in any activity protected by this section, whether or not the person actually engaged in any protected activity, is also prohibited by this policy.

Reporting Violations; Discrimination Grievance Procedures

Where to File a Complaint

Any students or employees who believe they have suffered discrimination, harassment (including sexual harassment or sexual misconduct), or retaliation in violation of this policy, needs to contact one of the following individuals to file a complaint:

Title IX Coordinator
(206) 876-6137
2501 Elliott Avenue
Seattle, WA 98121

Director of Human Resources
(206) 876-6131
2501 Elliott Avenue
Seattle, WA 98121

Discrimination Grievance Procedures

Violations of this policy will be addressed through the Discrimination Grievance Procedures. These procedures are available on the Safety and Nondiscrimination page of the school’s website. Hard copies of the Discrimination Grievance Procedures are also available from the Title IX Coordinator and the Director of Human Resources.

Consequences of Violating this Policy

Consequences for violating this policy will depend on the facts and circumstances of each particular situation.

- A. Sanctions and corrective action could include the following: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; a reprimand; a no-contact order;

denial of a merit pay increase; reassignment; removal from class; suspension; termination or expulsion, or other appropriate sanction, remedy, or response.

- B. The severity of the sanction or corrective action may depend on the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct.
- C. A finding of discrimination, harassment that creates a hostile environment or resulted in any tangible action (either in the employment or educational setting), or sexual misconduct may be cause for disciplinary action, up to and including discharge in the case of an employee and expulsion in the case of a student. The Seattle School may also report any criminal conduct to a law enforcement agency.
- D. The Seattle School may take immediate steps to protect the complainant from further discrimination, harassment, or retaliation before completion of its investigation or the process outlined in the Discrimination Grievance Procedures. For example, in the case of a sexual harassment or sexual misconduct complaint, The Seattle School may take steps to separate the accused harasser from the complainant.
- E. The Seattle School may also take appropriate action even if it does not find discrimination or harassment that creates a hostile environment or results in a tangible action, but The Seattle School finds that the respondent engaged in disruptive behavior or determines that action is necessary or appropriate to prevent the creation of a hostile environment or a situation that may result in a tangible action or other form of unlawful discrimination or harassment.

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. For example, if off-campus discrimination or harassment has continuing effects that create a hostile environment on campus, then the discrimination or harassment violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of The Seattle School.

Mandatory Reporting by Employees of any sex-based discrimination, sexual harassment, or sexual misconduct involving students

The Seattle School wants to stop and respond effectively to instances of sex-based discrimination, sexual harassment, and sexual misconduct involving its students. Therefore, any employee receiving any information about any alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct involving students, must report that information to the Title IX Coordinator or the Director of Human Resources (each a "**Complaint Officer**"). Employees who are statutorily prohibited from reporting that information are exempt from this reporting requirement, including any licensed counselor who receives the information in their capacity as a licensed counselor. After receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the Complaint Officer will evaluate the information received and determine what further actions should be taken. The Complaint Officer will follow the procedures described in the Discrimination Grievance Procedures. The Complaint Officer will take steps, either directly with the complainant or through a reporting employee, to provide information about the Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting (if applicable).

Voluntary Reporting by Students

The Seattle School strongly encourages its students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students.

Problem Solving

To ensure effective working relations, it is important that any workplace misunderstandings or conflicts are resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to The Seattle School, free discussion with your supervisor, a member of the management team or the Human Resources Office is encouraged. As stated in our Christian Conciliation Agreement, *to ensure satisfactory Christian counsel and resolution to problems and situations that cannot be satisfactorily resolved within the policies and procedures of The Seattle School, it is agreed that any dispute related to the employment relationship at The Seattle School shall be resolved by mediation, and if necessary, binding arbitration under the auspices of a Christian mediator or arbitrator. These individuals will endeavor to work out a satisfactory solution to the problem.* Any questions, problems, concerns, and suggestions are always welcome.

Non-Disparagement Agreement

In keeping with our desire to pursue problem solving in a Christ-like manner, we encourage employees to bring work issues they may have to co-workers, supervisors or management in an effort to resolve them rather than airing them in a public forum. Employees are expected to act in a professional manner that is supportive of the school. In addition, employees are expected to refrain from defamation or slander of the school, its directors, managers, employees or students. If you have any concern about how to raise issues with the school, you are encouraged to contact the Human Resources Director or the Vice President of Students & Alumni.

Solicitations

In order to maintain a comfortable workplace and to avoid intrusion upon employees at their work, selling and solicitation on the school premises is carefully regulated. Employees may not solicit anywhere on school premises or property during work hours nor solicit co-workers during their assigned work hours. Solicitation for any purpose or cause may include requests for subscriptions, donations, pools, gifts, charities, memberships, or other forms of requests.

Whistle-Blower Policy

Employees of The Seattle School who report an activity that they consider to be illegal, dishonest, unethical or fraudulent will be protected under our *Whistle-Blower Policy*. Persons reporting such activities are not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. For information regarding the reporting procedures, please refer to the policy on the Google Drive.

EMPLOYEE CLASSIFICATIONS

An *Employee* is defined as anyone who renders services to The Seattle School and is paid hourly, or according to an established salary, and who is not otherwise an independent contractor. All employees are employed at-will, regardless of their assigned employment category, unless they have a written contract signed by the President stating otherwise.

Exempt / Non-Exempt

- *Non-Exempt Employees* are paid an hourly wage and are expected to keep an accurate record of their time worked. Time worked is all the time actually spent on the job performing assigned duties, including work performed in the office, at home, or away from the campus on school business. Hours worked in excess of 40 hours per workweek must be compensated at 1.5 times their hourly wage. Hours worked in excess of regularly scheduled hours and/or hours over 40 per workweek must be authorized in advance by the employee's supervisor.
- *Exempt Employees* are typically salaried employees whose compensation is based on a flat amount each pay period. They are exempt from overtime pay and record-keeping requirements, with the exception of submitting exception reports for vacation and sick days used (which must be submitted in full or half day increments, not hours). Positions in this category must fit plainly and unmistakably within the exemptions provided by law.

Management, Staff or Instructional Team

- *Management* are those employees who regularly exercise independent judgment and discretionary power, including budgetary discretion, and may supervise one or more employees.
- *Staff* are those employees whose primary duties support the operation of the institution and also support those who teach classes. They are not hired based upon contracts though they may receive a written agreement at time of hire.
- *Instructional Team* are salaried, professional teachers/professors, with compensation based on agreed upon contracts. All instructional team members must comply with policies contained in the *Employee Handbook*. Faculty are also required to comply with policies within the *Faculty Handbook*.

Full-Time / Part -Time

- *Full-Time Employees* work 30 or more hours per week.
- *Part-Time Employees* work less than 30 hours per week.

Continuing / Non-Continuing

- *Continuing Employees* are hired for an indefinite and unspecified term. Continuing employees are employed at-will, regardless of their assigned employment category.
- There are three categories of *Non-Continuing Employees*:
 - *Temporary Employees* are hired on a short-term basis to fill a temporary vacancy or to complete a special project. Temporary employees are typically part-time, and are not entitled to any benefits, unless otherwise provided by law. Temporary employment typically does not exceed three consecutive months. Extensions must be approved by the departmental executive and Human Resources.

- *Student Employees* including those eligible for work-study funds, are by definition considered temporary, non-continuing employees, and are thus, not eligible for benefits other than those mandated by city, state, or federal regulatory agencies. Students typically work under 20 hours per week but cannot exceed 29 hours per week. Per immigration law, international student employees cannot work more than 20 hours per week when school is in session.
- *Contracted Instructional Staff* include, but are not limited to, Adjunct Faculty, Affiliate Faculty, Listening Lab Facilitators, Practicum Leaders, and Assistant Instructors.

