



EMPLOYEE HANDBOOK

October 26, 2017

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Introduction

For more than 160 years, Garrett-Evangelical has been providing world-class theological education for students preparing to be pastors, deacons, chaplains, educators, scholars, counselors, musicians, and public theologians. You are essential to the success and vibrancy of this learning community.

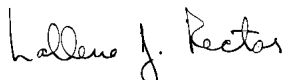
Welcome to Garrett-Evangelical!

Garrett-Evangelical Theological Seminary is dedicated to preparing spiritually grounded and prophetic leaders for the Church, the world, and the academy. Located on the campus of Northwestern University, we offer intellectually challenging academics paired with a commitment to intentional spiritual formation that shapes students in mind, body, and spirit.

At Garrett-Evangelical, we recognize that employees are our most valuable asset. You represent the Seminary to students and their families, to individuals in ordained and lay ministries throughout the Church, to employees at other theological institutions, and to residents of the broader community. By providing support, information, connections, and resources, you help advance the Seminary's mission, making it possible for students to become religious leaders who will work for spiritual and social transformation. Perhaps most importantly, you play a key role in the life of the community – helping to make it a place of hospitality, fellowship, inclusion, and transformation.

We hope your experience here will be enjoyable and rewarding and that you will be gratified knowing the vital contribution you make to the success of Garrett-Evangelical.

Again, welcome!

A handwritten signature in black ink that reads "Lallene J. Rector". The signature is written in a cursive, flowing style.

Dr. Lallene J. Rector, President

Seminary Core Purpose, Mission, and Vision

Core Purpose

The core purpose of Garrett-Evangelical is to know God in Christ and, through preparing spiritual leaders, to help others know God in Christ.

Mission

Garrett-Evangelical is a graduate theological school that prepares skilled, bold, and articulate leaders who share the transforming love of Jesus Christ. Related to The United Methodist Church, with an ecumenical and international reach, we prepare leaders who are equipped to live and proclaim the Gospel and to teach in diverse congregations and educational settings. Our teaching and learning settings will be places of hospitality where we pursue respect and reconciliation in all encounters.

Vision

Garrett-Evangelical is a servant seminary dedicated to preparing spiritually grounded and prophetic leaders for the church, the world, and the academy who are well equipped to:

- proclaim the Good News of the Gospel of Jesus Christ in a religiously pluralistic world;
- guide others in a life of deep spiritual formation and commitment;
- serve with culturally sensitive competence;
- collaborate as public theologians for the wellbeing of all persons and creation; and
- lead transformative change for the sake of community and the global world.

Garrett-Evangelical is a servant seminary dedicated to partnership with the global church, to benefit its surrounding community, to hospitality and inclusive welcome, and embodying care for the future through generational stewardship.

About this Handbook

This handbook, which describes the key policies, benefits, and responsibilities of employees working at Garrett-Evangelical, is designed to provide clear guidelines and ensure fair treatment for all. It is important that you become acquainted with and honor the contents of this handbook and, if you have questions, please speak with your supervisor or contact the Human Resources Department.

As you review the handbook, please keep in mind the following general provisions and disclaimers:

- This handbook outlines current policies and benefits affecting employees. From time to time, policies and benefits of the Seminary may change and Garrett-Evangelical may change without notice any statement in this handbook concerning rules, policies, procedures, benefits, or other matters. Employment remains as an at will relationship,

which can be changed only by a written agreement signed by the president of the Garrett-Evangelical Theological Seminary.

- Changes to this handbook concerning rules, policies procedures, benefits, or other matters will be shared via email by the Human Resources Department and posted on the Human Resources section of myGETS. To be sure you have the current information, check the Human Resources section of myGETS or contact the Human Resources Department.
- The handbook does not provide detailed descriptions of all employment policies and practices and is not intended to address all possible applications of the policies and procedures outlined here. Each Garrett-Evangelical department may request the president's approval of policies particular to its function.
- The policies detailed in this handbook do not set forth the terms and conditions of an individual employee's employment, nor do they constitute a contract of employment or confer any additional employment rights.
- In accordance with Illinois law, employees of Garrett-Evangelical are employed on an at will basis, which means that employment is not for any specified amount of time and may be terminated with or without cause and without prior notice by the Seminary. Employees also may resign for any reason at any time (see "Employment at Will" on page 5 of this handbook).
- Except where specifically noted in this handbook, benefits pertain only to full-time employees and not to part-time employees, faculty, adjunct faculty, or student workers.
- No supervisor or other representative of Garrett-Evangelical, other than the president, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Terms Used in this Handbook

This handbook uses various terms to describe Garrett-Evangelical and the people it employs. The following definitions may be helpful for clarifying the meaning of these terms.

- The terms *Garrett-Evangelical* or *Seminary* are used interchangeably throughout the handbook to refer to Garrett-Evangelical Theological Seminary.
- The term *employee* is used to describe any employee at Garrett-Evangelical who does not have full-time faculty status and is not an adjunct faculty member or student worker. This is inclusive of all administrators and staff, non-exempt and exempt employees, and part-time and full-time employees. There are policies and benefits in this handbook that are noted as specific to exempt, non-exempt, full-time, or part-time employees (see page 6 for employee categories).

- The term *supervisor* is used to describe the individual at Garrett-Evangelical to whom an employee reports directly – the person who oversees the employee’s work and conducts their annual performance evaluation.
- The terms *functional vice president* or *vice president* are used interchangeably to refer to the person on the Leadership Team overseeing a department(s). In some cases, the functional vice president or vice president may be your supervisor.

Employment at Garrett-Evangelical

Employment at Garrett-Evangelical means working with colleagues who are committed to Christian theological education, in a community dedicated to mutual care and shared responsibility, on a beautiful campus in a globally diverse urban setting, with access to the resources of one of the world's top research universities.

Employment Policies

Equal Employment Opportunity/Affirmative Action Policy

In order to ensure equal employment and advancement opportunities to all individuals, employment decisions at Garrett-Evangelical are based on merit, qualifications, and abilities. Garrett-Evangelical does not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, national origin, ancestry, age, disability, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy status, military discharge or veteran status, source of income, housing status, or any other class protected by law.

In keeping with our commitment to have a diverse and inclusive environment at Garrett-Evangelical and The United Methodist Church's charge that its institutions embrace affirmative action, we are dedicated to affirmative action planning in areas of retention and recruitment. For each employment and promotion opportunity, the Seminary seeks women, minorities, veterans, and persons with disabilities to try to maintain a community that is based on equal opportunity and reflects the diversity of American society.

