



Barclay College

Employee Handbook



Mission Statement

*"Preparing students in a Bible-centered environment for
effective Christian life, service and leadership."*

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Barclay College employs individuals without regard to race, color, national or ethnic origin, age, gender, or physical disability. It does not discriminate on the basis of race, color, national or ethnic origin, age, gender, or physical disability in the administration of its employment policies or employee-related programs.

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DEFINITIONS:

President's Cabinet: President, vice-presidents, and anyone assigned as direct reports to the president of the institution.

Administrators: Refers to management employee who oversee departments or programs.

Faculty: Employees of the college whose primary duties are teaching and other faculty services.

Full-Time Contract Employee: An employee who regularly works at least 40 hours per week for the College. Faculty on nine-month or similar contracts are also considered full-time.

Part-Time Employee: An employee who regularly works 20 hours per week or less for the College.

Employee or Employees: Generic terms referring to any or all employees of the college.

Staff: All employees of the college not employed as senior management, administrators, or faculty.

Supervisors: All employees having oversight responsibilities for the work of one or more additional employees.

Student Employees: Students who serve the college in various capacities for reimbursement.



SECTION I: EMPLOYEES IN COMMUNITY AT BARCLAY COLLEGE

The trustees, president's cabinet, administration, faculty, and staff desire that Barclay College should be an institution characterized by Christian community. At Barclay College, Christian community is viewed not as some unattainable ideal, but as a reachable (if never perfected) objective that can be achieved by diligent pursuit of those biblical principles and practices that result in the development of genuine Christian fellowship. Because we are by design or God's provision a group with diverse perspectives, the pursuit of such community demands constant practice, dialogue, and reaffirmation of the College's mission. The challenges, differing points of view, and even disagreements we may encounter along the way, however, do not deter us from the mission or indicate failure. Rather, they are marks of a genuine effort to seek the truth and live in it.

In order for the community of Barclay College to function in a Christian manner, it is essential that all the citizens of the community commit and continually recommit themselves to "lead a life worthy of the calling with which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." (Ephesians 4:1-3)

The community of believers in Christ rests on a foundation of spiritual relationship rather than legal contract. Though some community standards and rules have been adopted at Barclay College in an effort to create a quality institution that provides a high level of service to its students, the emphasis properly remains on mutual submission to one another, mutual encouragement, fellowship, forgiveness, deference to others, speaking the truth in love, and other characteristics of healthy Christian relationships. (Eph. 5:21; 1 Thess. 5:11; 1 John 1:7; Eph. 4:32; Phil. 2:3-4; Eph. 4:15) Biblical standards, principles, and precepts are regarded as

directives to be put into practice, and the Barclay College community looks to God and His Scriptures in the Holy Bible as the final authority for faith, life, and practice.

In a Christian community then, handbooks such as this one, contracts, work agreements, and other documents serve not as the foundation for relationships and mutual commitments, but only as tools to record and specify the details of such commitments. The commitments themselves are founded in Christian relationship based upon each individual's commitment to God through Christ, the collective commitment to Christ of the community as a whole, and the shared commitment to the College's mission which each member of the community affirms and works to accomplish. As we noted earlier, the creation of genuine Christian community at Barclay College is regarded not as an idealistic dream, but as a practical reality in which every member of the College will invest and persevere.

SECTION II: STATEMENT OF FAITH

Statement of Identity

Barclay College bases its existence in a rich history of evangelical Friends tradition. Barclay College is an evangelical Friends school which accepts and embraces persons with evangelical Christian beliefs from a variety of denominational backgrounds.

Board of Trustees 2006

God

We believe in one God, revealed through the Holy Bible in the person of Jesus Christ; that He is both the creator and preserver of all things visible and invisible; that He alone is worthy of worship both now and forevermore; and that in the unity of the Godhead there exist three persons, Father, Son, and Holy Spirit, inseparable in divinity, power, glory and eternity.

Jesus Christ

We believe Jesus Christ to be the only-begotten Son of God; that He was conceived by the Holy spirit and born of the virgin Mary; that He is the express image of the invisible God; and that He combines within Himself both the nature of God and the nature of man in one perfect and indivisible personality; fully God and fully man.

We believe that He was crucified as an atonement for the sins of the whole world, making provision whereby humanity could find the forgiveness of sins and the power for a new life and be brought back into a perfect relationship with the Father.

We believe that He arose from the dead and then ascended to the right hand of God. He is now making intercession for us and will come to earth again to receive His Church unto Himself and to judge the world in righteousness.

Holy Spirit

We believe the Holy Spirit to be the third person of the Godhead, proceeding from both Father and Son, but equal with them in authority, power, and glory. He convicts the world of sin, imparts life to the penitent believer, sanctifies the child of God, and enables one by His indwelling presence to love God supremely.

The Holy Bible

We believe that the Holy Scriptures were given by the inspiration of God; that there can be no appeal from them to any other authority whatsoever; that they are fully sufficient to make one wise unto salvation through faith that is in Jesus Christ; that the Holy Spirit who inspired the Scripture must ever be its true interpreter as He works through the disciplined and dedicated minds of those within His Church; that any professed guidance that is contrary to these Scriptures must be counted as a delusion.

Humanity

We believe that God created humans in His own image; that they enjoyed unbroken fellowship with their Maker; and that their whole life is centered in the person of God. We believe that humans fell from this original state by an act of transgression; that in this fall they suffered the immediate loss of their perfect relationship to God, making self the center of life; and that in this act they suffered immediate spiritual death. In this disposition to sin, all people are born. We own no principle inherent naturally in people by which they may be saved, except by the grace of our Lord Jesus Christ as a provision for all humanity.

Salvation

We believe that by the grace of our Lord Jesus Christ and by the direct and immediate agency of the Holy Spirit, a person may be recovered from the fallen state through divine enlightenment, forgiveness of sin, regeneration and sanctification of affections, and the final glorification of the body; that in this life a person may love God with all one's heart, soul, mind, and strength; that one may live in victory over sin and enjoy unbroken fellowship with the Father; and that once more one's whole life may center in and revolve around one's Creator and Father.

We believe sanctification to be both a crisis and a process. As a crisis, sanctification is accomplished by the baptism with the Holy Spirit in the life of a dedicated and believing child of God, in which the heart is cleansed from an imperfect relationship and state. As a process, sanctification continuously disciplines the life into paths of holiness. We believe that the baptism with the Holy Spirit (entire sanctification) is the work of God's grace by which the affections of people are purified and exalted to a supreme love of God, and the believer is empowered to witness to the living Christ.

We believe that, by the grace and power of God, through faith in the crucified Christ, the believer is assured of eternal life with the Triune God, and that no power on earth or in heaven can sever that relationship against the will of the believer. We believe, however, that by full choice a child of God can return to that sinful state from which he/she had been lifted. Such apostasy destroys not only his/her fellowship with God, but also the eternal life with which he/she had been endued, so that for him/her remains only the eternal death of the unbeliever. However, such is the grace of God that, so long as life in the body remains, the prodigal may, through repentance, confession and renewed faith, return to "the Father's house" and be fully restored to eternal life and fellowship with Him.

The Church

We believe that all those persons who repent of their sins and believe in Jesus Christ as their Savior are born again into His kingdom by the Holy Spirit. These constitute the Church universal of Jesus Christ. This Church we believe to be spiritual in nature, universal in scope, holy in character, and redemptive in its life and purpose.

We believe that wherever two or three are gathered together in the name of Christ, He is truly present in the person of the Holy Spirit and that such an assembly is a local church, the visible expression of His body, and the Church universal.

We believe that every believer should relate him/herself to the local and visible body of Christ, being fitly framed together with others into a holy temple in the Lord and built for a habitation of His Spirit.

Christian Work

We believe that in the church, the believer is committed to both the worship and the work of God. This work involves not only personal righteousness as the fruit of a new life, but also the ministry of evangelism and teaching. The commission of Christ for every believer involves the stewardship of the kingdom, which is fulfilled only by faithful service in and through the fellowship of His Church. This work is continuous until Christ comes again calling the Church unto Himself. We believe that all Christians are called upon to witness by word and deed within a sinful world, not returning evil for evil, but in Christlikeness demonstrating love, forgiveness, and the way of peace.

We believe that in the fellowship of His body, the Holy Spirit gives to every member gifts of ministry to be exercised for the mutual advantage of every other member in the body, and for the influence of the Church upon those outside. There is a ministry that is such a gift given to certain ones whom God calls and ordains for leadership in His Church.

Resurrection and Judgment

We believe in the second coming of Christ: that at His coming the dead will be resurrected, some to everlasting glory and others to everlasting shame; that we will all stand before the judgment seat of Christ to receive recompense for the things done in the flesh. The judgment of the blessed will be life everlasting in heaven, and the judgment of the lost life everlasting in hell. Judgment is in the hands of our compassionate Redeemer, who does all things after the counsel of His wisdom, love, and holiness.