YOUR EMPLOYEE BENEFITS

Benefits Available to All Employees

The following are summaries of benefits available to The Seattle School employees. For specific information regarding these benefits contact the Human Resources Office.

Library Services

The Seattle School Library serves our faculty and staff in addition to students. Services include on-campus and remote access to the library catalog and multiple electronic databases, circulation privileges, interlibrary loans privileges, and individual instruction on the use of library and information resources.

Workplace Incidents or Accidents

The Seattle School is concerned about safety and takes proactive measures to prevent accidents and work place injuries. If an accident should occur you must report to your supervisor any accident or injury, however minor, which is work related. An *Incident or Injury Report Form* (located at the front desk or on Google Drive), must be completed as soon as possible. Every effort will be made to assist you in obtaining first aid or medical treatment as needed.

Employees are protected under the state workers' compensation law against loss of income due to injury or death that occurs during work activities. In order to ensure that medical treatment is covered by workers' compensation, you must seek medical attention and cooperate with any program outlined by an attending physician, including light duty work assignments.

If you are determined medically unable to return to work by your physician for more than three calendar days, you are eligible for worker's compensation benefits. Accrued sick leave may be used for any absence not covered by L&I time toss payments. For example, if you are released to return to work within seven calendar days of injury, you may use sick leave to cover the 3-day waiting period for benefits. You are responsible for maintaining contact with your department regarding your absence and providing a fitness-for-duty release from your healthcare provider when medically released to return to work. Vacation and sick leave are not accrued while on workers' compensation.

Unemployment Insurance

Employees who have been laid off or discharged may be eligible for unemployment insurance benefits. Contact your local Employment Security Department office for more information.

Paid Sick and Safe Time

Effective September 1, 2012 employees working within the Seattle city limits became eligible for Seattle Paid Sick and Safe Leave. Effective January 1, 2018 employees working in Washington State became eligible for Washington State Leave. The below benefit is the combined benefit for all employees of The Seattle School.

Note: If you are a *Continuing Employee Regularly Working 20 or More Hours Per Week*, refer to the following section for more specifics regarding your sick leave benefits.

The Seattle School provides paid sick leave benefits for periods of temporary absences. All employees accrue one hour of sick leave for every 40 hours of work per fiscal year beginning on the date of employment. Leave may be taken in quarter hour increments. We are a Tier 1 employer. Accrued leave may be used after 90 calendar days of employment. Written requests for time off must be submitted to your supervisor at least 10 days in advance for planned or foreseeable absences, or as soon as practicable for unforeseen situations.

Sick leave benefits may be used (1) to take leave for your own health condition or to care for a family member with a health condition (2) to take leave if you are a victim of domestic violence, sexual assault, or stalking; or you have a family member who is a victim of domestic violence, sexual assault or stalking (3) to take leave when the company is closed by order of a public official or any health-related reason, or to care for a child due to a school or daycare closure for such reason. Family member is defined as child, parent, spouse, registered domestic partner, grandparent or grandchild, and sibling.

You may be required to provide verification for absences beyond three consecutive days. The amount of sick leave available is recorded each payday on your pay stub. Sick leave is paid at your normal hourly compensation. Unused sick leave benefits may be carried over each year, up to 40 hours. Unused sick leave benefits are forfeited upon termination of employment. Should you be rehired within twelve months after separating from *The Seattle School*, your previous employment will be counted towards the eligibility waiting period and any forfeited paid leave will be restored.

Retaliation for using paid sick leave for allowed purposes is prohibited.

Continuing Employees Regularly Working 20 or More Hours/Week

Retirement Plan

The Seattle School recognizes that it is important for employees to save money during their work years to spend in their retirement. In order to assist the employee with this, The Seattle School has provided a retirement plan, where up to five percent of the employee's gross salary is contributed by The Seattle School. In addition, eligible employees may supplement their retirement benefits by designating a paycheck deduction for additional pre-tax contributions. If there is any inconsistency between this brief summary and the plan document, the plan document will govern. For more information regarding this plan, please contact the Human Resources Office.

Bus Pass

The Seattle School subsidizes up to 75% of the cost (depending upon the number of hours worked) of an Orca Pass that will provide you with unlimited bus travel on King County Metro Transit, Community Transit, Sound Transit, unlimited travel on the Sound Transit Sounder commuter rail service, and a home free guarantee. For more information regarding this plan, please contact the Human Resources Office.

Holidays

The Seattle School strives to be a family friendly workplace and believes that families should have time together to relax and celebrate. The Seattle School provides seventeen paid holidays for continuing employees working 20 or more hours per week. The amount paid for a holiday will be dependent on the

normal hours worked during a normal workday (e.g. If you are normally scheduled to work 6 hours per day, holiday pay will be for 6 hours). The recognized holidays each year are:

- New Year’s Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day (floating 5-day holiday)
- Labor Day
- Thanksgiving (Wednesday- Friday)
- Christmas (Dec. 24th & 25th plus discretionary days as assigned from Dec 26-31)

Vacation Pay

The Seattle School provides paid time off for rest and relaxation for the physical and mental health for its continuing employees who work 20 or more hours a week. Employees earn vacation time from their hire date. The amount of paid vacation that employees are entitled to receive depends on length of continuous service and job classification level. Vacation accrual rate is prorated for those working less than 40 hours per week.

VACATION POLICY		
Years of Service	Amount Earned Per Year	Maximum Carryover
0-3 years	.0385/hour (10 days)	160 hours
4 - 9 years	.0577/hour (15 days)	160 hours
10 years or more	.0769/hour (20 days)	160 hours

Employees hired under a contract may have terms that differ with the following policy. The provisions contained in their contracts shall supersede the *Employee Handbook* provisions.

- Vacation time ceases to accrue when it has reached its maximum accrual amount. Employees may not receive reimbursement for their forfeited time.
- The amount paid for a vacation day will be dependent on the normal hours worked during a normal workday (e.g. If you are normally scheduled to work 6 hours per day, vacation pay will be for only 6 hours).
- Requests for vacation time are subject to the approval of the supervisor.
- If an employee leaves the employment of The Seattle School, all accrued, unused vacation will be paid at the employee’s hourly rate upon the final paycheck.
- Vacation time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular circumstances warrant it.
- Vacation will accumulate while employees are not actively at work as long as they are paid full salary. If on leave without pay, vacation will not accrue. For more information, see the Leave Policies.
- Sickness during vacation is not grounds for cancellation of an employee’s vacation leave. If employees are scheduled for vacation when The Seattle School declares an unscheduled day off, e.g. for inclement weather, employees will continue to use vacation time for that day and will not be given an additional day off.

Sick / Personal Leave

The Seattle School provides paid sick/personal time for employees. A 40-hour per week employee will accrue 8 hours of sick pay per month. Employees who work between 20 and 39 hours will accrue on a prorated basis. Employees working less than 20 hours per week qualify for limited sick/personal leave in accordance with Seattle Paid Sick and Safe and Washington Paid Sick Leave. See *Paid Sick and Safe Time* under Benefits Available to All Employees.

- Any unused sick leave will accrue.
- Sick pay will not be paid out in cash when an employee leaves the employment of The Seattle School.
- Sick pay provides time off with pay for periods of illness or injury and may also be used by non-exempt employees for health-care appointments that cannot be scheduled at times other than during the workday.
- Sick pay will begin accruing as of an employee's date of hire.
- Sick pay may be taken for any of the following reasons:
 - Illness or an injury which incapacitates employee to the extent that they are unable to perform their work
 - Care of a spouse, parent, parent-in-law, sibling, grandchild, or grandparent who has a serious health or emergency condition.
 - Care of a child with a health condition that requires treatment or supervision.
- It is expected that sick pay must be earned before it may be granted. In the event that more sick days have been taken than earned, the employee will be asked to use the time taken as vacation time or leave without pay.