Although Garrett-Evangelical does not discriminate on the basis of religion, some positions by nature require knowledge of and/or background in The United Methodist Church. If this requirement applies to a particular position, it is stated in the job posting.

This policy governs all aspects of employment, including selection, job assignments, compensation, discipline, termination, and access to benefits and training.

Any employee who believes they have experienced discrimination should report it immediately to their supervisor, vice president, or Human Resources Department (see "Anti-Discrimination and Anti-Harassment Policy" on page 22 of this handbook).

Employment at Will

Garrett-Evangelical is an at will employer, which means that the Seminary has the right to end the employment relationship at any time for any reason without advance notice – or to change the terms of employment, including wages, benefits, and time off. Likewise, an employee can leave a job at any time for any reason without legal consequence.

Accommodation of Disability and Pregnancy

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that guarantees people with disabilities equal access to employment opportunities as well as public accommodations, state and local government services, and telecommunications.

Garrett-Evangelical makes a reasonable accommodation for the known physical or mental limitation of an otherwise qualified individual with a disability. This includes applicants or employees who can or would be able to perform the essential functions of the job, with or without reasonable accommodation, without posing a threat to themselves or to other employees. Examples of reasonable accommodation include altering equipment or work spaces, job restructuring, modified work schedules, or flexible leave policies.

An employee who has a disability and needs an accommodation should notify the Human Resources Department, detailing proposed accommodations for Garrett-Evangelical to consider. Human Resources will lead an informal process with an employee and the employee's supervisor to identify the accommodation(s) that could be made to help the employee successfully conduct their work at the Seminary.

Employees who are pregnant, in accordance with the Illinois Pregnancy Accommodation Act, also are eligible for accommodations – such as more frequent or longer bathroom breaks, assistance with manual labor, or private, non-restroom space for breastfeeding.

Garrett-Evangelical may decline to make an accommodation if it would impose an undue hardship on the Seminary or if it would entail eliminating essential functions of an employee's job. If an employee believes an accommodation is not effective or that different or additional accommodations are needed, they should contact the Human Resources Department.

Disability information is treated as confidential and will be shared with Seminary personnel on a need-to-know basis. The Human Resources Department is the administrative office responsible for managing, implementing, and coordinating activities at Garrett-Evangelical to be in compliance with the Americans with Disabilities Act.

Employment Categories

Employees at Garrett-Evangelical are classified as full-time or part-time and exempt or non-exempt.

Full-time Employees

Employees are *full-time* if they work at least 35 hours per week (see “Work Week Hours” on page 8 of this handbook). Full-time employees are eligible for the Seminary's benefit package – subject to the terms, conditions, and limitations of each benefit program.

Part-time Employees

Employees are considered *part-time* if they are scheduled to work fewer than 35 hours per week (see “Work Week Hours” on page 8 of this handbook).

Part-time employees who work at least 30 hours per week – or whose service hours equal at least 130 hours a month for more than 120 days in a year – are considered full-time under the Affordable Care Act and are eligible for medical insurance, subject to change within the act.

Part-time employees are also eligible for legally mandated benefits such as social security, Medicare, and workers’ compensation. However, part-time employees are ineligible for most of the Seminary’s other benefits unless specifically noted in this handbook.

Exempt Status

The Fair Labor Standards Act (FLSA) is a U.S. federal statute that introduced the 40-hour work week, established the national minimum wage, and guaranteed overtime payment for certain jobs. Employees are classified as *exempt* from the FLSA requirements if their roles involve primarily executive, supervisory, or professional responsibilities. Those who fall under the exempt status receive a monthly salary and are not eligible to receive overtime or additional wages for working beyond 40 hours in a work week.

Non-exempt Status

Employees who are paid an hourly wage rather than a monthly salary fall under the *non-exempt* status of the FLSA requirements, which means they are paid overtime for hours worked beyond 40 hours in a work week (see “Overtime Pay and Compensatory Time” on page 8 of this handbook).

Each employee’s job description states whether their position is exempt or non-exempt. For further information regarding exempt and non-exempt status, please contact the Human Resources Department or visit the United States Department of Labor website (<http://www.dol.gov>).

Payroll Periods

Payroll periods vary depending on whether an employee is considered exempt or non-exempt (each employee’s job description and new-hire letter details which category).

- *Exempt* employees are paid on a monthly basis by direct deposit to a bank of their choice or by check, with payday scheduled on the last business day of each month.
- *Non-exempt* employees are paid on the 15th and last business day of each month by direct deposit to a bank of their choices or by check. If the 15th falls on a weekend day, then non-exempt employees are paid on the preceding Friday.

The month-end payroll period for December each year is paid out early due to the Seminary closure for the Christmas and New Year holidays.

The Human Resources Department creates an official payroll calendar each fiscal year that lists payment weeks and payroll dates. For a copy of this calendar, please contact the Human Resources Department.

The Seminary treats all salaries as confidential.

Work Week Hours

For most departments, the standard work week is 35 hours per week (8:30 a.m. to 4:30 p.m., Monday through Friday).

Because exempt employees receive a monthly salary and are responsible for assigned project and tasks rather than for specific hours, their work hours may not always coincide with the standard work week for the Seminary. Non-exempt employees, on the other hand (in accordance with the Fair Labor Standards Act), are expected to work the standard work week, and they are paid time-and-a-half of their normal rate of pay for each hour worked in excess of 40 hours per week (See “Overtime Pay and Compensatory Time” below).

During the summer term, the President’s Office may choose to offer summer hours between May and September (these months may vary). Summer hours consist of longer work days Monday through Thursday with a shorter work day on Friday. However, all employees are required to work the standard number of work-week hours designated for their department. Each department head decides if the department will participate in a summer-hours schedule.

Interdepartmental Work

A supervisor who seeks the services of an employee from another department must obtain, in advance, the approval of that employee’s supervisor.

Overtime Pay and Compensatory Time

Non-exempt employees who work beyond 40 hours in a work week are paid for the additional hours at the rate of time-and-a-half their normal hourly rate. All overtime work must be approved in advance (in writing) by the supervisor, and the supervisor must inform the Human Resources Department of overtime arrangements.

Compensatory or “comp” time (time off taken in lieu of overtime pay) is prohibited by law.