From the Constitution and Bylaws of the Barclay College Association Inc. (p. 15 – 17)

SECTION III: THE COLLEGE

Historical Sketch

Because the unique personal quality of the Christian faith had evaporated from the spiritual culture of seventeenth-century England, religious life of the time focused on the Church and its traditions rather than upon an individual's relationship with God. Into this barren religious climate, George Fox was born. As an adolescent, he experienced intensely personal religious struggles and sought guidance from the pastors of the state churches. What these persons were unable to give Fox, he was able to discover in a direct, personal encounter with the living Christ. This concern for the individual's worth, potential, and fulfillment in Christ is the genius of Evangelical Friends, as Elton Trueblood has written,

Any uniqueness in Quaker [Friends] religious thought is not to be found in its novelty, but rather in its recovery of...the idea that true religion must be genuinely experiential.

In the late nineteenth century, a group of Quakers migrated from Indiana to Kiowa county in south central Kansas where the Friends community of Haviland was established. Since there were no secondary schools, Friends established the Friends Haviland Academy in 1892 as the first high school in the county. A concern for a Bible School resulted in a two-year Bible course that was incorporated under the title of Kansas Central Bible Training School in 1917. A two-year Junior College course was added in 1927 and the name was changed to Friends Bible College. In 1968, the Board of Trustees determined that the College would be a single purpose, four-year Bible College offering the baccalaureate degree and therefore the Academy was closed. The College received accreditation by the Association for Biblical Higher Education, ABHE in 1975.

The name of the College was changed to Barclay College in 1990. From that point forward the College pressed forward with new academic programs, an enriched focus on service, expanding its academic footprint through online education and the Barclay College School of Graduate Studies, and updating the campus. In 2018 the Barclay College received regional accreditation from the Higher Learning Commission – North Central region which was another endorsement of the exceptional education offered. The College celebrated its centennial year in 2017 with the opening of the Ross-Ellis Center for Arts and Ministry. Today the college is continuing to promote and enlarge upon the emphasis that gave it birth -- a warm personal relationship with the living Christ, and a firm commitment to the Bible as the final authority for life, faith, and practice.

Barclay College is set in a beautiful rural setting of a very friendly, small-town environment. The campus itself is an attractive, open campus of twenty acres and eight major buildings. The newly constructed Ross-Ellis Center for Arts and Ministry greatly enhances the campus and serve the college, community, and the surrounding area.

The college has two new dormitories with a total of 136 beds that are available for conferences during the summer months. The rooms offer quad occupancy (two rooms with two beds in each

and a common bathroom between the two rooms). In addition, the college has housing facilities that could increase capacity by 50 beds. The college also has agreements with national hotel chains in the area (Hampton Inn, Holiday Inn, Best Western, Comfort Suites, and others).

Barclay College has an expansive online program in both its bachelor's and master's degree programs it is well suited for the yearlong community and mentorship activities. Its access to technology allows real-time conferencing with missionaries and leaders around the globe as a regular practice at the college. This technology will be a key element in expanding the horizons of the college as it serves its mission. The small town of Haviland is a "walking" community that provides a connected feel to both students and visitors to the college.

Barclay College possesses an outstanding resident faculty that is noted as both scholars and practitioners. It is a scholar community that examines every question, every thought, every idea through the light of Scripture and revelation. It is intellect informed by faith. Barclay College also engages some of the best Friends scholars, faculty, and practitioners from its sister institutions and churches from across the country. Therefore, it is positioned to access a wide range of faculty and leaders in providing the most challenging and informative residency of its kind for the Evangelical Friends Church and the church universal.

Barclay College welcomes students from all evangelical faith traditions who seek a rigorous academic setting with a solid biblical foundation. Barclay College's mission is *to prepare students in a Bible-centered environment for effective Christian life, service, and leadership*. Barclay College seeks to transform students into effective servants with an increasingly coherent Christian world view that is developed through a vital faith community to engage in today's complex challenges. To this end, professors are selected on the basis of being gifted practitioners and scholars in their fields of study as well as genuinely caring about students' individual growth and development as a scholar and person.

The Barclay College administration, faculty, and staff believe a uniquely transforming encounter with God is possible in the vibrant faith community of Haviland, Kansas. Distractions associated with college life are not as prevalent at Barclay College. Spiritual growth comes through the collective interplay of classes, chapel services, Christian service, deep personal relationships, and the larger community. There is time to seek God at Barclay College in preparation for carrying out the mission of Christ. Barclay College is already a synergy point for education, thought, and exchange for Evangelical Friends.

Barclay College aspires to be the premier ministry training institution in higher education for the evangelical, orthodox Friends denomination. Throughout its history the college has provided for leadership in the Friends denomination and beyond. Of the six evangelical Friends based institutions in the United States, Barclay College is 1% of that student body. However, 33% of the churches in those regions have a Barclay College alumnus serving on their staff (HLC Self-Study, 2018).

Since its founding in 1917, Barclay College has sought to produce graduates who are both scholars and practitioners of their profession and their faith. The integration of a relevant

Christian faith informs daily living and guides professional diligence. Barclay College is blessed with a distinctive ethos that equips and empowers it to serve the needs of the church, society, and the global community. It is time for Barclay College to assume its place as a truly global ministry training institution that inspires the best in scholarship, learning, and vision from the evangelical, orthodox Friends community.

Barclay College has been on a momentous journey over the past decade that has seen it grow as an academic institution through the addition of expanded programing in the arts and sciences, an exemplary faculty and staff, increased service opportunities for students, and regional accreditation. The relationships that have been developed have introduced new possibilities and new opportunities to inspire students to become confident and competent contributors to society. It is critical that the college be positioned to seize upon the challenges that will be presented in the upcoming century.

Accreditation

Barclay College has appropriate legal status to operate as an organization offering higher education in the State of Kansas as evidenced by its charter, registered with the State of Kansas in 1917 and renewed in 1967.

The College was given approval to operate as a 501(c)3 institution in June, 1935.

The State of Kansas Board of Regents approved Barclay College to offer academic and honorary degrees on September 19, 1980.

Barclay College is regionally accreditation through the **Higher Learning Commission – North Central Region (HLC)**. This approval is an endorsement of the quality of our academic programs and exceptional faculty.

Barclay College received accreditation from the **Association for Biblical Higher Education (ABHE)** in 1975 and has held that accreditation continuously since that time.

The **Kansas State Department of Education (KSDE)** approved the Elementary Teacher Education program of Barclay College with limited accreditation in December of 2014 (the highest initial accreditation an institution can receive) .

Mission Statement

The mission of Barclay College is to *prepare students in a Bible-centered environment for effective Christian life, service and leadership.*

To accomplish this mission, Barclay College has been established as a baccalaureate and graduate Christian institution of higher education which challenges students to explore, understand, and acquire the skills necessary to respond to the call of God upon their lives and the complex issues of our society.



Identity Statement

Barclay College bases its existence in the rich history of the evangelical Friends tradition. Barclay College is an evangelical Friends school which accepts and embraces persons with evangelical Christian beliefs from a variety of denominational backgrounds.

Board of Trustees, May 2006

Statement of Sexuality

We uphold the sanctity of marriage as God-ordained, a special union between a man and a woman, within which sexual relations are honored and affirmed by God. We share the conviction that all sexual unions outside of marriage as thus defined are sinful.

Institutional Goals

Two primary goals guide the development and practices of Barclay College's educational and ancillary programs. Both goals are reflected in elements of the College's mission statement, as noted below.

Prepare students in a Bible-centered environment inspires the primary undertaking of the College is education with an integrated biblical perspective. Barclay College strives for academic and spiritual excellence by providing an environment that encourages higher levels of inquiry and learning. Bible instruction, the integration of biblical principles across the curriculum, general education, and professional preparation are emphasized to ensure that the College accomplishes the first major goal: assisting each student in developing a Christian world view and a collegiate level of knowledge and intellectual curiosity appropriate to college graduates generally and to their chosen field specifically.

Effective Christian life, service, and leadership shapes the quest of Barclay College to view its mission as broader than simple preparation for a career or helping students acquire knowledge. Rather, the college desires to assist students in knowing God, and from that relationship constructing meaning and understanding that will inform all of life's endeavors. Therefore, the calling of the college is to help students find their calling. The second major goal of the College, then, is graduating men and women who can be generally characterized as biblically literate, prayerful, mission-minded, servant-oriented, evangelical Christians whose distinctive voice can speak effectively into the complex issues of our society. Students who are able to provide leadership to the church at large and in various professional fields.

Philosophy of Education

The college believes that true education must begin with God and His direct revelation to humanity through the Bible. Understanding that all that is has proceeded from God gives meaning and coherence to all other inquiry. Education, then, is a process directed by God in which the individual acquires knowledge or skills that contribute toward a greater understanding of, and ability to accomplish, the purposes of God for the individual and for humanity generally.