Tuition Benefits

The Seattle School provides a tuition waiver for employees based upon scheduled work commitment. Tuition waiver is also provided for family members (spouse and children) of full-time employees. This waiver applies to courses for credit, audit or enrichment. The waiver does not apply to fees related to tuition costs.

To receive the tuition waiver, an application for tuition waiver must be completed 2 weeks prior to the start of the term in which the waiver will be used. Tuition waivers are allotted on a per family basis. Students must work out scheduling issues to the satisfaction of their supervisor. The amount of the tuition waiver will depend upon your length of service and full-time equivalent at The Seattle School as set below:

Employee Classification	Tuition, Conference and CEU Fee Waivers**			
	After 90 days	After 1st Year	After 2nd Year	After 3rd Year
30+ hours per week	1/2 discount, up to \$1,000	Up to \$2,000 per tax year	Up to \$4,000 per tax year	Up to \$5,250 per tax year
20-29 hours per week	Audit Courses (at no cost)	1/2 discount, up to \$2,000/yr.	1/2 discount, up to \$4,000/yr.	1/2 discount, up to \$5,250/yr.
Contract Employees	Audit Courses (at no cost)	1/2 discount, up to \$1,000/yr.	1/2 discount, up to \$3,000/yr.	Up to \$4,000 per tax year
Student Employees	No Benefit	No Benefit	No Benefit	No Benefit

* Certificate Programs and Allender Center Workshops are not eligible for this benefit.

** The Seattle School reserves the right to refuse a waiver based on limited space available

Employees will be responsible to pay tax on the value of the tuition waiver for any courses taken for credit and/or audit as though it were income during the trimester(s) it is being used if the amount exceed \$5250 per calendar year. Internal Revenue Code (IRC) Code 127 allows for educational expenses paid by an employer for its employees to be excluded from the gross income and wages, up to the amount allowed by the IRS.

The following qualifications and limitations are:

- Employees must have successfully completed the 90-day introductory period.
- Each student must have completed the application process and be admitted to non-degree or degree status at The Seattle School. Students who choose to take classes for enrichment are required only to complete the enrichment application.
- Participants must be related (i.e. spouse and children) to eligible faculty or staff of The Seattle School.
- Students must comply with The Seattle School attendance policies.
- Each student will comply with all student conduct requirements as delineated in the *Student Handbook*.
- Tuition waiver amounts are given on an annual basis. In the situation an employee leaves The Seattle School during the annual period, the waiver credits will be awarded on a prorated basis. Employees who use more credits than they are eligible for may be required to pay back a portion or the entire waiver.
- The tuition waiver covers tuition only and student must cover any remaining student account balance such as fees. Any fees or charges not paid in full will be subject to the standard late fee schedule.
- Tuition waivers are not retroactive.
- Tuition waiver forms must be submitted to Student Financial Services at least two weeks prior to the start of each term.

Continuing Employees Regularly Working 30 or More Hours / Week

Insurance Benefits

Full-time employees will become eligible the first of the month after completing 30 days of employment. Full-time employees receive the following health benefits: life and accidental death and dismemberment (AD&D), long-term disability, medical, dental, and vision. More information about each of these benefits can be found in the Human Resources Office.

The Seattle School seeks to provide comprehensive benefit coverage to its employees at an equitable contribution level. The insurance rates and premium contributions are subject to change at open enrollment.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Current federal law gives employees, their spouses, and dependents, under certain circumstances, the right to continue health benefit coverage (called “continuation coverage”) at group rates for a limited period after they would otherwise lose their eligibility.

An employee who has a qualifying event that causes them and/or covered dependents to lose their insurance coverage (e.g. termination for any reason other than gross misconduct, reduction in hours causing the loss of insurance coverage, leave to serve in the United States Military, legal separation or divorce, dependents turning 26 years old or becoming eligible for Medicare) is eligible for COBRA benefits.

The employee must notify the Human Resources Office within 30 days of a qualifying event. The Human Resources representative then has 14 days to notify the beneficiaries of their rights under COBRA. These beneficiaries have 60 days following the notice to let The Seattle School know if they want to continue coverage. If so, the employee or eligible family member must send the full premium plus a 2% administrative fee to The Seattle School Business Office each month. The Seattle School then makes the payment to the insurance company. If the beneficiaries do not send the payment when due, insurance coverage may be lost.

Detailed benefit summaries from the vendor are available in the Human Resources Office.

Employee Assistance Program (EAP)

The EAP is designed to help you and your family members attain a healthy and productive life through a variety of personalized services. Our EAP provides confidential assessment, counseling, and referral assistance to all employees and family members in areas such as stress, marital and other family conflicts, alcohol and drug abuse, and financial/legal difficulties. For contact information, please refer to the EAP section of your Employee Benefits Summary.

The Seattle School wants to assist employees to resolve personal difficulties at early stages before they become costly in terms of either personal distress or work productivity. For more information about the program, contact the Human Resources Office.

Health Savings Account

Full-time employees may participate in the IRS Section 125 Health Savings Account (HSA) program. You may elect to set aside tax-free dollars from your paycheck into a special account that can be used throughout the year to reimburse yourself for eligible out-of-pocket expenses. Since you are “paid back”

out of an account that is never subject to taxes, the bottom line is that you pay less tax on your total earnings. These funds are easily accessible through the Health Equity card or reimbursement forms provided by Manley Services, the vendor administering our HSA program. Balances earn tax-free interest and can be rolled over for future qualified medical expenses.

As an incentive for participation, the school matches up to \$100 per month for any employee participating in the HAS.

Leaves of Absence

Bereavement Leave

All continuing employees who suffer a death in their immediate family are entitled to up to five days of bereavement leave to be compensated at their normal rate of pay. Criteria for the amount of time off allowed include a variety of factors, such as, but not limited to, the need for out-of-town travel and responsibility for handling funeral arrangements. The term “immediate family” includes the following: spouse, parents, parents-in-law, siblings, children, grandparents, and grandchildren. Up to two days’ bereavement leave may be granted for extended family members such as aunts, uncles, nieces, and nephews.

Domestic Violence Leave

If you or your family member (child, spouse, parent, parent-in-law, grandparent, or person with whom you have a dating relationship) are a victim of domestic violence, sexual assault or stalking, The Seattle School may offer a reasonable period of leave (as determined by the employer), intermittent leave or a reduced schedule to seek legal or law enforcement assistance, counseling or medical treatment.

Leave is without pay unless you choose to use accrued sick or vacation time. You will be asked for written verification of the need for leave. We may also request documentation to determine family relationship. To the extent allowed by law, your health insurance benefits continue at the level and conditions that would have been provided had you remained continuously employed. Upon completion of your leave, you may be restored to the same job or an equivalent position with equivalent pay, benefits, and conditions of employment.

Information you provide to determine eligibility or continuation for this leave may only be disclosed by The Seattle School if you request or consent to its disclosure, is responsive to a court or administrative order or as otherwise required by federal or state law.

Family Medical Leave (FMLA)

All employees who have worked for The Seattle School for at least twelve months and have been employed at least 1,250 hours during the preceding twelve-month period are eligible for this benefit. This leave provides a maximum of twelve workweeks of leave during a twelve-month period. The twelve-month period for determining leave entitlement is calculated from the date leave is used, rolling backward twelve months.

Eligible employees are allowed to request FMLA under this policy for one or more of the following:

- To care for a child following birth or placement of a child with the employee for adoption or foster care

- Care of a family member who has a serious health condition or because of the employee's own serious health condition
- In situations of a "qualifying exigency" as covered under the federal Family and Medical Leave Act (FMLA) because your spouse, son, daughter, or parent is on active duty or in a reserve unit of the uniformed services, National Guard or coming from retirement, and on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation in the U.S. Armed Forces.
- Further, under the FMLA, if an illness or injury results from active duty service in the military, a "spouse, son, daughter, parent or next of kin" is entitled to up to 26-weeks of leave if the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list. This form of leave also applies to eligible family members of veterans for up to five years after the veteran leaves service for a serious illness or injury incurred during active duty. This 26-week maximum is only available during a single 12-month period and is to be combined with, rather than be in addition to, other FMLA leave taken during the same period.