Employee Identification Card, Parking Permit, and Keys

Identification Card

For security and other identification purposes, each employee is issued an identification card. This card may be used to borrow books from the Styberg Library and the Northwestern University Library, as well as to gain access to other NU facilities and programs (see “Non-Traditional Benefits” on page 21 of this handbook and on myGETS under the Human Resources section). Employees can obtain identification cards by visiting the Registrar’s Office.

Parking Permit

The NU parking lots immediately south and west of the Seminary are available to employees. If employees live outside the walking zone (boundaries) set by Northwestern University, the business office can issue a parking permit. The numbered parking section adjacent to the Seminary is for faculty and some administrators (as space is available), and these spaces are assigned by the Residential Ministries Office. Other employees park in the non-reserved sections of the parking lot. For details, see Northwestern Transportation and Parking Policies (<http://www.northwestern.edu/transportation-parking/evanston-parking/policies/index.html>).

Keys

For new employees, your supervisor arranges with the Building and Grounds Department for keys to be available for you on your first day of employment. Employees may request additional keys necessary to perform their job from the Director of Buildings and Grounds. At the time keys are received, you sign a form acknowledging receipt of the keys. Keys should never be duplicated. To ensure that Seminary buildings remain secure, lost or stolen keys should be reported immediately to the director of the Building and Grounds Department. Keys remain the property of the Garrett-Evangelical and must be returned when an employee leaves their position at the Seminary.

Time-off Policies

Work and life balance is important at Garrett-Evangelical, and our policies include vacation time, sick time, scheduled holidays, and time off for important personal and professional events.

Vacation Time

Vacation days allow for travel, rest, personal business, family sickness, or other needs.

Full-time Employees

Vacation time accrues on a pro rata basis throughout the year during each payroll period. For full-time employees, vacation time accrues at the following rates:

- fifteen (15) days per year for the first three years of service; and
- twenty (20) days per year for the fourth and ensuing years of service.

Part-time Employees

Regular part-time employees working at least half time also are eligible for vacation days on a pro rata basis. The years-of-service thresholds (first three years; four years or more) are the same as for full-time employees, but the number of days accrued is based on the percentage of hours an employee works each payroll period as compared to a full-time employee. For questions regarding the accrual rate process, please contact the Human Resources Department.

Using Vacation Time

- Vacation time is computed from the first day of the first full month following employment, and employees are entitled to use vacation time accrued once they have been on the payroll for six months.
- Employees may not be granted vacation time prior to accruing it; days taken before the six-month period are without pay and granted at the discretion of the supervisor.
- Vacation time is negotiated with and approved by the supervisor, and it is taken at the convenience of the department in which the employee works. Emergency vacation time may be approved by the supervisor without advance notice.
- Vacation days accrued during one fiscal year (July 1-June 30) are used during that year or the fiscal year following. They may not be carried over beyond the following fiscal year. Thus, no more than 20 days may be carried over from one fiscal year to the next. Any accrued days exceeding 20 as of June 30 will be lost.

- When an employee leaves the Seminary, the final paycheck includes pay for unused vacation time accrued.

Sick Time

Sick leave is provided for employees who are unable to work due to their or their family members illness, injury, or receiving medical care.

- Sick leave is not earned time off, but is when (1) the employee or a family member is sick, injured, or receiving medical care; (2) the employee or a family member is a victim of domestic violence or a sex offense under Illinois law; or (3) the employee's place of business or the employee's child's school/caregiver is closed by a public official for a public health emergency.
- Full-time employees accumulate sick leave at the rate of one working day per month for each full month of employment.
- Part-time employees are eligible for sick days on a pro-rata basis. The accrual rate is based on the percentage of hours an employee works each payroll period. For questions regarding the accrual rate process, please contact the Human Resources Department.
- Sick time is accrued during each payroll period and is computed from the first calendar day after the employee starts work.
- Sick leave can be accumulated up to a maximum of 130 working days.
- Sick leave may not be used prior to accruing it; however, vacation leave may be used in case of illness where accumulations of sick leave are inadequate.
- The employee is responsible for notifying the supervisor at the beginning of a day of absence by means of text message, email, or a phone call.
- If an employee is confined to a hospital because of a major illness or injury while on vacation, each night of hospital stay during the work week may be charged to sick leave. A certificate from the attending physician may be required in such cases.
- When a designated Seminary holiday occurs during a period of sick leave, the day off is not charged to sick leave.
- Accumulated sick leave is forfeited upon termination of employment or at retirement.
- Absence due to an injury that occurs while an employee is performing the job is not considered sick leave when covered by workers' compensation. It is important to report all accidents to the Human Resources Office immediately (see "Workers' Compensation" on page 12 of this handbook).

Workers' Compensation

Employees suffering from a work-related injury or illness may be approved for workers' compensation. Employees who incur work-related injury or illnesses must notify the supervisor and the Human Resources Department immediately, since any injury or illness must be reported to the insurance company within 24 hours of occurring. Time lost as a result of an injury on Seminary business is not charged against an employee's sick leave.

Scheduled Holidays

The President's Office designates scheduled holidays at the beginning of each fiscal year.

- When a holiday falls on a Saturday, the preceding Friday is considered the holiday; when a holiday falls on Sunday, the following Monday is observed as a holiday.
- Employees who observe religious holidays other than those designated by the Seminary are expected to use vacation days for such observance. If this does not cover all desired religious holidays, employees may arrange with the supervisor to work on some other holiday, or they may negotiate another mutually agreeable arrangement.
- Regular part-time employees working at least half time are eligible for holiday pay on a pro rata basis. The accrual rate is based on the percentage of hours an employee works each payroll period as compared to a full-time employee. For further questions regarding the accrual rate process, please contact the Human Resources Department.

Miscellaneous Time Off

The Seminary allows employees to take time off for a variety of circumstances. The Miscellaneous Time Off policy applies to full-time employees. Regular part-time employees working at least half time are eligible for miscellaneous time off benefits. Employees will be paid for the hours they would have typically worked on the day(s) missed for one of the reasons below.

Jury Duty

Employees are excused from work with pay in order to fulfill jury duty that is required, provided they report to work at the Seminary on days the jury is not in session. Remuneration received from this duty is considered employee expense money. Employees must provide appropriate documentation with as much notice as possible to the supervisor and the Human Resources Department. Employees may be required to provide proof of jury duty service when they return to work.