We believe that effective education contributes to all areas of the individual's life, giving the educated person increased ability to live a life that is orderly, peaceful, purposeful, productive, and in harmony with God. Education should reveal to the student that God's involvement with humanity and with the physical creation is comprehensive and personal. Ultimately, the focus brings teaching, scholarship, and service together for a common goal. The formation of this coherent Christian world view produces individuals who are increasingly characterized by a Christ-like love for all people and a desire to be involved as a steward in work which contributes to the management and care of the physical creation and the physical and spiritual welfare of humanity.

Other Affiliations

The college is listed in the current edition of the Higher Education Directory and is approved for the training of veterans. Barclay College is a member of the National Association of Independent Colleges and Universities (NAICU), the Association of Christian Schools International (ACSI), and the Kansas Independent College Association (KICA). Other offices and employee on campus maintain membership in a wide variety of professional organizations appropriate to their work.

Barclay College graduates have found acceptance into leading seminaries and graduate schools. The documents describing the college's accreditation and licensing may be viewed in the Business Office where they are on display. Those desiring further information regarding the accreditation of the college should contact the VP for Academic Services.

Philosophy of Public Relations

Public relations programs at Barclay College are based on our mission and the Biblical truth and pattern that God proactively seeks to communicate His message to mankind as well as to listen actively to the needs of His followers. We recognize that our relationship to our constituents is not a one-way street and that we must listen carefully, as each constituent has something to teach us. We are called to give generously to them as well as to receive their support. To that end the College will actively endeavor to establish and maintain mutual understanding, trust, confidence, respect, and support through effective, reliable, accurate and creative communication with all constituents. All members of the Barclay College community play a role in successful public relations and service.

Philosophy of Institutional Advancement

Institutional advancement programs at Barclay College are based on our mission and the Biblical truth that God is the owner and Lord of all. We recognize that God provides for us abundantly and that we are His stewards managing God-given resources for His glory and the benefit of others. We will take our needs to the Lord and while trusting the Holy Spirit to prepare the hearts of our supporters we will make our needs known to God's people clearly and concisely; actively inviting donors to experience God's blessings through generous and cheerful giving.

Standards

- To conduct all activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith and always in attempting to glorify God. We will use only those methods of promote.
- To develop potential donors through building relationships into lasting donor partnerships.
- To compensate fundraising employees/consultants by a salary, retainer, or fee, not a commission of funds raised.
- To consider and work collegially with other Christian organizations and/or ministries.
- To protect donor list by prohibiting the sale or lending of the lists.
- To practice complete financial disclosure and stand accountable to the Lord, ourselves, and our supporters in determining need and raising and spending.
- To assure that contributions are used for the purposes designated.
- To promptly acknowledge gifts with receipts.
- To meet professional accounting standards and maintain independent, professional auditor for evaluation of practices.
- To serve the mission and identity of Barclay College and its role in higher education.



SECTION IV: ORGANIZATION AND GOVERNANCE

The College is owned and managed by the Board of Trustees as amended in 2012 originally incorporated under the laws of the State of Kansas in 1917. The Board of Trustees are charged with the management and final settlement of financial and business matters, educational programs and physical facilities (Constitution, p. 2).

Officers of the Board of Trustees are Chairman, Vice-Chairman, Secretary, President of the College and such other officers as may become necessary. These officers, with the addition of the chairman of each of the standing committees, constitute the Executive Committee of the Board

The Powers of the Board

Barclay College will be managed by a Board of Trustees which will have the power to carry out the management and final settlement of the following:

- Appoint or remove the College President in accordance with these Bylaws. The power to appoint or remove Executive Staff, Administrators, Staff and Faculty will be delegated to the College President;
- Award Academic Degrees based on the recommendation of the faculty and subsequent approval of the Academic Committee of the Board. Honorary degrees are awarded based on the recommendation of the Executive Committee of the Board;
- Review and approve the Colleges educational programs and academic standards;
- Annually approve the budget of the College;
- Establish the salaries of the President, professors, administrators and College employees;
- Authorize the construction of new buildings and major renovations of existing buildings;
- Authorize the sale and purchase of land, buildings, or major equipment for college use;
- Review and authorize the major fund raising efforts of the College;
- Authorize any changes in tuition and fees within the College;
- Authorize Officers or agents of the College to accept gifts for the College;
- Authorize the incurring of debts by the College and securing thereof by mortgage and pledge of real and personal property, tangible and intangible;
- Retain custody of the books, records, buildings and other property of the College;
- Review and approve the discipline to be observed in the College and authorize the spiritual and social standards to be observed by the entire College community;
- Responsibility for determining the basic policies of the institution and to give general direction in the carrying out of these policies. They will exercise control through the President, who is the executive officer of the institution.

The By-Laws may be amended or changed by an affirmative vote of the majority of the Board of Trustees at any regular or specially called meeting.

Constitution & By-Laws

At a meeting called for organization at Haviland, Kansas, December 27, 1916, the Kansas Central Bible Training School Association was formed, and the Constitution and By-Laws were adopted. An application for legal charter was made. This application was granted and the Association was incorporated January 20, 1917. An amended charter was filed August 6, 1930, changing the name to Friends Bible College Association. Another amended charter was filed May 24, 1991 changing the name to Barclay College Association. A complete copy of the Barclay College Constitution and By-Laws may be obtained upon request.

President's Cabinet

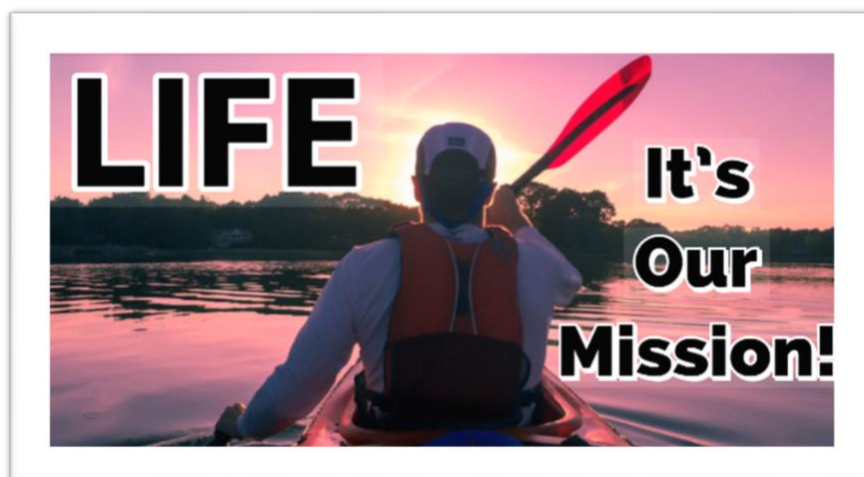
The College's daily operations are led by the President's Cabinet arranged as illustrated in the organizational chart (See Appendix A).

Employees

Employees of the college should understand the organizational structure in which they operate. Any questions regarding the structure of the college should be directed to your supervisor and can be found on the organizational chart (See Appendix A). Individuals who are related by blood or marriage are permitted to work at Barclay College provided no direct reporting or supervisory relationship exists (See Appendix B).

Faculty

While the President's Cabinet governs the overall mission and operation of the college, the faculty govern the academic programs. Questions or concerns regarding academic programs or policies should be directed to the faculty through the VP for Academic Services.



SECTION V: EMPLOYEE QUALIFICATIONS, CONTRACTS, RESPONSIBILITIES, AND BENEFITS

Qualifications

Employees are maturing Christians who have the appropriate credentials and experience for their responsibilities at the college as determined by the president and the board of trustees. Every employee must be in agreement with the college's statement of faith, and must particularly share the college's commitment to the Holy Bible as the inspired, authoritative scripture of God. Each employee must be in agreement with and work to achieve the college's mission, goals, educational philosophy, and specific educational outcomes. Each shall have an intelligent appreciation for the distinctive nature of a Bible College education. Each shall be competent at mentoring and directing the work of those in the college community for whom they have responsibility.

President's Cabinet

For president's cabinet positions, the master's degree is the minimum academic credential required. All other qualifications being equal, the candidate with doctoral credentials will be preferred.

Faculty

Faculty credentialing policies can be found in the faculty handbook. Generally, faculty must possess one degree above the level they are teaching. Teaching at the bachelor's level requires a faculty to possess a master's degree in the discipline. Teaching at the master's level requires a doctoral degree in the field. Those interested in faculty credentialing should contact the VP for Academic Services or the VP for Graduate Studies for more information.

Administrators

For most administrative positions, the bachelor's degree is the minimum academic credential required. All other qualifications being equal, the candidate with master's credentials will be preferred.

Staff

For most staff positions, a bachelor's degree is the minimum academic requirement, though some staff positions are available to those without college credentials, and others may require a master's degree.

Contracts

Employee contracts at Barclay College are renewed on an annual basis. No system of tenure is used. It is the desire of the college to have employee remain in the community for extended lengths of time, so the general expectation of the college is that contracts are renewable

annually, unless cause for a change in the employee member's employment status becomes evident.