Family members include parent, child (including biological, adopted or foster child, stepchild, legal ward or a child for whom the employee stands in lieu of parents (e.g. grandparents)) or spouse.

Medical leave or leave taken for a qualifying service member may be used on an intermittent basis. Leave taken for the birth, adoption, care of a newborn child, or placement of a foster child with the staff member cannot be taken intermittently. Generally, each employee is eligible for up to 12 weeks leave in any 12-month period. However, if both the employee and their spouse work for The Seattle School, together they will have twelve weeks' total leave for the birth of their child or placement for adoption or foster care. The full twelve weeks of leave is available to each employee for their own, their parent's, their child's or their spouse's serious health condition.

In compliance with Washington State laws, available leave under this policy may be taken in addition to the actual time period a woman may need for time off due to her temporary disability related to pregnancy or childbirth. This form of leave relates only to coverage under the Washington State Family Leave Act.

Notice

Requests for FMLA should be made through the Human Resources Office. If the reason for requesting a family or medical leave is foreseeable, the employee needs to provide not less than 30 calendar days' notice of intent to take the leave. If the need for the leave is unforeseeable, notice should be given as soon as possible.

The employee must submit to the Human Resources Office:

- Medical certification within 15 business days of having been preliminarily placed on leave prior to approval of medical leave, or
- Verification of circumstances prior to approval of a family leave

If you fail to submit a medical certification in a timely manner, you may not have approved leave, thereby jeopardizing your employment status. The Seattle School reserves the right to obtain additional medical opinions.

Use of Sick and Vacation Days while on FMLA

You must use all accrued sick and vacation days prior to taking time off without pay, for all or part of the 12-week period. Accrued vacation or sick days cannot be used to extend the leave. While on unpaid leave, you do not accrue vacation or sick time.

Continuation of Medical/Dental/Vision Insurance Benefits

During the family or medical leave, The Seattle School will continue to pay its share of medical/dental/vision insurance premiums. If the employee does not return to The Seattle School at the end of the 12-week leave, the employee must repay to the school premiums paid on behalf of the employee. This is consistent with the Family and Medical Leave Act.

Life and Disability Insurance Benefits

During the family or medical leave, The Seattle School will continue to pay life and disability insurance premiums. If you do not return to The Seattle School at the end of the 12-week leave, you must repay to the school premiums paid on your behalf.

Return to Work

Upon return from the family or medical leave of up to 12 weeks, employees will be restored to their previously-held position or another position with equivalent benefits, pay, and other terms and conditions of employment.

Jury Duty & Subpoenaed Leave

The Seattle School recognizes the civic obligation of our employees to serve on juries or as a witness when subpoenaed. We will continue to pay the wages of continuing employees in either scenario. If employees are called to serve on jury duty, they should notify their supervisor immediately. A copy of the jury summons must be submitted to the Business Office in order for continuing employees to receive pay.

If employees are served with a subpoena requiring them to serve as a witness, that employee will be permitted time off to attend the hearing/trial. Documentation of witness times and fees must be submitted to the Business Office in order for continuing employees to receive pay.

You are expected to return to call-in/report to work if excused early from jury service as soon as possible, unless a full day's absence is pre-arranged and/or required.

Maternity Leave

A pregnant employee must provide reasonable notification to her supervisor upon confirmation of her pregnancy to allow the school to prepare for her leave of absence. She may continue to work until she is either 1) required to stop working by her physician, or 2) is unable to perform the essential functions of her job, with or without accommodation from the institution. While on maternity leave, the employee must first exhaust her sick accrual and then any unused vacation accrual.

An employee on maternity leave is entitled to her same job or one of like status and pay upon return to work. Prior to returning to work, the employee must present a signed statement from her attending physician releasing her to work and setting forth any applicable work limitations.

The Seattle School will accommodate nursing mothers with sufficient work shift modifications and private space to express milk.

An eligible pregnant worker is also entitled to use her 12-week FMLA entitlement for prenatal care and for time off from work due to a “serious medical condition or to care for a newborn”. This 12-week leave is in addition to the employee’s maternity leave, which covers the employee’s actual period of disability during pregnancy and after childbirth. Once the employee is released to return to work, she may use all or part of her remaining FMLA leave to care for her newborn child. This leave must be taken within 12 months of the birth of her child.

Military Leave & Military Family Leave

In accordance with the Uniformed Services Employment and Re-Employment Act (USERRA), The Seattle School will grant unpaid leaves of absence to employees for time needed to serve in the uniformed services, provided the leave does not exceed a cumulative total of 5 years. Military leave will be granted to all employees under orders which require them to serve in any of the U.S. Military branches.

Employees on military leave will be returned to the appropriate position and at the appropriate level of pay and benefits consistent with applicable law. Employees, who are currently participants in our health care benefit program and are called to active military duty, may purchase health coverage for up to 24 months under the COBRA program.

Military Family Leave

Employees who are spouses of armed service workers and who work an average of 20 hours or more per week may take up to 15 days of unpaid leave when their spouse is about to be called up to active duty or are home from deployment during times of military conflict declared by the President or Congress. Any requests for military family leave must be made within 5 days following your family’s receipt of the official military notice.

Military Family Leave may run concurrently with federal FMLA leave when an eligible employee uses FMLA leave related to military deployment and the leave is taken before deployment or during any period when the military spouse is on leave from deployment.

You may choose to use any of your accrued leave benefits while taking military family leave. Your health insurance benefits will continue at the level and conditions that are provided with continuous employment.

Mission Leave

As a Christian organization, it is the intention of The Seattle School to embody its mission by supporting our employees’ efforts and passions in mission work and global engagement. We believe that our employees and students can make a difference in lives around the world and hopes that by providing some assistance we can make it possible for employees to more easily take mission opportunities and serve their fellow human beings. Specifics regarding this employee benefit can be found in the *Mission Leave Policy*.

Other Leaves

Leaves of absence other than those described herein will be granted only if in the opinion of the President they are determined to be in the best interest of The Seattle School. Requests for such leave must be submitted to the employee’s immediate supervisor for consideration and approved by the President.

YOUR SAFETY & SECURITY

At The Seattle School we want to protect your health and safety. Updated, relevant information on safety and security at The Seattle School is available on the website.

Cell Phones

The Seattle School does not encourage, permit, or condone the use of cell phones while driving. If you conduct The Seattle School business using your cell phone, it must not be while you are operating a vehicle. Employees operating vehicles and using cell phones during The Seattle School working hours, or for conducting The Seattle School business at any time, must pull over to the side of the road to a safe location before using the cell phone in any capacity. Reading, typing or sending a text message, while driving, is also strictly prohibited. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Emergency Evacuation Plan

- Dial 911 and state the nature of the emergency
- Use the nearest safe exit (DO NOT USE THE ELEVATOR)
- Meet your department at a safe distance in the rear parking lot
- Department Manager will account for each employee
- Department Managers will report to the Facilities Coordinator and/or Chief Financial Officer
- Facilities Coordinator and/or Chief Financial Officer will report to the Fire Department Official in charge
- Await clearance from the Fire Department Official in charge before re-entering the building
- Directors and staff will assess damage and report to Facilities Coordinator.
- Directors, Facilities Coordinator and/or Chief Financial Officer will determine staff assignments for recovery period.

Additional information on dealing with emergency situations can be found in the Emergency and Crisis Management Plan found on the website.