Bereavement

If death of an employee's immediate family member (child, step-child, spouse, parent, or sibling) occurs, the employee notifies the supervisor and may negotiate up to five days of leave. If death of an employee's non-immediate family member occurs, up to three days of leave may be negotiated with the supervisor. Bereavement leave is paid and is not counted as vacation or sick time. Time off, generally one day, is allowed for attending funeral services for close friends or relatives other than immediate family members. The Human Resources Department must be notified of bereavement time for payroll purposes.

Professional Meetings

Time away from work to attend professional meetings must be approved by the supervisor and is not charged as vacation time.

Denominational Agency Activities

Employee participation as members/delegates of denominational groups during working hours must be approved by the supervisor. Such leave, provided it is for a reasonable number of days, is paid and is not counted as vacation time.

Chapel Attendance

Employees may attend chapel if it is approved by the supervisor; does not interfere with the efficient and effective accomplishment of their work; is coordinated with colleagues in the department; and is carried out with sensitivity toward others whose work may not ordinarily permit their attendance. Chapel participation is not a requirement for Seminary employees.

Snow Days

Employees receive pay for Seminary-designated snow days. The president of the Seminary determines a closure due to weather. If so, an email is sent by the President's Office to inform the community.

Certain employees whose responsibilities relate to the health and safety of the Seminary community may be required to work on days when the Seminary is officially closed due to weather.

Snow days constitute paid time off and are not counted against vacation or sick time.

Employees who stay at home due to inclement weather when the Seminary is officially open may take a vacation day, unless personal safety clearly warrants otherwise in the judgment of the employee and the supervisor agrees.

Leaves of Absence

In compliance with state and federal laws, Garrett-Evangelical offers several different types of leaves of absence for employees.

Family Medical Leave Act (FMLA) Leave

Eligibility. Under the Family Medical Leave Act (FMLA) as set forth by the Department of Labor, an employee who has been employed for a total of 12 months and has worked at least 1,250 hours during that time is eligible for time off for the following reasons:

- for the birth and care of a newborn child of the employee;
- for the placement with the employee of a child for adoption or foster care;
- to care for a spouse, child, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for the qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is on active duty or is called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Procedure for requesting leave. An employee must give notice of an FMLA leave to the supervisor and the Human Resources Department.

- An employee is required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If the 30-day notice is not practicable, the employee must provide notice as soon as possible.
- The employee also is required to provide medical and/or other evidence of the need for the leave, and the Seminary may request that the employee be examined by a healthcare provider approved by the Seminary to confirm the need for leave.
- All medical certifications of an employee's serious health condition are sent to the Human Resources Department and not to the employee's supervisor.

Length of leave. Employees are eligible for up to 12 weeks of leave in a 12-month period.

- A family or medical leave may not exceed 12 weeks in any 12-month period. When necessary, the employee may take leave on an intermittent basis or in the form of a shorter work week.
- An employee who has a child, spouse, parent, or next of kin with a serious injury or illness who is a current member of the Armed Forces, including a member of the National Guard or Reserves, is eligible for up to a total of 26 work weeks of leave during a single 12-month period.

- When an employee and their spouse both work for the Seminary and are both eligible for family or medical leave, the maximum leave for the birth of a child, for adoption or foster care, or to care for a parent is a combined total of 12 work weeks (or a total of 26 work weeks if the leave is to care for a covered service member with a serious injury or illness).
- The Seminary uses the 12-month rolling method, also known as the look-back method, to track an employee's FMLA eligibility for any 12-month period. A 60-day notice will be provided if the Seminary chooses to change this method of tracking.
- During leave, an employee may be required to provide periodic reports on their ability to return to work.

Return-to-work rights. Employees returning from family or medical leave return to the same position (or to an equivalent position and the same salary/benefits, unless an increase has gone into effect), as if the leave had never been taken. If the leave is for an employee's own illness, they are required to provide acceptable evidence of the ability to return to work.

Salary and benefits during FMLA. Depending on the reason and length of the leave, employees may continue to receive salary and benefits as listed below:

- *Personal maternity:* an employee receives six weeks of paid leave, after which the employee uses accrued sick leave and then accrued vacation time to make up to 12 weeks of leave.
- *Personal illness:* an employee uses accrued sick leave first, followed by up to six weeks of paid leave and then accrued vacation time to make up to 12 weeks of leave.
- *Family need:* an employee uses sick leave and then vacation time when it is necessary to provide personal care to a family member.
- In the event that all accrued sick and vacation leave is paid out during a family or medical leave, additional time off for a cumulative total of 12 weeks may be taken without pay.
- An employee continues to receive insurance benefits during FMLA leave, even if they do not receive a salary for part of the time off. If applicable, arrangements are made for employees to pay their share of the insurance premiums.

Illinois Victims' Economic Security and Safety Act (VESSA) Leave

In accordance with the Victims' Economic Security and Safety Act (VESSA), Garrett-Evangelical allows employees who are victims of domestic or sexual violence (including dating violence or stalking) or who have family or household members who are victims of such violence, to take up to 12 weeks of unpaid leave in any 12-month period. The purpose of this leave is to seek medical help, legal assistance, counseling, safety planning, and other

assistance. Since this is unpaid leave, employees have the option of using accrued sick days or vacation days for the time away from work.

School-related Parental Leave/School Visitation Rights

Employees may take time without pay to attend conferences or classroom activities at their children's school (if these activities cannot be rescheduled during non-working hours).

- Visitation leave can be up to eight hours during any school year, but no more than four hours may be taken in any single day.
- The employee must first use accrued leave time (such as vacation days). Visitation time off can only be taken if the employee has used all accrued leave time (except sick leave or disability leave).
- To be eligible for visitation leave, the employee must have been employed at least half-time and for at least six months.
- The employee must provide the supervisor with a written request for leave at least seven days in advance. In an emergency situation, 24 hours' notice is required.
- Employees may be asked to provide documentation of the visit from the school administrator.

Military Leave

Employees who are absent from work for duty in the uniformed services will be granted an unpaid military leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Garrett-Evangelical will continue group health benefits during leaves of up to 30 days, and thereafter the employee may continue coverage at his or her expense for up to 24 months under the provisions of USERRA. The maximum cumulative period of military leave during an employee's employment with the Seminary is five years, subject to certain exemptions. Employees who have annual military obligations are required to schedule their leave with the Human Resources Department as far in advance as possible.