Contracts include the employee's salary, benefits for the year, and brief statement of expectations. By signing the contract, employees agree to abide by the terms of their contract and agree to abide by and support all other policies and the Statement of Faith of the college pertaining to employee service. The college in turn agrees to provide the salary and benefits listed in the contract, and to abide by all policies governing employee, and to follow appropriate procedures where changes to such policies are needed.

Reappointment is indicated by issuing a new contract in the spring. Cause for non-renewal is listed below.

The college expects that employee view contracts as binding, and expects to hold itself accountable to the terms of the contract as well. Unusual circumstances that may provoke an administrator or staff member to consider leaving the college before the end of a contract, such as catastrophic change in family situation, must be discussed with the appropriate supervisor. In turn, unusual circumstances such as very low enrollment that would require the college to reconsider the terms of contracts issued will be discussed with employee in advance of any action taken.

Responsibilities

Employees agree to abide by the terms of their contracts or work agreements with the college, with the expectation of their current position description, with the provisions of this handbook, and with any and all other official college policy bearing on employees, and to fulfill those obligations and commitments to the best of their ability.

- Employees agree that they will strive to model committed Christian living to the students and the rest of the campus community and the community-at-large.
- Employees shall honor the work of other members of the campus community by observing requirements for meeting attendance, paperwork, and other processes and procedures as shall be published in various handbooks or announcements.
- Employees shall commit to the development of Christian Community on the Barclay College campus by agreeing to communicate openly and pursue biblical, mutually edifying, and peaceful solutions and relief in the event of disagreement or conflict.
- Employees shall be responsible to the president through their respective supervisor in accordance with the Barclay College mission statement and current organization structure of the college and all policies and position descriptions.

Evaluations and Reviews

Employees are evaluated on a regular basis according to the current evaluation practices of the college or of their respective departments. A shortened copy of the college evaluation form is found as an appendix to this handbook. Position descriptions, the provisions of this handbook,

and the employee's own goals and self-evaluation form the basis of the evaluation process. Spiritual qualities, ability and performance on the job, and support of institutional goals and purposes are all elements of the evaluation. Evaluations are discussed with each employee member and are intended to benefit students of the college, other employees, and the College by promoting improved quality of service to both internal and external constituents. Evaluations also provide a forum for identification of and discussion about any challenges and resources that might assist the effectiveness of the employee or difficulties that impede quality service and that might lead the supervisor to consider non-renewal of contract or termination of employment.

Copies of evaluation materials are maintained in the employee's file in the business office in accordance with the current evaluation policy.

Grievance

The expectation of Barclay College is that members of the campus community will be able to resolve any disputes with one another in a mature attitude of Christian love and forbearance, each "consider[ing] the other more important than [them] selves." (Philippians 2:3) In keeping with the college's commitment to follow scriptural principles, employees who have a grievance against any other member must use the following application of Matthew 18:15-18:

Step 1: Complainant talks to the other individual(s) involved. If the issue is not resolved, then

Step 2: File a verbal or written grievance (see Appendix C) with the appropriate supervisor, and together with the supervisor meet with the other individual(s) involved. Complaints against vice-presidents may be filed directly with the president of the college. If the issue is still not resolved, then

Step 3: The person filing the complaint, the supervisor, the appropriate vice-president, and the president meet together with any other individual(s) involved. The president at his or her discretion may include the other members of the President's Cabinet. The decision of the president or the Cabinet is final.

If the grievance is against the college president, the complainant, the supervisor, and the appropriate vice-president will meet with the president in accordance with step 2, above. If the issue is not resolved, the aggrieved administrator or staff member may submit a written request to the appropriate vice-president for the matter to be heard at the next scheduled meeting of the executive committee of the board of trustees (Board of Trustee Handbook, p. 31). The

vice-president is obligated to 1) notify the president that the request has been submitted, and provide the president with a copy of the request, and 2) include the request for a hearing in his or her report and/or remarks to the executive committee. The president may take no action which would obstruct the hearing of the complaint. The chairman of the executive committee has final authority over the hearing of the complaint, and may choose to grant or refuse a hearing. Any decision rendered by the executive committee is final.

Written documentation of complaints, minutes of meetings concerning the complaint, and any other relevant documents must be kept, and a copy supplied to each of the parties involved.

Expressing grievances in a manner inconsistent with the guidelines noted above is grounds for the following actions at the discretion of the supervisor and/or the president of the college: 1) Written reprimand, 2) Suspension from duties with or without pay, or 3) termination of employment. Examples of the inappropriate expression of grievances include, but are not limited to, sponsoring or participating in petition or letter writing campaigns against another employee of the college; involving students in disputes; using gossip, rumors, or slander; contacting alumni, trustees (not in accordance with the above guidelines), or other constituents of the institution; causing the disruption of services to students; or other actions which are intended to cause division or harm to the college, the students, or other employees of the institution.

Benefits

The Barclay College trustees and employees are committed to creating an affirming, supportive environment in which employee can work. Some of the many non-financial benefits of working at Barclay College are listed below:

- Supportive, collegial working environment
- Cordial interpersonal relationships
- Friendly, personal local community
- Inspiring mission and purpose
- Distinctively Christian campus with firm commitment to the authority of the Holy Bible.
- Receptivity to diverse expressions of the Christian faith and experience within a biblical framework

General information regarding financial compensation and benefits is noted in the following paragraphs; specific compensation will be included in the annual contract or employee work agreement.

Salaried Employee

Salaried employees are retained on annual contract, or by other contractual arrangement as established by the president and/or the board of trustees. Salaries for employees are established by the president in consultation with the VP for Business Services and/or the board of trustees when appropriate. Upon approval of the annual budget for the upcoming academic year by the board of trustees contracts will be issued to employees.

Hourly Employee

Hourly employees are retained by annual contracts which may be revised at the instigation of either the college or the employee. Hourly wage rates are established by supervisors in conjunction with the VP for Business Services.

Employer-Paid Benefits (30 hours or more per week)

Full-time employees enjoy an excellent benefits program at Barclay College which includes the following employer-paid benefits:

- Employer portion of social security taxes
- Health insurance for employee
- Health Savings Account (HSA)
- Dental insurance for employee
- Life insurance for employee
- Retirement plan
- Sick leave
- Paid time off
- Holidays
- Jury duty leave
- Bereavement leave
- Maternity and Paternity leave
- Employee Education Grant
- Reimbursement of qualified moving expenses
- Breaks (for hourly only)

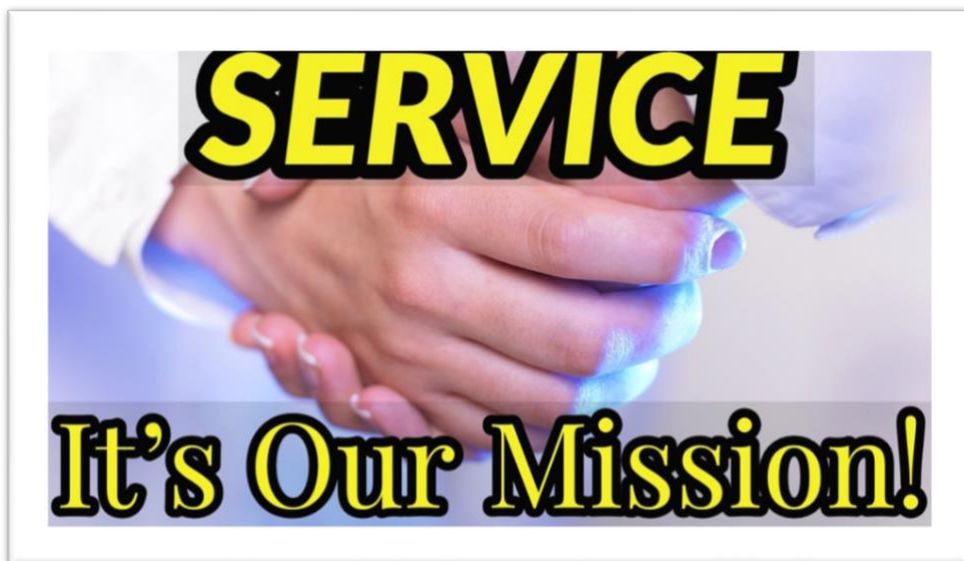
In addition, full-time employee may elect to purchase health and/or dental insurance for their families and make additional retirement fund investments.

Employer-Paid Benefits (20 – 29 hours per week)

For part-time employees, leave will be proportionate to the number of hours of employment per week. Other benefits received include,

- Employer portion of social security taxes
- Sick leave

- Paid time off
- Holidays
- Jury duty leave
- Bereavement leave
- Breaks



SECTION VI: BENEFIT POLICIES AND PROCEDURES

Policies and procedures governing employment at Barclay College are listed below. Benefits provided to employees by the College are included in the contract or work agreement, and endure until the contract is fulfilled, resigned, declared breached, or terminated for cause. Benefits are described in general categories and are not convertible to dollar amounts. Benefits are paid to employees on an ongoing, monthly basis beginning with the month employed as long as the administrator or staff member remains on contract or has been offered and has signed a contract for the following academic year.