Hazardous Waste

The school does not maintain an inventory of hazardous materials other than minimal amounts used for normal facility cleaning activities. The school is in compliance with state (WISHA) and national (OSHA) standards regarding the use of hazardous materials, retaining updated Material Safety Data Sheets (MSDS) and providing HAZCOM training to all employees. All onboarding staff are required to complete an online training module includes a presentation on hazardous materials, as well as familiarity with the MSDS use and location within the building.

Housekeeping

Work areas are to be maintained in a clean and orderly manner. Please clean up after yourself when using the classrooms, conference rooms, student lounge, or other public areas. Please refer to the following list for examples of your responsibilities:

- * You are responsible for keeping your own work areas clean and free of obstructions and debris.
- * All tools and equipment must be returned to their proper place when not in use.
- * Stack materials safely and securely to prevent tripping.
- * All liquids spilled on floors must be cleaned up immediately.
- * All flammable liquids must be contained in approved safety containers to prevent fires.

Pet Policy

The Seattle School recognizes the important role of pets in the lives of some employees and students. Given limited space, our desire to respect the varied preferences of others, and issues of health and safety, pets are not allowed on The Seattle School property or other indoor locations procured for events and classes, including but not limited to areas that are open to the public and commonly used, such as the library, foyers, bathrooms, lounges, meeting and conference rooms, offices, and classrooms. For the purposes of this policy, the following definitions apply:

- *Pet Owner*: Anyone working or studying at The Seattle School, including faculty, staff, administrators, students, temporary employees, spouses, or others who bring a pet to campus.
- *Pet*: A domestic animal that is owned by, resides with, and is cared for by an employee or student and is not a service animal.

The Seattle School will ensure that all applicable legal requirements are met. These include, but are not necessarily limited to:

- Washington Industrial Safety and Health Act (WISHA), Responsibility: The Seattle School has a general duty to create a safe and healthful working environment for employees.
- Americans with Disabilities Act (ADA), Responsibility: The Seattle School must provide reasonable accommodations for employees and students with documented disabilities as defined by law.

This pet policy applies to anyone entering 2501 Elliott Ave with an animal. Regarding service animals: If you seek to gain entrance with an animal we may ask you if your animal is required for a disability and what task it is trained to do. *As of 2018, only dogs and some miniature horses are recognized for service animal use according to the ADA.*

Questions about this policy should be directed to the Facilities Coordinator, x148.

Search Policy

The Seattle School wishes to discourage theft or unauthorized possession of school property and/or property of staff, faculty, students, and visitors. To facilitate enforcement of this policy, a school representative may inspect not only desks and offices, but also persons entering and/or leaving the premises, and any packages or other belongings. Therefore, there should be no expectation of privacy. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto school premises.

Smoking

Washington State law prohibits smoking in all places of employment. You may smoke outside provided you are not standing within 25 feet of a building entrance or exit, windows that open, or air intake equipment. Employees who observe a guest or visitor who is in violation of this policy should promptly and politely advise the individual of the policy. Any employee who violates this policy shall be subject to disciplinary action. E-cigarettes and tobacco use are also prohibited under this policy.

Substance Abuse Policy and Prevention Program

The Seattle School's Substance Abuse Policy and Prevention Program reflects a broad commitment to a healthy school community marked by standards that reflect personal accountability and responsibility;

demonstrate regard for the safety, security, and health of others; and maintain the atmosphere needed for study and reflection. The misuse of alcohol and other drugs subverts the school's ability to achieve its central mission—the ability to serve God and neighbor through transforming relationships. The Seattle School recognizes explicitly that students, faculty, and staff are adults, which means that they are expected to obey the laws and take personal responsibility for their conduct. Individuals are accountable for their choices and behavior. Careful attention to this information will help students, faculty, and staff promote the school's compliance with the Drug-Free Schools and Communities Act of 1989, which requires an institution of higher education to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the federal Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.

Unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, or staff on its property or as part of any of its activities is specifically prohibited and is a violation of the laws of the City of Seattle, the State of Washington, and the United States. The Seattle School will support all local, state, and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution. Although Washington State has legalized marijuana for medicinal or recreational purposes, The Seattle School is not required to allow the medicinal or recreational use of marijuana in the workplace. Marijuana use or being under the influence is strictly prohibited on school property and while conducting school business. The courts will determine penalties for violations of these laws.

Policy on Drug or Alcohol Use by Employees

The Seattle School employees have the responsibility to perform their jobs in a safe, conscientious, and lawful manner consistent with the school's mission. While at work or when acting on behalf of the school, employees must be free from the effects of alcohol or illicit drugs.

School policy also prohibits employees from consuming alcohol on campus except for approved events. An exception will be made for the sacramental use of wine for communion. Intoxication is a violation of school policy.

Violations of the policy on drug or alcohol use by employees will result in disciplinary action up to and including immediate termination of employment. In addition, the school has the right to notify local, state, or federal legal authorities of suspected illegal activity relating to drugs or alcohol. The school encourages employees who observe or have knowledge that an employee is impaired by drugs or alcohol while at work or while participating in school activities to report such condition to the appropriate supervisor.

In some instances, substance abuse may be considered a disability covered by federal, state, and local laws. The Seattle School complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and applicable state and local laws that extend protection from discrimination in employment to qualified individuals with disabilities. The school also provides reasonable accommodation for individuals with disabilities. Employees who suspects they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. The school provides an Employee Assistance Program (EAP) to assist benefit-eligible employees who seek help.

Accordingly, in connection with all workplace or school-related activities, the following rules apply:

Drugs

1. The school strictly prohibits the manufacture, sale, possession, distribution, dispensing, or use by an employee of a controlled substance or drug not medically authorized.
2. The school strictly prohibits the use by an employee of a controlled substance (e.g., prescription medication) that affects job performance or poses a hazard to the safety and welfare of the employee or others.
3. The Drug-Free Workplace Act requires an employee who is convicted of any workplace-related criminal drug violation to report the conviction to Human Resources within five (5) calendar days after the conviction.

Alcohol

The school strictly prohibits being intoxicated or the manufacture, sale, transfer, or distribution of alcohol by any employee while conducting school business or participating in school activities on or off campus. The consumption of alcohol on campus is also prohibited except where a valid legal permit or advance consent from the school has been obtained. In addition, no open containers of alcohol are permitted on school property at any time, except within the area covered by a valid liquor permit.

Campus Policy on Alcohol Use at Events

To serve alcohol on campus, the event sponsor must complete an *Alcohol Service Request Form* (available on Google Drive) and submit it to the Executive Council for approval at least two weeks prior to the event. The Seattle School reserves the right to deny authorization at any time. If approval is granted, the event's sponsor is responsible for providing a licensed vendor/caterer to provide and serve the alcohol. **The event sponsor is responsible, along with individuals directed to serve the alcohol, for compliance with all applicable laws, ordinances, and school policies pertaining to the use, furnishing, or possession of alcohol.**

Alcohol may not be served to any person under the age of 21. A separate alcohol serving area is required at events where persons under 21 will be present. The event's sponsor will also be required to devise a system by which picture identification will be checked to verify legal age.

Alcohol must be served and monitored and may not be left unattended so to allow free access. Event sponsors and the individuals directed to serve the alcohol are responsible and obligated to refuse alcohol to anyone whom they believe has had too much to drink. All service of alcohol to guests must stop 30 minutes prior to the ending time of the event. Non-alcoholic beverages and food must be available and featured prominently at the event.

Health Risks of Alcohol and Other Drug Use

Alcohol and illicit drug use can pose many health risks to students, faculty, and staff. Use may result in impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases (including HIV and AIDS); and injury and death. Negative consequences of alcohol and other drug use can be immediate.

Resources for Education and Treatment

Faculty and staff who suspect they may have a drug or alcohol abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. The school provides benefit-eligible employee access to an independent, confidential Employee Assistance Program

(EAP) that offers confidential assessment, counseling, and referral assistance in areas that include alcohol and drug abuse. The EAP can be reached by calling 1-800-316-2796. Please contact the Human Resources Office for further information.