Eligibility for employment reinstatement following a period of service in the uniformed services is provided in accordance with USERRA. Upon reinstatement, an employee's compensation, benefits, retirement eligibility, and length of service will be calculated as if he or she had been continuously employed during the service leave period.

Illinois Family Military Leave

In accordance with the Illinois Family Military Leave Act, Garrett-Evangelical allows employees to take up to 30 days of unpaid leave if the employee is the spouse, parent, child or grandparent of a person called to military service lasting longer than 30 days. To be eligible for leave, an employee must have been employed by the Seminary for at least one year and must have worked at least 1,250 hours during that time. An employee must give at

least 14 days' advance notice of the need for leave. Garrett-Evangelical may require the employee to provide documentation verifying eligibility for leave.

Organ Donor Leave

The Organ Donor Leave Act allows employees to take paid leave to donate an organ, bone marrow, blood, or blood platelets. To be eligible for leave, an employee must have been employed by the Seminary for at least six months.

Civil Air Patrol Leave

In accordance with the Civil Air Patrol Act, an employee is permitted to take a leave of absence to perform civil air patrol missions as a member of the civilian auxiliary of the United States Air Force. Employees should contact Human Resources for information regarding eligibility for Civil Air Patrol leave.

Other Leaves of Absence

Other leaves of absence, time off without pay for situations not included in FMLA leave may be granted if, in the opinion of the Seminary, such a leave would serve in the best interests of the institution.

- Such leave must be applied for in advance to the vice president, who then consults with the president.
- Sick leave and vacation leave do not accrue during a leave of absence without pay.
- A leave of absence may be granted for a period of time not to exceed three consecutive calendar months.
- During a leave of absence without pay, an employee may continue all life, medical, and disability insurance coverage by working with the Human Resources Department to pay the premiums to the Business Office. No break in continuous coverage results. During the first full month of a leave of absence, an employee pays the employee share of insurance premiums; after the first full month of a leave of absence, the employee pays the entire insurance premium costs.
- Because contributions to an employee's retirement plan are based on a percentage of salary, during a leave of absence without pay, both the Seminary's and the employee's contributions are suspended.
- Part-time employees are eligible for leave of absence without pay only if, in the opinion of the Seminary, such a leave would serve the best interests of the Seminary.

Employee Benefits

Garrett-Evangelical supplements its compensation plan with a competitive benefits package that includes tangible support for all full-time employees.

Insurance Benefits

Medical, Dental, Life, Accidental Death and Dismemberment (AD&D), and Long-Term Disability Insurance

Garrett-Evangelical offers health, dental, life, accidental death and dismemberment (AD&D), and long-term disability insurance benefits to full-time employees. Full-time employees become eligible for most of these benefits on the first day of the month following the date they complete one full calendar month of service. However, some insurance benefits require a longer waiting period, with coverage beginning the first day of the month following an employee's one-year anniversary. For more information about these insurance benefits and their eligibility requirements, please contact the Human Resources Department.

Employee Assistance Program

The Seminary also offers an Employee Assistance Program for employees enrolled in Long-Term Disability insurance. The Employee Assistance Program offers a variety of free counseling services – from estate planning to stress management. Please contact the Human Resources Department for more information on this benefit.

A document listing all insurance benefits is available from the Human Resources Department. Please contact that office for a copy of the document and for further clarification about all employee insurance benefits.

Health Insurance Continuation Rights

Employees covered by the Seminary's health insurance plan who retire or leave the job may be eligible for continuation of coverage under state or federal law. If you qualify for COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits, your health-plan administrator must give you a notice stating your right to choose to continue benefits provided by the plan. You then have 60 days to accept coverage or lose all rights to the benefits. Once you select COBRA coverage, you are required to pay 100 percent of the total insurance costs, plus a two-percent processing fee.

Retirement Plan and Federal Insurance Contributions Act (FICA)

Garrett-Evangelical's retirement plan offers full-time employees the chance to save and invest part of their income on a pre-tax basis and receive a matching contribution from the Seminary. In addition to retirement benefits, the Seminary pays the employer's contribution for Social Security and Medicare taxes under the Federal Insurance Contributions Act (FICA).

Eligibility and Enrollment

Employees become eligible to participate in the retirement plan after 1,000 hours of service at the Seminary have been completed.

- Once 1,000 hours of service have been completed, the employee may enroll into the retirement plan only during the open enrollment periods.
- Open enrollment periods are January 1 or July 1 of each calendar year.
- If an eligible employee chooses *not* to enroll during one of these periods, then she or he must wait to enroll until the next open enrollment period.
- Employees may choose not to participate in the retirement program of the Seminary.
- Even if eligible employees chose to waive the Seminary retirement plan initially, they may choose to enroll into the program during any open enrollment period.

Contribution Amounts

The Seminary's matching contribution to an employee's retirement is discretionary and may be changed at any time.

- For *non-ordained participants*, the Seminary contribution to the retirement plan currently is 9 percent of the regular salary, provided the employee contributes 4.5 percent of her or his salary.
- For *ordained participants*, the Seminary contribution to the retirement plan currently is 12 percent of the regular salary, provided the employee contributes 6 percent. (An ordained employee participates in FICA as self-employed and therefore pays both the employer and employee share of FICA, which is not deducted from the paycheck.)
- Participants who already are *members of TIAA* may enroll in the TIAA retirement plan immediately. The Seminary makes matching contributions after 1,000 hours of service have been completed.

Leave of Absence

Because contributions are based on a percentage of salary, during an unpaid leave of absence when the employee does not receive a paycheck, both the Seminary's and the employee's contributions to the retirement plan are suspended (see "Other Leaves of Absence" on page 17 of this handbook). Accrued retirement benefits are not forfeited, nor can they be withdrawn, during the leave of absence, unless it is a hardship withdrawal.

Seminary Housing

Employees have the option of living in a Seminary apartment, if apartments are available after all students have been housed. Rent payments are made at the beginning of each month by check or payroll deduction. The security deposit and the first month's payment are ordinarily made before an individual moves into the apartment but, if this is not financially feasible, arrangements may be made with the Business Office. The employee housing rates can be found under the Human Resources page of myGETS.

Housing Exclusion for Ordained Employees

An ordained employee may request an amount up to the fair rental value of a primary residence (furnished), plus utilities, as a housing exclusion for income-tax purposes, as provided in the Internal Revenue Service tax code. A form is distributed each year on which the ordained person must make the request for the following tax year. Once the Board of Trustees' Finance and Business Affairs Committee approves the request, payroll records of the affected salary year reflect the housing allowance designation for each payroll period. A housing exclusion approval letter is mailed to each participant at the end of year before the housing exclusion takes effect.