In the event that employees resign, breach their contract, or are terminated before the end of the contract date, benefits will end the last day of the month in which resignation, breach, or termination occurred. This policy supersedes all terms and conditions outlined in the insurance benefit booklet in the event of conflict.

Bereavement

Upon the death of any member of his or her immediate family, the employee will be granted three (3) days paid bereavement leave. "Immediate family" is defined as spouse, parents, siblings, children, or current father/mother-in-law. Additional unpaid leave may be granted upon request of the employee if the deceased is a spouse or child.

A Barclay College employee attending the funeral of a fellow employee or Barclay College student will be paid up to one full day of bereavement leave. Employees attending funerals of family members of fellow employees or Barclay College students must use a paid time off or sick leave day.

Breaks (Hourly Staff Only)

Break time is allowed during both morning and afternoon for hourly staff, with a break period allowed during any four-hour work period. The maximum time for each break shall be fifteen (15) minutes. This break is intended to be a short rest period for the employee during the working period and is to be taken approximately at the middle of the morning and afternoon work periods. Break time is not cumulative.

Employee Education Grant

Full-time employees of Barclay College are eligible for a discount for themselves, their spouses, and their children through age 25. The discount will be available to any employee, spouse, or dependent eligible for enrollment at the college. The discount will be applied according to the schedule below. The discount, which includes all other scholarships and grants granted by Barclay College, will not exceed the total tuition and general fees cost for campus students not residing in the dorms, and will not exceed, general fees and a 15% discount on room and board for campus students residing in dorms.

The employee grant can be deferred by full-time employees at the rate of one semester's full discount (for one person) for each year employed by the college during which the employee did not use the discount.

Part time employees or adjuncts may receive 50% of the 1st year discounts during the academic year they are employed.

Campus Students living in dorms

- First year of employment: 100% of current tuition and 15% of room and board

- Second year of employment: 100% of current tuition, 25% of general fees and 15% of room and board
- Third year of employment: 100% of current tuition, 50% of general fees and 15% of room and board
- Fourth year of employment: 100% of current tuition, 75% of general fees and 15% of room and board
- All subsequent years of employment: 100% of current tuition and general fees and 15% of room and board

Online and Campus Students not living in dorms

- First year of employment: 40% of current tuition
- Second year of employment: 55% of current tuition and 25% of general fees
- Third year of employment: 70% of current tuition and 50% of general fees
- Fourth year of employment: 85% of current tuition and 75% of general fees
- All subsequent years of employment: 100% of current tuition and general fees charges

Graduate Students

- The first nine years of employment: 50% of current tuition
- Once the employee has worked nine years for the college; the tuition grant increases to 100% for the employee, but remains at 50% for other qualifying family members.

Jury Duty

Employees called for jury duty will normally be given time off with pay. As with other absences, employees must make appropriate arrangements for their work while they are away.

- Employees will receive their regular pay for the duration of jury duty provided that;
- The employee has been employed on a full-time basis for at least 90 days with the college.
- The employee provides a copy of the summons to the VP for Business Services as soon as it has been received.
- The employee reports for work if he or she is released from jury duty – whether for a whole day or part of a day.
- The employee turns in a time sheet, stamped in the juror's lounge, which reflects the time served.

Maternity and Paternity Leave

Maternity Leave

Employees are granted two weeks paid leave for the birth of their child, and up to ten more weeks of unpaid leave. Additional unpaid leave may be granted upon receipt of proof of health related issues or unusual circumstances from the attending physician. Accumulated *Sick Leave* may be used to offset unpaid leave time.

Paternity Leave

Employees are granted 2 days paid leave for the birth of their child and up to two more weeks of unpaid leave. Accumulate *Sick Leave* may be used to offset unpaid leave time.

Employees must discuss arrangements and plans with their supervisor well in advance of their planned leave. Early planning is expected in order to prevent interruption of critical services of the college.

Moving Expenses

For full-time, salaried employees who are relocating for service to the college, Barclay College will pay for the expenses of the self-haul moving truck, fuel for the truck, and lodging during the move. The expenses must be pre-approved by the VP for Business Services. Receipts/bills of expenditures must be submitted before expenses will be reimbursed. Personal expenses such as meals while traveling are not reimbursed.

Non-Renewal or Termination

The college expects that employees will be consistent contributors to the Christian community that is Barclay College, and will experience joyful, stable, and fruitful careers as employees at this institution. It is appropriate to note, however, that some circumstances or actions on the part of the employee would make him or her ineligible for continuing employment at the college:

Non-Renewal

- Persistent decline in Christian living, habits, morals commitment and vision, or in the upholding of the college's statement of faith, which the employee is unwilling or unable to correct.
- Persistent weaknesses or inability in job performance which the employee is unwilling or unable to correct.
- Persistent disregard for others in the campus community evidenced by insubordination with authorities, gossip, slander, backbiting, consistently negative attitudes, demeaning remarks, failure to follow proper grievance procedures, etc., which the employee is unwilling or unable to correct.
- Failure to perform duties assigned, persistent failure to perform tasks in a quality manner.
- Life styles or personal beliefs that are in opposition with the college's statement of faith and/or publicly held stance.

Termination

- Immoral behavior.
- Gross insubordination.
- Failure to perform duties assigned; persistent failure to perform tasks in a quality manner.
- Willingly or intentional harm to the college or its people.
- Misappropriation of funds or misuse of college's credit cards or other financial instruments.
- Failure to follow proper grievance procedures.
- Abandonment of Christian faith and commitment, repudiation of the college's statement of faith, or blatant and unrepentant violation of biblical standards of behavior.

Outside Employment

The college discourages outside employment during the contract period, in order that the employee may concentrate his or her full energies on providing high quality services to Barclay College students. Employees who accept appointments outside the college must ensure that such commitments do not in any way infringe upon their work at Barclay College. Approval is required before employees provide any services that make use of the college's web-site, that claim any connection with Barclay College, or that use any of the college's technology or other services. (Please see also the current college Technology Policy)

Overtime (Hourly Staff Only)

- Overtime work by employees may be required by the College. Overtime is considered any time in excess of forty hours in a work week. Employees are paid time and one-half for overtime.
- Overtime must be requested by your supervisor. It is the employee's responsibility to obtain documentation or required overtime approvals.

Paid Time Off

- Twelve month, full-time and part time employees are entitled to 20 days of paid time off per year. (Days paid for part time employees are pro-rated).
- President's Cabinet members are entitled to 25 days of paid time off per year.
- The scheduling of paid time off will be requested in advance by submitting the Leave Request Form and must be approved by the employee's supervisor.
- Paid time off is subject to whatever adjustments are necessary to maintain the effective operation of the department concerned.
- Employees will be paid for regularly schedule hours to a maximum of 8 hours per day of paid time off.
- A maximum of 10 days of paid time off will be carried over to the next year.
- No payment for unused paid time off will be made upon termination.
- Future paid time off may not be borrowed.
- Paid time off can only be used by the identified employee.

Payday

The pay cycle is the 26th of the month through the 25th of the following month for hourly employees. The pay cycle for salaried employees is the 1st of the month through the last day of the month. Salaried employees checks are issued the last day of the month. When payday falls on a weekend or on a bank holiday or college observed holiday, payday will be on the closest prior work day. Adjuncts are paid on the 20th or the last day of the month after grades are processed.

It is each hourly paid employee's responsibility to maintain his or her time each day using the time clock to record time in and out. It is also each employee's responsibility to make sure their time in the Time Clock has been entered correctly by the end of each pay period. If his or her time is not corrected by the 26th day of the month the employee may not be issued a check until the next payday, providing that employee corrects his or her time.

Payroll Information

Personnel cannot be paid until W-4 and an I-9 forms have been filled out and copies of two forms of identification (examples: Social Security card, driver's license) have been submitted to the Business Office. The mandatory deductions for State and Federal Income Tax and Social Security will be taken from each check, as well as other deductions requested by the employee in writing.

Emeritus

The board of trustees may grant the title of "Emeritus" to the retiring president or faculty member who has served Barclay College with distinction. A candidate for this honor should meet the following qualifications.

- Be recognized as a committed Christian, possession such qualities of humility and meekness, acknowledging the honor will be more for the glory for God and His work.
- Possess a record of excellence in his/her particular academic discipline or administrative work.
- Shall have made a significant contribution to the life of the college
- Shall have served Barclay College for a minimum of ten years.
- Shall have retired from active teaching or administration upon leaving Barclay College.

The rights and privileges of Emeritus shall be:

- Emeritus president or faculty names shall be included in the college catalog with rank indicated.
- Emeritus personnel shall be invited to walk at the head of academic processions at convocations, graduations, inaugurations, and special events.
- Emeritus personnel shall be invited to all administrator or staff social functions.

Retirement Plan

A retirement program with TIAA/CREF is available to eligible employees who desire to have a retirement plan. Barclay College will match up to 3% of the employee's gross income. The college reserves the right to withhold its match due to budget constraints.