Community Services

A variety of community organizations in the greater Seattle area can be resources for students, faculty, or staff. They are organized into three categories for ease of reference: 24-hour emergency numbers; self-help groups; and alcohol and drug treatment programs. *These resources have not been screened by The Seattle School; the school makes no specific endorsement of or recommendations to any one program.*

Emergency Numbers		
Alcohol & Drug 24-hour Helpline	(206) 722-3700; 1-800-562-1240 (Washington State)	
Domestic Violence Hotline	1-800-562-6025	
HIV/AIDS Hotline	1-800-272-2437	
24-Hour Crisis Line	(206) 461-3222; 1-800-621-4636 (Washington state)	
King County Sexual Assault Resource Center	(425) 226-5062; 1-800-825-7273	
Local Self-Help Groups		
Alanon/Alateen/Alatot	(206) 625-0000	
Alcoholics Anonymous (AA)	(206) 587-2838	
Marijuana Anonymous	(206) 548-9034	
Naranon	(206) 626-7171	
Narcotics Anonymous	(206) 790-8888	
Alcohol and Drug Treatment Resources		
Auburn Youth Resources	816 F St. SE, Auburn, WA 98002	(253) 939-2202
Catholic Community Services	100 23rd Ave. South, Seattle, WA 98122	(206) 328-5097
Central Seattle Recovery Center	1401 E Jefferson, #300, Seattle, WA 98122	(206) 322-2970
Central Youth & Family Services	1901 Martin Luther King Jr. Way South, Seattle, WA 98144	(206) 322-7676
Consejo Counseling and Referral	3808 South Angeline, Seattle, WA 98118	(206) 461-4880
Eastside Recovery Center Inc.	1412 140th Pl NE, Bellevue, WA 98005	(425) 747-7892
Group Health Cooperative	1730 Minor Ave, Suite 1600, Seattle, WA 98101	1-800-562-6300 206-326-3000
Lakeside Milan Recovery Center Inc.	10322 NE 132nd St., Kirkland, WA 98034	(425) 823-3116
Providence Recovery Program	916 Pacific Ave, Everett, WA 98206	(425) 258-7390
Residence XII (women only)	12029 113th Ave. NE, Kirkland, WA 98034	425-823-8844
Seattle Indian Health Board	611 12th Ave South, Seattle, WA 98144	(206) 324-9360
Swedish Medical Center Addiction Recovery Services	5300 Tallman Ave. NW, Seattle, WA 98107	(206) 781-6209
Therapeutic Health Services	1116 Summit, Seattle, WA 98101	(206) 323-0930
Valley General Hospital Alcoholism & Drug Recovery Center	14701 179th Ave SE, Monroe, WA 98272	(360) 794-7497 1-800-533-3046
Veterans Administration Medical Center	1660 S. Columbian Way, Seattle, WA 98108	(206) 762-1010 1-800-329-8387
Women's Recovery Center	4649 Sunnyside Ave. N., Suite 200, Seattle, WA 98103	(206) 547-1955

Suicide Intervention Plan

The Seattle School has developed a suicide intervention training protocol designed to be a guideline for staff and faculty who encounter a student exhibiting potential or confirmed suicidal behavior. This plan outlines the warning signs of suicide, and offers specific steps of action to be implemented in response to the behavior. The plan and accompanying documents can be found in the HR-All Staff folder on Google Drive. *Disclaimer: This protocol is for informational and training purposes. As mental health issues are often complex, you are encouraged to also confer with trusted advisers.*

CAMPUS SECURITY / CRIME AWARENESS

Students, staff, and faculty are encouraged to report any criminal or suspicious activity, and are made aware of the need for everyone to be responsible for their own security and the security of others. To file a report, contact the Director of Institutional Support. When a person files a complaint or applies for assistance, all pertinent information is obtained and is officially documented by the completion of an *Accident/Injury/Crime Incident Report* and on the Director of Institutional Support's *Daily Records Log*.

Building Access & Security

The Seattle School "facility" is defined as the physical property of the school, which includes but is not limited to, the building, library, computers, copiers, storage, chapel, classrooms, lounge, bookstore, and offices. "Official purposes" refers to those activities that promote and fulfill the mission and vision of The Seattle School.

Access to the Building

Employees may freely access the building during regular business hours. However, after-hours access (see seasonal hours prominently posted in the library) to the building is defined as follows:

- prohibited by students, unless within the context of a pre-approved event.
- restricted to "official purposes" by faculty and staff
- faculty and staff who access the facility after hours must be prepared to and take responsibility to disarm the security system upon entry, and to re-arm the security system upon departure. Alarm codes will be granted upon the discretion of the Facilities Coordinator and the Chief Financial Officer.

Consequences of Non-Compliance

The expense to The Seattle School can be anywhere from \$85 to \$500 each time the building is accessed incorrectly or without previous approval. This includes personnel costs, security company fines, and in worst-case scenarios, police response. Staff and faculty who access the facility after hours but fail to disarm and re-arm the security system properly will have \$75 charged to them and \$75 charged to their respective department for a total fine of \$150.

Whether student or staff, if you are utilizing the facility for any reasons above and beyond scheduled classes you may need to complete the *Internal Facilities Usage Form* posted on the website. The form includes steps related to the Master Calendar, set-up, security, hospitality, and technology/AV needs. The Director of Institutional Support approves and supervises all related policies and procedures for facility usage compliance.

Notice of After-Hour Access

For staff who have both after-hour card and alarm access, any outside access to the facility should be documented with a brief email to the Facility Supervisor (cc'd to the Director of Institutional Support). In the instances of employees working by themselves during off-hours, this documentation provides some measure of safety and accountability for both the employee and the institution.

The Clery Act – Campus Security & Crime Statistics

The federal government mandates that every college or institution that provides Title IV Financial Aid to its students must comply with the *Clery Act*; the new name for the *Student Right-to-Know and Campus Security Act*. The Seattle School crime statistics are compiled on a yearly basis from daily records maintained by the Director of Institutional Assessment. Data from local law enforcement is also included, when applicable, in an effort to ensure that all crimes are reported. *The Seattle School Security Report* is posted on the website. Printed versions of this report are available from the Director of Institutional Assessment.

Trespass Policy

Proper and reasonable safeguarding of the educational environment is paramount to The Seattle School. Therefore, the school exercises its right to limit access to its private property to those who threaten, harm, or disrupt the academic process.

The Seattle School may work with the Seattle Police Department (SPD) to criminally trespass persons who are disruptive to the educational process or community; refuse to comply with school rules or staff; or present as dangerous to The Seattle School community.

The President, or designee, establishes authority for certain staff to enforce this policy. Trespasses from The Seattle School are permanent, but may be reviewed upon request. The President, or designee, has the authority to lift trespasses through the appeals process.

Definitions

Trespass Warning – official school notice of trespass to an individual for violations of community standards, policies, or direction by The Seattle School staff.

Criminal Trespass – the criminal offense for trespassing. For example, if a subject was previously trespassed, they would be arrested for Criminal Trespass in Seattle under 12A.08.040(A).

Procedure

- The Seattle School maintains participation in the Seattle Police trespass program and maintains city-signage concerning conditions of entry. The school shall periodically review the City of Seattle's program to ensure its participation is current on municipal code, rules, and materials.
- Designated Seattle School staff may Trespass Warn an individual for violation of the school's community standards, rules, or disrupting the academic process.
- Typically, Trespass Warnings should be written and include: subject's name, date-of-birth, the reason for trespass, the geographic limit of the trespass, and notes; however, if a subject is non-compliant, a verbal trespass may be issued as well.
- A trespass log will be maintained by the Institutional Support Department. This should include name, DOB, physical description, the reason for trespass, notes, and a picture of the subject. For privacy reasons, this log should have limited and protected access.