Master's Level Courses at Garrett-Evangelical

Full-time employees have the option of participating in master's level classes at Garrett-Evangelical – for academic credit or auditing – without paying tuition. In accordance with Internal Revenue Service (IRS) regulations, the employee is responsible for paying the taxes. For a description of the IRS regulations, visit <https://www.irs.gov/publications/p970/ch11.html>

Employees who take classes must be enrolled as a degree-seeking student or as an enrichment student (non-degree seeking) through the Admissions Office. The Academic Handbook provides more information about the Enrichment Studies non-degree option. The Academic Handbook can be found on myGETS under the Office of the Registrar section and then select Academic and Program Handbooks.

Employees may take one master's level course per term, provided it does not interfere with their regular workload. Requests are approved by the supervisor, who takes into account the timing of the request and the class schedule. Employees who take classes are expected to

uphold and adhere to all of the academic policies in the Academic Handbook. Employees taking courses paid for by the Seminary are not eligible for student housing rates.

Regular part-time employees working at least half time also are eligible to take master's level courses at the Seminary on a pro rata basis. The amount of the tuition paid is based on the percentage of hours a part-time employee works each payroll period as compared to a full-time employee. For questions regarding the pro rata process, please contact the Human Resources Department.

Non-Traditional Benefits

When possible, Garrett-Evangelical seeks to provide non-traditional benefits to its employees. These benefits may include privileges we receive from Northwestern University or discounts we negotiate with businesses. For a list of the current non-traditional benefits and how to access them, please see the "Non-traditional Benefits" page under the Human Resources section of myGETS.

Workplace Requirements

Garrett-Evangelical offers a safe, inclusive, and supportive work environment – where employees can be themselves and know they'll be treated with respect and fairness.

Anti-Discrimination and Anti-Harassment Policy

Racial equity and diversity inclusion are a top priority at Garrett-Evangelical. It is our goal to be equitable, just, and inclusive in our relationships within the Seminary community and in the broader community. To this end, the Seminary does not tolerate *any* behavior that is intentionally offensive, intimidating, or hostile to others. Such behavior is in conflict with the Seminary's commitment to foster a safe, inclusive, and supportive work environment. The following behaviors are absolutely prohibited in the Seminary community (as well as situations in which employees represent the Seminary in the church and the broader community).

Discrimination

Garrett-Evangelical prohibits the discrimination in employment, promotion, benefits, admission, housing, or any other services provided by the Seminary in accordance with its Equal Opportunity Employer/Affirmative Action Policy on page 5 and its non-discrimination statement that appears on the admissions application and in the Student and Academic Handbooks, as follows: Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, promotion, benefits, housing, services, or in its educational programs or activities.

Harassment

Garrett-Evangelical prohibits harassment of any kind. Any verbal, physical, or visual act that a reasonable person would find offensive, intimidating, or hostile to an individual or group based on actual or perceived race, color, national origin, ancestry, age, disability status, citizenship, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy status, military discharge or veteran status, source of income, housing status, or any other class protected by law is harassment. Examples include:

- comments, racial/ethnic slurs, or negative stereotyping;
- teasing or jokes about an individual or group;
- verbal abuse or insults directed toward an individual or group; and
- written or visual materials that denigrate or belittle an individual or group.

Sexual Harassment

Garrett-Evangelical, committed by the Christian faith to justice for all persons, strictly prohibits and does not tolerate any behavior, verbal or physical, that constitutes sexual harassment. The Seminary's sexual-harassment policy applies to all persons involved in the operations of the Seminary and prohibits sexual harassment by any employee against any other employee, student, faculty member, vendor, customer, contractor, or other third party. The sexual-harassment policy also prohibits any student, faculty member, vendor, customer, contractor, or other third-party vendor to sexually harass an employee of the Seminary. All employees are required to avoid offensive, inappropriate, or sexual behavior at work and are responsible for ensuring that the workplace is free from sexual harassment at all times. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when one of the following occurs:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing or to avoid some other sort of loss.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic standing decisions affecting such an individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work or study performance creating an intimidating, hostile, or offensive environment.

Other prohibited forms of sexual harassment include but are not limited to the following:

- verbal conduct, such as epithets, derogatory jokes or comments, slurs or unwanted sexual advance, invitations, or comments;
- visual conduct, such as derogatory and/or sexually orientated posters, photography, cartoons, drawings, or gestures;
- physical conduct, such as assault, unwanted touching, blocking normal movement, or other physical interference; and
- retaliation for having reported or threatened to report the harassment.

To view the complete Sexual Misconduct Policy Manual, visit <http://www.garrett.edu/sexual-misconduct-and-title-ix>

Reporting Discrimination, Harassment, and Sexual Harassment

Any person of the Seminary community who believes they have been subjected to discrimination, harassment, or sexual harassment should immediately report the situation to their supervisor, vice president, or the Human Resources Department. Complaints should be in writing and include details of the incident, names of the individuals involved, and names of any witnesses. The Seminary promptly undertakes an investigation of the allegations, and all such complaints are treated as confidential.

If it is determined, after investigation, that a member of the Seminary community has violated one of these policies, that individual is subject to appropriate disciplinary action up to and including suspension or termination from the Seminary. The Seminary does not retaliate against an employee for cooperating in an investigation or making a good-faith complaint.

Resolving Workplace Issues

Employees who believe they have not been treated fairly or who have concerns about workplace matters, and who have not been successful in reaching a satisfactory resolution through discussion with their supervisor or vice president may discuss their concerns with a representative of the Human Resources Department. Employees who raise these types of concerns in good faith can do so without fear of retaliation.

For differences of opinion relative to performance evaluation, the judgment of the supervisor normally prevails. Employees have the right to include a rebuttal letter in their personnel file if they disagree with their supervisor's evaluation.

When resolving workplace issues, an employee may choose to be accompanied by a colleague who may observe and provide supportive presence but may not advocate on the employee's behalf. The accompanying employee may not be a relative or an attorney.

Substance- and Violence-Free Workplace Policy

Alcohol-Free Workplace

Being under the influence of alcohol on the job may pose serious safety and health risks, not only to the user but to all those who work or come in contact with that individual. Therefore, the Seminary is committed to providing employees an alcohol-free workplace environment that promotes health and safety.