Sick Leave

Full-time employees are entitled to one sick day per each contract month, for a total of 12 days (96 hours) per fiscal year. Part-time employees will have sick leave prorated according to the number of hours worked.

Up to 12 days (96 hours) of unused or uncompensated sick leave may be carried forward each year, to a maximum accumulation of 60 days (480 hours). The maximum number of days (hours) that may be accumulated will be prorated for part time employees.

Used or uncompensated sick leave will not be paid to an employee in the event of termination. Employees exceeding the number of sick days available in their account may continue on unpaid sick leave with certification by their physician. Such additional unpaid sick days may not be "made up" at a later date.

Sick leave will commence on the first day the employee is absent from work due to illness or injury.

An employee will be paid a maximum of 8 hours per day in no less than 1-hour increments, equal to his/her normal salary, during the lost time, up to the amounts of accumulated sick time. This payment will be reduced by the amount of State Disability Insurance benefits or Worker's Compensation benefits received by the employee for the same time period.

Employees may be required to furnish a doctor's certificate before returning to work. Sick leave is only to be used for personal illness, assisting in the care of an immediate family member (parents, spouse, & children) who is ill, or for routine personal medical care.

Social Security

The College participates in the Federal Social Security program. All employees are automatically included. The employee and the College pay equal amounts as provided by law.



Part VII: GENERAL PERSONNEL POLICIES

Administrator and Staff Handbook

Specific details concerning administrative and staff responsibilities, procedures, committees, in-service training, etc. are maintained in this Administrator and Staff Handbook, which is developed in consultation with president's cabinet and ratified by the board of trustees.

The policies that follow describe some of the parameters within which the members of the Barclay employees agree to operate. They are a blend of definitions, expectations, rights and responsibilities. The policies are arranged alphabetically. Cross-references have been included where appropriate. These policies are those common to all personnel. Where policies for faculty differ, they are delineated in the current *Faculty Handbook*.

Absences

All absences, except for sickness, must be arranged in advance with the particular employee's supervisor. When employees are ill and unable to report to work, they must call their supervisor and report the illness within thirty (30) minutes of their scheduled work time. An Employee Absence Request/Report form must be completed by the employee for each absence. The form should be submitted to the employee's supervisor for signature and submission to the Business Office. (See also Jury Duty; Maternity and Paternity Leave; Paid Time Off; Sick Leave; Bereavement)

Classroom Technology

No one may use classroom TVs, projectors or multimedia equipment except during class sessions, in preparation for class sessions, department meetings or an approved and supervised STUCO event. Also, no classroom technology or media resources are to be removed from any classroom or any other established location without the permission of the Director of Technology. Noncompliant individuals will be charged a \$100 fine and/or be subject to other disciplinary action.

Confidentiality

General

Employees are expected to hold in confidence all information of a private nature discussed with them by students or other administrators or staff members. Sharing of such information should only occur when the safety of the individual or other members of the campus community is believed to be at stake, or when demonstrable help is made possible by the limited sharing of such information. To put it plainly: gossip must be firmly resisted.

Proprietary

Most information concerning the business and academic operations of the college is public and may be shared as such. Some information, however, may from time-to-time be considered proprietary and not for public disclosure. Employees should be careful to clarify with the appropriate supervisor before publicly sharing information about the internal operations of the college.

Family Educational Rights and Privacy Act (FERPA)

Student educational records are protected by federal law under the Family Educational Rights and Privacy Act (FERPA). The essence of the law is that student's educational records are private and must be protected from release to unauthorized persons. It is important to note that parents of students 18 years of age or older do not have access to their child's educational records without their child's permission.

The following categories of information have been designated public directory information and may be shared with the College community and with the general public whenever requested: student's name, local and permanent address, phone number, college email address, date and place of birth, marital status, county and state of residence, home church, class standing, major field of study, dates of attendance, degrees and awards (including scholarships) received, participation in officially recognized activities and sports, and weight and height of members of an athletic team.

Students currently enrolled may withhold disclosure of information in any category by requesting this in writing to the Academic Office. Written requests for non-disclosure will be honored for a maximum of one year. Barclay College assumes that failure to complete the request indicates approval for disclosure.

College officials who have legitimate educational interests in a student's education records or disciplinary records are granted access to those records. Access on a routine basis is granted to personnel in the academic and external studies offices for the purposes of creating and updating student records and applying college academic policies such as academic probation. Faculty members may request access in their advisor's capacity in order to facilitate academic program planning for students. Other requests for access by college officials must be approved on a case-by-case basis by the VP for Academic Services, and must satisfy at least one of the following criteria:

- The information needed cannot be obtained by any other means, and is necessary for the college official to carry out his or her official duties, or to inform a decision regarding the student or a program or service of the college that might otherwise be biased by a lack of information.
- The information is necessary for assessment of the quality of the college's academic or student service programs, and will be used only in the aggregate and with student's names removed so that specific data cannot be traced to specific students.
- The safety of other members of the campus community is believed to be at stake.
- Accrediting agencies, government agencies with legitimate interest, and the college's auditors may also be permitted access in the course of performing their official duties.

Under FERPA, students have the right to view the contents of their academic record at any time, and to challenge the contents if they believe them to be inaccurate. Students who wish to challenge the contents of their records should inform the Registrar in writing and state exactly the nature of the objection and what they believe would be a satisfactory resolution. The faculty will consider the student's petition, and through the VP for Academic Services will inform the student in writing of their decision. A student who is dissatisfied with the faculty's ruling may appeal directly to the FERPA office within the US Department of Education. Personnel should note that FERPA provides for students to challenge the overall accuracy of their records; it does

not provide for students to challenge individual grades unless they believe the grade was recorded in error.

Personnel may also note that some disciplinary records are not protected under FERPA and may be released to parents or law enforcement authorities without the student's consent. However, this provision is limited and any requests for such disclosure should be referred to the dean of student's office. The college must also release records to government agencies or the courts if subpoenaed to do so.

Credit Cards

Credit cards may be issued to employees as an alternative and efficient means of payment for approved expenses.

- Credit cards will be issued to employees only upon approval of the VP in charge of the employee's area and the VP for Business Services.
- Credit cards will only be used for business purposes. Personal purchases of any type are not allowed. In the event of accidental use of the College card for personal use, the employee is expected to immediately report the incident to the Business Office and make restitution.
- Receipts for purchases must be attached to an appropriately filled in purchase requisition and turned into the business office within three days of making the purchase or when traveling within three days of returning. In the case of meals and entertainment, each receipt must include the date, time, names of persons involved in the purchase and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
- Cardholders should make effort to ensure that purchases do not include sales tax. Tax-exempt certificates are available through the business office.
- Individuals that do not adhere to these policies and procedures risk revocation of their credit card and/or disciplinary action.

Disability Policy

Newer construction on the Barclay College campus is compliant with the provisions of the Americans with Disabilities Act; however, two of the older buildings (Phillips and Coppock Halls) are not. The college looks forward to bringing all facilities into compliance as they are renovated or replaced, in the meantime, accommodations are made as necessary to assist persons with full access to all of Barclay's facilities and programs. Accommodations may include personal assistance from staff or other students, contracted special services from third parties, temporary modifications to physical facilities or normal policies, or other means agreed upon by the college and the person needing assistance. It is the intention of Barclay College to both accommodate disabled persons and continually improve the college's ability to do so through careful and intentional campus development as appropriate and fiscally responsible. Persons with disabilities should inform the Registrar of their needs and he will propose a plan for relocating classrooms and providing for other services.

COVID Requirements

Because of current public health interventions, we anticipate many students, faculty, and staff will be vaccinated. Barclay works closely with the Kiowa County Health Department to insure the safety of all the Barclay College family and beyond. The college reserves the right to make

assessments of the current health environment and adjust policies and procedures to protect the BC community and those around it.

Dress Guidelines

The purpose for dress guidelines for personnel at Barclay College will be to contribute to a spirit and atmosphere of excellence and professionalism on campus. Employee dress sets an example to students as a model of professional behavior when they leave campus and become employed. Dress also demonstrates a level of respect by employees for the position they hold in the institution. Obviously, one size does not fit all. Employees charged with maintaining the grounds, machinery, and important physical appearance of the institution will dress differently than those who are in offices. The daily standard for Barclay College office personnel is business casual.

Dress communicates to students and visitors a sense of well-being. Barclay College consistently has parents of potential students on campus throughout the year. The college is always on display. It is important to look casual (approachable) but professional. Occasionally a donor that just happens to stop in to say 'hi' and can have a wary eye to the institution they support. We are also developing more uses for our campus throughout the year which means more people are on campus for the first time. Finally, a great body of research supports that work attire affects work performance. Dress is about being our best and respect for the College and its mission!

Office Personnel

Men: Appropriate dress for class, chapel, and offices shall generally include a collared shirt, slacks, and appropriate shoes (no sandals or sneakers). Sweaters and sport coats are appropriate as well according to the weather and the occasion. Men should wear sport or suit coats and ties for special occasions.