- If a trespassed individual returns to The Seattle School, any school staff may call the Seattle Police Department. If the matter is an emergency, staff should contact 911. If the individual needing trespass is not an immediate threat to the community, staff are encouraged to use the non-emergency line: 206-625-5011 (option 5, then 0).
- Staff should immediately contact police if a trespassed subject either attempts to, or succeeds in, entering The Seattle School, with as minimal contact with the subject as possible.

Violence in the Workplace

The Seattle School has adopted a zero tolerance policy and strives to have a workplace free from intimidation, threats or violent acts. Such conduct includes any form of intimidating, threatening or hostile behavior, physical altercations, vandalism, arson, sabotage, use or display of weapons, carrying weapons onto school property, or any other act which The Seattle School deems inappropriate under this policy. Likewise, jokes or offensive comments about violence or weapons are not tolerated, and may result in discipline, including termination.

If you feel you have been subjected to such behavior or acts, you are requested to report them immediately to your supervisor, the Human Resources Office, or any other member of the management team. The Seattle School will investigate such reports, and issue appropriate disciplinary action in circumstances where it believes this policy has been violated.

If you observe or have knowledge of any violation of this policy, immediately report it to a member of the management team. The Seattle School will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists. Orders for Victim Protection: Orders for Victim Protection include the following types of court orders: protection order, no contact order, restraining order and anti-harassment order. If you have obtained an Order for Victim Protection that includes The Seattle School as your workplace, immediately provide a copy of the order to the Human Resources Office or your supervisor.

Weapons Policy

The Seattle School has a zero-tolerance policy regarding firearms or weapons on campus. Specifically, students, employees, faculty and others performing services for the school (including, but not limited to, temporary employees, consultants, contractors and vendors) are prohibited from carrying, possessing or using guns or other dangerous weapons or devices for any purpose at any time on school premises. Weapons and other dangerous devices are also prohibited off school premises while on The Seattle School related business or at The Seattle School-sponsored events. People who carry a concealed-weapon permit are not allowed to carry a weapon while on school premises or while representing The Seattle School.

Anyone who has knowledge of someone violating this policy should immediately report the incident to the Institutional Support Manager. The complainant should be prepared to provide any relevant information that prompted him/her to observe or suspect violation. The Facilities Coordinator or any school administrator has the right to confiscate weapons from people in violation of this policy. Failure to adhere to the *Weapons Policy* or failure to cooperate in an investigation is grounds for disciplinary action, up to and including termination or expulsion.

APPENDIX 1: PILLARS OF FAITH AND PRACTICE: THE SEATTLE SCHOOL OF THEOLOGY & PSYCHOLOGY

Six foundational statements express the defining convictions of The Seattle School of Theology & Psychology. They are reviewed and re-affirmed annually by the Board of Trustees. All core faculty, executive council level administrators, and Trustees consciously agree with the statements of theological identity and are, by conviction and practice, women or men of well-articulated faith in Jesus Christ.

1. The Mission Statement

The mission of The Seattle School of Theology & Psychology is to train people to be competent in the study of text, soul, and culture in order to serve God and neighbor through transforming relationships.

2. The Statement of Theological Identity

The Seattle School of Theology & Psychology was formed by its convictions and practice in orthodox Christian faith in 1997. We are an unashamedly Christian institution, which invites thoughtful dialogue and reflection through the disciplines and practice of theology, psychology and spirituality. Like the synagogues of Ancient Israel, we gather around biblical and theological texts to wrestle with their meaning in our lives for the purpose of faithfully engaging our world. Therefore, we are a community of both conviction and discourse. Because we are centered in the revelatory and redemptive centrality of the person of Jesus Christ, we intentionally practice discourse, collaboration, mission and life together.

We claim the theological orthodoxy of the Nicene Creed. By that, we mean...

1. We are Trinitarian theists who believe in One God, the Almighty, maker of heaven and earth, revealed in Trinity. Grounded in theism, we are people of conviction, belief and faith who seek relationship with the living God. It is our conviction that God is the creator of all things including the earth in which we live and has created all persons *imago dei*, in God's own image. That is our true identity as humankind; more than material beings, we are profoundly embodied in God's image.
2. We are centered in the person of Jesus Christ. It is our conviction that Jesus is God incarnate, who loved people, conquered sin and death in the scandal of the cross and created a community which gave dignity to all people. God is revealed most completely in the life, death, and resurrection of Jesus who lived in time and space, embodied in history, in a world in which shalom has been shattered by human sin and restored through the death of Christ. Jesus is the decisive revelation of the person of God and of what it means to be fully human, thus the "central and defining figure in the Christian spiritual life."
 - a. We believe that Jesus Christ is the living Word of God, the perfect image of God and the exact representation of God's being. He fully reveals God through his life, death, and resurrection not only as the center of salvific history, but also the narrative foundation for all restoration of personhood, relationships and the earth.
 - b. In the atonement, Jesus Christ is God saving and redeeming humankind and all creation; redemption for humankind and all creation is through the atoning work of Christ.
 - c. In the resurrection, Jesus lives and reigns with God as ruler over all creation.

- d. In the church, Jesus is Lord, worshipped, followed and obeyed. The church is the living body of Christ grounded in time and place as a community of mission and communion.
3. The Holy Spirit is given to empower people to live within our individual bodies and the collective Body of Christ, the church, in order to be agents of renewal and reconciliation. Through the Spirit, we are empowered to resist systemic powers that strike against justice, peace, and equity in our world. It is our conviction that the Holy Spirit makes Jesus known and is active in the formation of people, the mission of the church and in vocational calling for all people.

More than dogma or creed, this is a call to a relational way of knowing through scripture, community, worship, study, and service. We seek to train people who will pray and work for shalom in their own contexts—including home, marketplace, the arts, the church and everywhere they are called to serve.

3. Foundational biblical texts

Three texts have historically been essential to the theological DNA of The Seattle School as, together, they call us to our mission around text, soul, and culture.

Psalm 19:1-4a “The heavens are telling the glory of God; and the firmament proclaims his handiwork. Day to day pours forth speech, and night to night declares knowledge. There is no speech, nor are there words; their voice is not heard, yet their voice goes out through all the earth, and their words to the end of the world.”

Colossians 1:15-17 He (Jesus) is the image of the invisible God, the firstborn of all creation: for in him all things in heaven and on earth were created, things visible and invisible, whether thrones or dominions or rules or powers—all things have been created through him and for him. He himself is before all things and in him all things hold together.”

Acts 17:23-25, 27 “For as I went through the city and looked carefully at the objects of your worship, I found among them an altar with the inscription, “To an unknown god.” What therefore you worship as unknown, this is proclaim to you. The God who made the world and everything in it, he who is Lord of heaven and earth, does not live in shrines made by human hands...For in him we live and move and have our being.”

4. The Scripture statement

We confess that the scriptures, both the Old and New Testaments, are the Word of God. We give thanks for them as a gift from God, inspired by the Holy Spirit, written down by God’s servants. We receive them in the tradition of the Christian Church as entirely true and the supreme authority in all matters of faith and conduct, and, as the authoritative guide to our identity and vocation, bringing us to the fullness of life in Jesus Christ.

5. The creedal statement of belief: The Nicene Creed

WE BELIEVE in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one being with the Father.
Through him all things were made.

For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.

For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come.

Amen.

6. The statement of Religious Affiliation

We are a school comprised of faculty, staff, students, and alumni from multiple church traditions, denominations and faith backgrounds. Because we are centered in the revelatory and redemptive centrality of the person of Jesus Christ, we intentionally practice discourse, collaboration, constructive interaction, mission and life together.