It is also the Seminary's practice not to serve alcoholic beverages in any area of the campus during events or at any function sponsored by the Seminary that takes place on campus. This practice is in accordance with principles set forth by The United Methodist Church.

Violation of this policy regarding alcohol results in disciplinary action up to and including termination.

Drug-Free Workplace

Being under the influence of drugs on the job may pose serious safety and health risks, not only to the user but to all those who work or come in contact with that individual. Therefore, the Seminary is committed to providing employees a drug-free workplace environment that promotes health and safety.

The Seminary also must meet the compliance regulations set forth in the Drug-Free Workplace Act of 1988 and has certified to the government that it is a drug-free workplace, and hereby notifies all employees of the following:

- The unlawful manufacturing, transporting, distribution, dispensing, possession, sale, or use of narcotics or illegal substance is prohibited in the Seminary workplace or any of the Seminary property. In addition, no employee shall report to work under the influence of these or any other substances, including those prescribed by a physician that may impair the employee's ability to perform in a safe and efficient manner.
- As a condition of employment, all employees agree to abide by the terms of this statement and agree to notify the Seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- The following actions are taken for violation of this prohibition:
 - ✓ appropriate personnel action, up to and including termination of employment; and/or
 - ✓ requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- Information concerning a drug-free workplace are shared with employees at least one time during each fiscal year and include:
 - ✓ the Seminary policy of maintaining a drug-free workplace;
 - ✓ the penalties that may be imposed upon employees for drug abuse violation occurring in the workplace; and
 - ✓ other matters, as deemed necessary in a given year, concerning the dangers of drug abuse in the workplace, and/or available drug counseling, rehabilitation and employee assistance programs.

Smoke-Free Workplace

In accordance with the City of Evanston's ordinance on smoking in public places, the Seminary is a smoke-free institution. There is no smoking permitted within 25 feet of any entrance to the Seminary.

Weapons-Free Workplace

For personal safety and the well-being of faculty, staff, students, and visitors, possession of any weapons(s) on the premises or in one's vehicle while parked on campus is strictly prohibited. Any violation of this provision is addressed through disciplinary action, including the possibility of employee termination.

Use of Computers and Networks

The Seminary provides employees access to several forms of electronic media and services. These include computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, and Internet. Electronic media and other services provided are the property of the Seminary, and their purpose is to facilitate and support seminary business. All employees have the responsibility to use these resources in a professional, ethical, and lawful manner.

As such, new employees will receive a more detailed Information Technology Policy when hired and a form to sign acknowledging receipt and understanding of the policy. Those employees receiving a Seminary laptop will need to sign a “Use of Hardware” acknowledgement. Following are guidelines for using the Seminary’s electronic media and services:

Personal E-mail and Phone Use

The resources and services provided by the Seminary are primarily for business use to support employees in their Seminary-related work. Limited, occasional, or incidental use of resources for personal, non-business purposes is acceptable, provided it is conducted in a way that does not negatively affect the system’s use for business purposes. All employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Confidential Information

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the president, all employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of faculty, other employees, or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people's log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications may be sent with an attempt to hide the identity of the sender or to represent the sender as someone else.

Security and Monitoring of Internet/Intranet Usage

Users should not assume that electronic communications are completely private. The Seminary generally does not review electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, and bulletin-board system access. However, the Seminary may routinely gather logs for electronic activities (for example, telephone numbers dialed, sites accessed, call length, and time at which calls are made), for the purposes of cost analysis; resource

allocation; optimum technical management of information resources; and detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

In accordance with the Seminary's anti-discrimination and anti-harassment policies and its Code of Conduct, electronic media cannot be used for knowingly transmitting, receiving, retrieving, or storing any communication that is:

- discriminatory or harassing;
- derogatory to any individual or group;
- defamatory or threatening;
- in violation of any license governing the use of software; or
- engaged in for any purpose that is illegal or contrary to the Seminary's business interests or policy.

Whistleblower Protection Policy

If any officer or employee of the Garrett-Evangelical community reasonably believes that some policy, practice, or activity of the Seminary is unethical, questionable, or is in violation of law, we encourage them to share questions, concerns, suggestions or complaints with the president, except that if such concern is regarding sexual harassment, the reporting should follow the procedures in the sexual-harassment policy (see "Sexual Harassment" on page 23 of this handbook). If the individual is not comfortable speaking with the president, they have the option of reporting such a concern on an anonymous basis by dialing a third-party managed toll-free **Campus Conduct Hotline**[®] and following the reporting procedure described below.

It is the intent of Garrett-Evangelical to adhere to all laws, regulations, and accounting principles that apply to the Seminary, and the underlying purpose of this policy is to support the Seminary's goal of legal and financial reporting compliance. The support of all officers and employees of Garrett-Evangelical is necessary to ensure compliance with all applicable laws and regulations. This policy protects the complainant from retaliation provided the individual, in good faith, brings the alleged unethical, questionable, or unlawful activity, policy, or practice to the attention of the president or Conduct Hotline as appropriate, and affords Garrett-Evangelical a reasonable opportunity to investigate and, if necessary, correct the alleged activity, policy, or practice.

The protections described below are only available to those individuals who comply with these requirements, as follows: Garrett-Evangelical will not retaliate against any officer or employee who, in good faith, has made a report or protest, or who has raised a complaint against some practice or policy of Garrett-Evangelical, or of another individual or entity with whom Garrett-Evangelical has a working relationship, on the basis of a reasonable belief that the practice or policy is unethical, questionable, or is in violation of law, applicable regulation, or a mandate of public policy.

Further, Garrett-Evangelical will not retaliate against any officer or employee who in good faith discloses or threatens to disclose to a supervisor or a public agency having oversight

authority regarding any activity, policy, or practice of Garrett-Evangelical that the disclosing person reasonably believes is in violation of a law, or a rule, or regulation pursuant to law or is in violation of a mandate or public policy concerning health, safety, welfare, or protection of the environment. Any individual who deliberately or maliciously provides false or frivolous information may be subject to disciplinary action, as the circumstances warrant, up to and including termination of employment or other relationship to the Seminary, as the case may be.