Women: Appropriate dress for class, chapel, and offices shall include dress slacks, skirts, or dresses, with appropriately modest blouses, dress shirts, jackets, sweaters, and other accessories. Shoes should have a heel or heel strap.

All: Shorts, athletic shoes, and t-shirts are not appropriate for class, chapel, and office attire. Student Council has designated every Friday **Red Friday** and encourages all employees and students to wear red and remember to pray for the college and alumni around the world. Red t-shirts are appropriate for **Red Friday**.

Civic organization or church appearances require more formal dress. Consistent adherence to appropriate dress guidelines will be an expectation of all employees. When representing the College off campus, care should be taken to dress in a neat, clean, professional manner that is appropriate to the occasion.

Summer Dress (12 month employees)

During the summer months 9-month employees (faculty) may be on campus at various times. While these employees are not required to conform to summer dress guidelines, employees should make a neat appearance when on campus. The college also is home to numerous summer camps and events. These events will have their own dress guidelines and will vary from guidelines for employees.

Men:

What's in: Polo's, button front shirts, nice jeans (not faded or with holes), a shirt with a collar. Shoes and socks. Athletic shoes work for summer

What's out: t-shirts, flip flops, tank tops, athletic shorts.

Women:

What's in: blouses, dresses, skirts, knee length shorts, slacks/pants, nice jeans, athletic shoes, sandals with heel strap.

What's out: t-shirts, tank tops (that are T-shirt material), tube tops, athletic shorts, flip-flops.

PLEASE do not leave your desk without wearing shoes.

Equipment Use

The college owns a wide variety of equipment. Use of college property by employees is guided by policies specific to given equipment. Please check with your supervisor if you wish to use college equipment.

Barclay College Social Media Policy

Barclay College recognizes that social media sites (such as Facebook, Twitter, YouTube, LinkedIn, Instagram, and other sites) are an important and powerful tool to connect and communicate in a meaningful way with others.

A. Objective of Barclay College Social Media Sites:

Barclay College uses social media sites to extend the college's reach and influence online by connecting and building relationships with key audiences, such as prospective students, current students, donors, and alumni.

B. Management of Barclay College Social Media Sites

- The Barclay College Marketing Department has responsibility for all social media sites that are related directly (OFFICIAL) or indirectly (RECOGNIZED) to Barclay College and use its name or a variation of its name in the handle.
- The Barclay College Marketing Department has responsibility to establish and enforce policies for all Barclay College Official and Recognized social media sites.
- Students who work on Official sites must sign a document that says they have read and will abide by the Social Media policy. Students are only given restricted access from the Marketing Department.

C. Official sites

Official sites are managed directly by the Marketing Department. Additional official social media sites may be added at a later time after careful consideration of constituent demographics, staffing resources and other factors.

Official sites include:

Facebook

Barclay College

Kaleo Academy

Twitter

@BarclayCollege
 @KaleoCalling
Instagram
 @BarclayCollege
 @KaleoCalling
Blogs (posted to Barclaycollege.edu)
YouTube
 Barclay college

D. Recognized Sites

Recognized sites are managed by a department, program, or organization related to Barclay College and which uses its name (or variation) in its handle. While these sites or blogs will be maintained and monitored by the appropriate department or group, they are required to follow the Barclay College Social Media Policy and Guidelines.

It is strongly suggested that students working with Recognized sites be given access via posting tools rather than giving them the account email/password credentials.

The Marketing Department regularly monitors Barclay College Recognized social media sites through visits to the sites and the use of social media monitoring software. Any postings, comments or images that violate college policies will be brought to the attention of the owners of college Recognized social media sites.

Recognized sites as of 11/02/2020

Facebook

Barclay College Online
 Barclay College Alumni
 Barclay College - Graduate Program

Twitter

@BarclayMen
 @BarclayWbb
 @BearsRecruiting

Instagram

@BarclayCollegeOnline
 @BarclayAthletics
 @BarclayCollegeWbb

E. Starting a new recognized site

Departments, programs, and organizations are required to contact the Marketing Department to establish a new site or blog that is associated with Barclay College in order for it to become a Recognized site.

F. Barclay College personal employee or personal student pages

All students and employees are charged with the responsibility of presenting themselves and their college to the public in the best possible light. Conduct that tends to bring reproach upon the name of Barclay College will be dealt with at the discretion of the Administration. Willful, intentional harm to the College or its people is prohibited. Social media platforms require responsibility and discernment by participants, and participants should use great care to not libel the College or others, remember that information on the internet is available for public consumption, and it does not have an expiration date.

Any form of bullying, sexual harassment, discrimination, and abusive behaviors will not be tolerated by the College.

Barclay College Social Media Guidelines.

1. All Official and Recognized Barclay College social media sites must follow all relevant Barclay College policies regarding privacy, personnel, records, etc.

These include, but are not limited to:

- Confidentiality section of the Employee Handbook.
- Students: Public criticism pg 38
- Marketing Logo and Graphic Guidelines

Posts, comments and images are ultimately the poster's responsibility.

Participation on behalf of Barclay College in the social media environment is an opportunity, not a right.

2. **Official and Recognized social media sites** should develop a message and management strategy. Be sure your site supports the mission of Barclay College and your group. Determine who will manage and monitor the site and respond to followers. Be realistic about the time commitment involved.

3. **Official and Recognized social media sites** should actively maintain their social media community. Post fresh content at least one to two times a week and actively engage users. Do not let the site go inactive, as non-activity reflects poorly on the College.

4. **Act professionally at all times** when engaging online on behalf of Barclay College. Assume that you are representing Barclay College when you use any social media channel and choose to identify your affiliation with Barclay College. Social media tends to blur the line between professional and personal relationships. Use privacy settings to restrict personal information on public sites and be thoughtful about the information and photos you choose to upload.

5. **Respect your audience**, Barclay College, and your coworkers. Comments or postings should be meaningful and respectful. Don't spam and don't make remarks that are off-topic or offensive. When you disagree with someone else's opinion, be appropriate and polite. Remember that Barclay College's founders placed a great value on human worth and equality for all and believed men and women should be guided by the principles of justice, mercy, peace, compassion, love, and respect.

6. **Social media is a conversation.** Talk like you would talk to someone else. Use first person when writing, and avoid "composed" language. Encourage comments.

7. **Don't tell secrets.** Do not share confidential or inappropriate information about students, prospective students, faculty, staff, vendors or others affiliated with Barclay College. Avoid discussing or speculating on internal policies or operations.

8. **Be honest and transparent** about your relationship with Barclay College when posting content or making comments. Never hide your identity if you are promoting the College through social media.

9. **Be accurate and check your facts** before you post. If you do make an error, correct it quickly and visibly to earn respect from the online community.

10. **Be sure information is appropriate** to all users and stays on topic. Think through whether the information will be of interest to everyone. Excessive self-promotion or sales-type postings are viewed negatively by users, and abusers will be banned from Barclay College social media groups. Barclay College bloggers are strongly encouraged to stay on topics related to the College and the blog's purpose. Any off-topic posts or personal information is better suited to the poster's personal social media pages.

11. **Respect copyright and fair use laws** when referencing someone else's work and provide credits or links when appropriate.

12. **Never post anything you wouldn't want someone else to see.** Even though you may delete or remove a post or comment from your page, other people may have kept it on their pages.

Contacts

Contact the Marketing Department to create a new social media site or blog or to register an existing site or blog that is affiliated with Barclay College. Also contact the Marketing Department for any significant issues of concern that arise on an affiliated site or blog.

Gasoline Purchases at Haviland COOP Service Station

Authorized drivers of College vehicles driven on College business may charge gasoline purchases at the Haviland COOP Service Station.

Holidays

Holidays given to all staff members are New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Thanksgiving (Wednesday through Friday), Christmas Eve and Christmas Day. Labor Day can be taken at the employee's discretion anytime during the fall semester and approved by supervisor. Holidays are earned by being an eligible employee and are outlined in the employee's contract. No earned but unused holidays may be carried forward between fiscal years. Unused or uncompensated holidays will not be paid to an employee.

Hours of Work

The normal workday for a full-time employee consists of 8 ½ or 9 hours – 8 hours for work and ½ to 1 hour for mealtime break, unless stated differently in their contract. The normal workweek consists of 40 hours per week for full-time employees. Employees who accept appointments outside the college must insure that such commitments do not in any way infringe upon their work at Barclay College. (See Outside Employment, p. 24) Employees who anticipate not being in their office should send an email designating their length of absence, how they can be contacted (except for vacations), and when they will return. Employees **MUST** turn in Leave Request forms when absent.

Inclement Weather Policy

The Haviland campus will close or alter normal operations if weather conditions indicate that employees may be unable to reach the campus in a safe and timely manner. The college president, in consultation with other administrators, will determine the need for closure and whether the closure affects the entire college or only certain departments. The president will notify the Cabinet when a decision to close has been made. In case the president is absent from the college, the decision will rest with the VP for Business Services.