APPENDIX 2: USE OF COMPUTING RESOURCES

The goal of this policy is to give an overview of acceptable and unacceptable uses of The Seattle School's computing resources, including, but not limited to, network access, Internet access, email, and messaging. It is intended as an addition to existing policies concerning academic honesty and the use of facilities and does not exhaustively address all uses and misuses of computing resources.

The Seattle School's computing equipment and network resources are intended to enhance and support the educational mission of the school. All students, faculty and staff are responsible for using The Seattle School's computing resources in a safe, effective, ethical, and lawful manner.

Access to The Seattle School's computing resources is controlled through individual accounts and passwords. Accounts are assigned through Media & Technology Services. All employees and students are bound by this policy.

Acceptable Use

The following represents a guide to acceptable uses of network, computing, and/or Internet resources:

- Communication with staff, faculty, students, business partners of The Seattle School and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participation in educational, academic, and professional activities relevant to The Seattle School.
- Personal use of the resources is acceptable, provided that it does not interfere with the job responsibilities of the individual or others. Personal use should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the school.
- Distribution lists are to be used for the express purpose of notifying the school community at large or its designated constituencies of announcements and information.

Acceptable use always includes:

- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
- Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
- Respect for the integrity of the computing, Internet, and communications systems.

Unacceptable Use

- Use of The Seattle School's computing resources that violates federal, state or local laws or statutes.
- Use of The Seattle School's computing resources in a manner that is not consistent with the mission of The Seattle School, misrepresents The Seattle School, or violates any The Seattle School policy.
- Providing, assisting in, or gaining unauthorized or inappropriate access to The Seattle School's computing resources.
- Use of The Seattle School's computing resources for unauthorized or inappropriate access to systems, software or data at other sites.

- Use of The Seattle School’s computing resources to copy, store, display or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed by the copyright law.
- Installation of software on The Seattle School computers that is either not in the public domain, or for which legal licensing has not been acquired by the user or by the institution.
- Activities that interfere with the ability of other staff, faculty, or students to use The Seattle School’s computing resources effectively.
- Unauthorized access to another person’s work.
- Sending of obscene, abusive, or threatening messages via email or instant messaging.
- Mass unsolicited emails, such as chain letters or commercial mailings.

Security

For security purposes, users may not share account or password information with another person. Network/Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to use another user’s account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to the network. As part of The Seattle School community, students connecting their computers to The Seattle School network are required to take reasonable precautions against viruses, spyware, and adware.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at The Seattle School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for the inappropriate use of The Seattle School’s computing resources may include, but are not limited to, one or more of the following:

- Disciplinary action according to applicable The Seattle School policies;
- Legal action according the applicable laws and contractual agreements.

Monitoring and Filtering

The Seattle School has the right to inspect information on its systems at any time, for any reason and users cannot and should not have any expectation of privacy with regard to any data, documents, email messages or other files stored on computers within The Seattle School’s network. All Internet data composed, transmitted or received through The Seattle School’s computing systems is considered part of The Seattle School records, and as such, subject to disclosure to The Seattle School officials, law enforcement, or applicable third parties.

The Seattle School currently does not employ filtering software to limit access to sites on the Internet, but it reserves the right to monitor user activities on The Seattle School computer systems or accounts. If The Seattle School discovers activities which do not comply with applicable law or department policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

The Seattle School assumes no liability for any direct or indirect damages arising from the user’s connection to the network or the Internet. The Seattle School is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

APPENDIX 3: UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL ON THE SEATTLE SCHOOL NETWORK

The Seattle School is committed to ensuring that copyrighted works are respected and used appropriately by faculty, students, staff, and visitors. Our policies require that those using our computers or networks comply with U.S. and international copyright laws. Failure to do so may result in disciplinary action or termination of access.

This document serves as the written plan required of The Seattle School under the copyright-related regulations associated with the Higher Education Opportunity Act of 2008.

Combating Unauthorized Distribution of Copyrighted Material

The Seattle School addresses misuse of its networks for unauthorized distribution of copyrighted material through a variety of educational, technical, and disciplinary means. These include:

- Faculty and staff acknowledge and accept this policy when they are provided with the *Employee Handbook* at during their new hire orientation. Students acknowledge and accept this policy when they sign The Seattle School *Statement of Agreement* prior to enrollment.
- Mailings, the school's website, and other mechanisms explaining the difference between appropriate and inappropriate use of copyrighted materials and the possible penalties of misuse.
- Network management technologies and policies that may constrain the use of the network for purposes not directly related to the school's mission.
- Traffic monitoring to identify largest bandwidth users.
- Standardized, consistent handling of copyright violation notices, including validation of details, warnings to offenders, and disciplinary action when warnings prove ineffective.

The Seattle School periodically reminds its network users through email, the school's website, and other means that:

- An individual choosing to host or exchange files unlawfully will be personally responsible for any consequences from that activity. Ignorance of the law is not a useful defense. The School strongly recommends that individuals using School networks and computers learn the rules and the laws before sharing files online.
- Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, and files available for use on computers at the Seattle School are protected by federal copyright laws. In addition, software, images, music, and files normally are protected by a license agreement between the purchaser and the software seller. It is the Seattle School's policy to comply with federal copyright and license protections.
- Unauthorized use of software, images, music, or files is regarded as a serious matter and any such use is without the consent of The Seattle School. If abuse of computer software, images, music, or files occurs, those responsible for such abuse will be held accountable.
- There are a number of many legal alternatives for downloading or otherwise acquiring copyrighted material, including those listed below:

<u>Amazon</u>	<u>Last FM</u>	<u>QTRAX</u>
<u>Apple iTunes</u>	<u>Netflix</u>	<u>ShoutCast</u>
<u>Hulu</u>	<u>Pandora</u>	<u>Spotify</u>

Handling of Potential Violations

When the school receives formal notification that a user of its network appears to be violating copyright, Information Technology:

- Identifies the machine identifier (“MAC address”) associated with the network address at the time noted in the complaint.
- Uses logs to identify the owner of the device, if possible.
- Sends the owner instructions requesting that offending material be removed from the network, and requiring a response from the owner.

Internet access is restricted if the alleged offender fails to respond to the notice within 72 hours or if the machine owner has received a previous complaint. Network users receiving second complaints must meet with Information Technology staff before Internet access is restored.

The target response time for copyright complaints is 10 working days or less.

Periodically Reviewing Effectiveness

The Seattle School will review the effectiveness of this plan on an annual basis during the summer break (July-August). The primary measure used to assess effectiveness at deterring unauthorized sharing of copyrighted material will be the number of repeat offenders, measured as a percentage of the number of overall complaints received.

For more information, see the website of the U.S. Copyright Office at www.copyright.gov, especially the Frequently Asked Questions section at www.copyright.gov/help/faq.

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the *Employee Handbook* outlining my responsibilities as an employee and the responsibilities of The Seattle School. I understand my obligation to read the information contained in this handbook. If I have any questions, I will contact my supervisor. I understand that the Employee Handbook is merely a guide to acquaint myself with The Seattle School. It is not intended to be contractually binding nor is it intended to guarantee or promise specific employment benefits or duration of employment.

I understand my obligation to comply with the guidelines, policies, and procedures of The Seattle School. I understand my employment and compensation can be terminated at the option of either myself or The Seattle School any time. I also understand The Seattle School reserves the right to add, delete, or modify any provision in this handbook, with or without prior notice.

Date: _____

Signature of Employee: _____

Print Employee Name: _____

PAYROLL DEDUCTION AGREEMENT

I agree to allow The Seattle School to withhold from my paycheck(s), any amounts owed from employee purchases, or wage and paid time off advances in the event I fail to repay such purchases or advances within the required time.

Further, I authorize appropriate withholdings from a final paycheck for any school-issued property used for the benefit of my job, which is willfully not returned to the school when separating employment.

Date: _____

Signature of Employee: _____

Print Employee Name: _____