Barclay will publicize Haviland campus closure on KJIL at 91.9 FM (Haviland translator – KJIL can also be heard in other communities at other FM frequencies: check local listings), KGLS at 93.1 FM, KWLS at 1290 AM, and KSN NBC TV. Announcements posted on KSN will also be available at their website: www.ksn.com. Normally the VP for Institutional Advancement will be the media contact.

When the college closes due to inclement weather, the resulting absence of full-time, salaried personnel is considered administrative leave with pay. If some departments remain open, personnel required to work are eligible for compensatory time off.

Administrators or staff may choose to leave work early or refrain from coming to work due to inclement weather if they believe their safety is threatened. They must discuss the matter with their supervisor. Employees who make a personal decision to remain at home or leave early when the college is open will be considered to have used paid time off and must turn in a Leave Request Form.

Handbook Review and Update

Administrators must review handbooks or catalogs for their areas every summer (once per year). New edition should be posted on the server and sent to the webmaster for posting on the website. Conducting reviews with peers (faculty, staff, community members, trustees, etc.) who are vested in the area is advised.

Keys

Appropriate keys will be issued to personnel upon employment. Administrators and staff are responsible for all keys issued to them. Keys may not be copied, and may not be loaned to students or other employees. Transfer of keys from one person to another must be done only through the appropriate office in order to keep key records in order. Employees are charged \$25.00 for lost keys.

It is crucial for the security of the campus facilities that keys be handled carefully and kept only in the hands of those who are authorized to have them.

Lunch

Full-time and part-time hourly employees must take a lunch break. The length of the lunch break (1/2 hour to 1 hour) should be agreed upon with the supervisor.

Maintenance Services

The College operates a maintenance department that is charged with upkeep and repairs on all college property and buildings. The College is not able to furnish services such as those of an electrician, plumber or carpenter to personnel except in matters pertaining directly to College-

owned property where the College has a specific responsibility. No staff employee should accept assignments or requests for maintenance services for personal projects of any personnel during College working hours. (See Outside Employment, p. 24)

Office Supplies

Office supplies are ordered through the business office on a periodic basis and the expenses posted to each department's budget. Personnel are asked to be good stewards of all office supplies, and to conserve wherever possible. Office supplies are for official college business only and should not be used for personal business.

Chapels

Chapels and worship shared with fellow employees is an important element of the work at Barclay College. Cabinet and faculty are expected to attend Chapels. Other full-time employees are encouraged to attend Chapel as their work allows.

Punctuality

Good attendance and punctuality are an important element of work at the College. In the event you are unable to report to work for any reason or will arrive more than fifteen minutes past your agreed-upon start-time, you must notify your supervisor as soon as possible.

Purchasing

All purchases relating to Barclay College are to be ordered through requisition forms, which can be obtained online or in the Business Office. These requisitions must be signed by the proper authorized person and be given to the Business Office. The order will then be processed by the Business Office. Supervisors are required to maintain oversight of their budget and funding. Under no circumstances are purchases to be made and charged to the College without prior authorization. The College Business Office will not honor such charges; they will, instead, be paid by the person who made the charge. The maintenance department works under a different exception policy.

When a faculty member requests materials for the library, requests are sent first to the librarian.

Repair or Maintenance Requests

Requests for repairs to buildings, equipment, and grounds are to be made on forms provided by the business office. They should then be submitted to the Director of Maintenance and not to the maintenance personnel.

Safety

The safety of all members of the campus community is everyone's responsibility and concern. Good safety practices are encouraged. Any injury incurred on the job must be reported immediately to the HR Specialist.

Security and Facility Stewardship

Employees are responsible for helping insure that offices, classrooms, and buildings on campus are cared for and kept secure.

Classrooms: If an employee use classrooms for meeting or other functions, they must be sure to leave the rooms clean and neatly arranged for the next event. Boards should be erased, audio-

visual or computer equipment switched off or readied for the next user, and furnishings positioned as found. Personnel should ensure that windows are closed, and, if the room is vacant, ensure that lights are off. Classroom building exterior doors are left unlocked until after the last class of the day.

Offices: To protect the privacy of files, student records, and personal material, employees' office doors should be left closed and locked whenever personnel are away for more than a few minutes. Remember that an expectation of due diligence exists in regard to student records, personnel records and information, and privacy. When leaving for the day, employees should ensure that office lights and computers are turned off, windows closed, and doors locked.

Service

All personnel are expected to provide quality service. Barclay College exists to serve. Every member of the campus community must commit and recommit to providing a high level of courteous, friendly, helpful, professional service to every person with whom they come into contact in the course of their duties at Barclay College.

Telephone Service

The College phones should normally to be used only for institutional calls.

Tobacco, Alcohol, and Illegal Drug Products

In order to assist each member of the college community in maintaining good health and a vital Christian testimony, and to assist with developing the overall well-being of the campus community, Barclay College is a tobacco, alcohol, illegal drug-free college on the main campus and at all extension sites.

Travel

Employees who travel on college business must retain receipts of all expenses. Meal expenses which will be reimbursed by the college are limited to \$25.00 per day. Travel expenses for employees are charged against the appropriate departmental budget.

The following types of travel expenses are reimbursable when employees are on business for the college:

- All transportation expenses
- All lodging expenses
- Meal expenses up to \$25.00 per day*
- Conference registration fees
- Special workshop fees if pre-approved

Incidental personal expenses that employees incur while traveling are not reimbursed by the college.

Principles to observe when planning travel include the following:

* For most trips. Trips to certain metropolitan areas may qualify for a larger per diem allowance. Employees should check with their supervisors.
check with their supervisor.

- Be a good steward: research several different travel and lodging possibilities in order to secure the best combination of price and service. Begin planning early.
- Remember that nearby hotels may be substantially cheaper than convention hotels. Check convention policies to see if any penalties are imposed for lodging at a different hotel.
- Look for hotels that include breakfast in the price of the room.

Procedures for employees to follow when planning travel or away from the college:

- Plan your travel and requisition needed funds well in advance for each trip. Include a request for cash if needed, or plan how incidental trip expenses will be covered.
- Discuss payment options for conference fees, transportation, lodging, and meals with the business office (cash, check, or credit card).
- Reserve vehicles well in advance of the date needed.
- Upon return, supply receipts for overnight accommodations, registration fees, meals, transportation tickets, etc. ALL EXPENSES must be accompanied by a receipt! Fill out the correct forms and return them to the business office.

Prior approval must be obtained before travel arrangements are made.

Vehicles

College vehicles may be checked out for College approved travel by employees. Arrangements to use a College vehicle are to be made at least three days in advance of the expected usage with the VP for Student Services. Anyone driving a College vehicle must be approved and placed on the College insurance policy. Cell phones are not to be used while driving a College vehicle.

If there is a College vehicle available when traveling for the College, but you choose to use your personal vehicle, the College will only reimburse for the cost of gasoline.



(Appendix A)

Barclay College

ORGANIZATIONAL CHART

(Appendix B)

Barclay College

NEPOTISM POLICY

Policy

- A. Individuals who are related by blood or marriage are permitted to work at Barclay College provided no direct reporting or supervisory relationship exists.
- B. Barclay College shall monitor and adjust employee placement within the facility to help prevent:
 - 1. Situations which might result in unfair or preferential treatment to any employee.
 - 2. Business decisions which might be disadvantageous to the College.
 - 3. Any member of an employee family from being in a position to supervise or to control another member of the same family and/or when a significant potential for incompatibility exist between positions.
- C. Family members are considered to be:
 - 1. Spouses and children (natural, adopted, or step-children)
 - 2. Brother/sister or Brother/sister-in-law
 - 3. Parents or mother/father-in-law
 - 4. Grandparents and grandchildren

Procedure

- A. Family members will not be placed/assigned to work under direct supervision of another family member. If two (2) staff members within a department marry, a reasonable effort will be made to transfer one (1) of the employees to another department without loss of pay or seniority or permit Department Directors to establish specific working rules/guidelines governing issues relating to the operations of the college where relatives may be involved.
- B. Where there is a marriage or other change which causes an employee to become related to a co-worker or supervisor after they have been employed, the case will be reviewed by the President or designee of the President and an appropriate Cabinet member, who may choose to report the matter to the Board of Directors for additional direction. The decision of the President and/or Board will be binding.
- C. If the situation involves a family member of the President, the Board of Directors should evaluate the situation and make a decision.

From Board of Trustees Constitution and Bylaws p. 24

(Appendix C)

Barclay College

Grievance Complaint Process

Process

1. Fill out and sign the Grievance Complaint form.
 2. Hand deliver the complaint to a member of the President's Cabinet.
 3. Attend subsequent called meetings
-

Date of Complaint:

Full name of person filing the complaint:

Signature of person filing the complaint:

Proof of identification:

Relationship of the person to the subject against which the complaint is being filed:

Primary subject against whom the complaint is filed:

Exact nature of the grievance complaint:

The main points of the grievance complaint:

The name of the most affected person:

The type of grievance that has occurred:

Signature of the administrator accepting this form:

From Board of Trustees Constitution and Bylaws p. 25