Anonymous Whistleblower Reporting Procedure

***Please note that this is not a first responder system.
If this is an immediate emergency, please contact 911.***

If the officer or employee reasonably believes that some policy, practice, or activity of the Seminary is unethical, questionable, or is in violation of law, you have the option of reporting such a concern on an anonymous basis by dialing toll-free a third party administered **Campus Conduct Hotline®** at **866.943.5787**. Translation services are available should you need them.

Once you have dialed the toll-free number, the reporting and follow-up process is as follows:

- Your call is greeted promptly and courteously by a person who makes certain you understand the **Campus Conduct Hotline®** program and how it functions. If you prefer to make your report in a language other than English, tell the person who answers and they will arrange for a translator to participate in the call.
- At the beginning of the interview, you are provided with a randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and keep it in a secure place.
- You then are interviewed about your question or concern.
- Your interview is not recorded. Instead, the interviewer types notes of your conversation. Whether or not you choose to provide your name is completely up to you.
- It is important that you try to be as specific as possible about the information you provide, especially names, dates, and places if possible.
- Within one business day of your call, a summary of the interview is forwarded to your institution. The goal is to respond to you in five business days. In some cases, the response may be a request for additional information.
- To receive your response, you need to call back and provide the case number assigned to you. At that time, you might be asked to call back at a later date. You will be able to keep checking back for updates.

Please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you may leave your name along with a phone number where and when you would prefer to be called.

At no time are you required to identify yourself. All information provided is completely confidential and anonymous.

Performance Management

Regular performance reviews promote communication and stronger working relationships, give employees the chance to better understand their job expectations, and provide useful feedback about job performance.

Initial Period of Employment or Promotion

All employees are subject to a 90-day probationary period from the date of hire. In addition, existing employees who apply for and receive a new position or promotion undergo a 90-day probationary period. This is a time for the supervisor to evaluate the employee's competencies, results, work habits, dependability, work relationships, and suitability for the position. During the probationary period, employees and their supervisors are encouraged to discuss questions and/or concerns pertaining to employment as they arise.

Before the probationary period ends, the supervisor arranges an evaluation meeting to review the quality and quantity of the work performed, as well as the employee's general adjustment to the department. Subsequent evaluation meetings/performance reviews take place on an annual basis, or more often if needed (see "Performance Review Process" below).

In some instances during the probationary period, the Seminary may terminate employment with or without cause or notice. However, successful completion of the probationary period does not guarantee continued employment. Employment remains at will even upon successful completion of the probationary period.

Performance Review Process

Performance reviews are conducted once a year, although supervisors and employees are encouraged to have an ongoing dialogue about job expectations, the employee's performance, any obstacles or issues that need to be addressed, and long-range goals. Employees are expected to understand the performance objectives for their position and track their progress toward those objectives on a regular basis. Supervisors have the right to conduct performance reviews more than once a year if they consider it necessary or helpful to the employee.

Corrective-Action Process

The corrective-action process is designed to encourage development by addressing disciplinary problems or by providing the employee guidance for meeting the standards in areas that need improvement. The corrective-action process formally documents problems while providing an employee a reasonable timeframe to improve performance. If an employee continues to fail to meet the expectations outlined in a corrective-action process,

the consequence may be termination of employment. A copy of the corrective-action process or plan is placed in the employee's personnel file in the Human Resources Department.

Cost-of-Living and Other Increases

Each spring, the U.S. Consumer Price Index's reported inflation rate and the Seminary's performance is reviewed by the president to determine if a cost-of-living increase is to be included in the annual budget. The annual budget is then presented to the Board of Trustees for their approval during the May meeting. The cost-of-living increase is based on the Board of Trustees' approval of this annual budget. If approved, the cost-of-living increase takes effect on July 1, the beginning of the new fiscal year.

On occasion, an employee may warrant an increase beyond the cost-of-living increase. Increases outside of the cost-of-living increase must be made with the approval of the president.

Salary and Benefits Letter

A letter is sent to each employee during the first week of July stating an employee's salary and accompanying benefits for the new fiscal year. If applicable, this letter will reflect the cost-of-living or other increase.

Opportunities for Promotion

The Seminary is committed to the internal promotion of qualified personnel. Any employee may apply for a position posting.

The Seminary seeks to announce internally all vacancies and newly created positions before advertising externally. Normally, openings are first announced internally by electronic means for five work days. Once the five work days are exhausted, if a suitable candidate has not been found, then the position may be advertised to the general public. The hiring process runs through the head of the department where there is an opening and in conjunction with the Human Resources Department.

Any employee desiring to apply for such a position within the Seminary should contact the Human Resources Department with their resume.

In order to protect the privacy and confidentiality of the employee, while at the same time ensuring that all participants in the process are treated in a professional manner, the supervisor and/or vice president responsible for the applicant's current position are notified of the applicant's interest in the new position only if and when the applicant is invited as a finalist for the new position.

Termination of Employment

Resignation

Employees are requested to give a minimum of two weeks' notice (excluding unused vacation) when resigning from a position. Employees should submit their resignations in writing to their supervisors. Payment for unused vacation time, which is tracked through the payroll system, is made according to the records kept by the Human Resources Department.

Retirement

Employees who are retiring from the Seminary should inform their supervisor of their plans to retire, if possible, at least three months prior to their retirement date. The employee should schedule a meeting with the Human Resources Department approximately two months prior to their retirement date to determine if they are eligible for any benefits.

Involuntary Termination

Staff reduction or displacement. On occasion, a department may need to eliminate a position – due to changing needs, lack of available funds or work, or other circumstances – resulting in termination of an employee. Notice of any such position elimination is given, if possible, three months prior to the reduction. The president gives final approval for all such position terminations.

Performance misconduct. Employees are expected to meet acceptable standards of performance, in accordance with Seminary and department standards. If an employee fails to maintain these standards, then the supervisor works, in conjunction with the Human Resources Department, to address performance concerns through a corrective-action process (See Corrective-Action Process on page 30.)

Immediate Termination. In any case in which the Seminary deems that termination is warranted because serious misconduct has taken place, the Seminary reserves the right to terminate an employee immediately without notice or previous warning and without following the process described above.

All employees leaving the employment of the Seminary for any reason are required to turn in all keys, identification card, computer equipment, and parking permit sticker.

Personnel Records

The Human Resources Department maintains personnel files for all Garrett-Evangelical employees.

- Information on medical or workers' compensation issues are kept in a separate file from the personnel records in the Human Resources Department.

- Access to the personnel files is restricted to the employee, supervisor, respective vice president, and president.
- Employees may request access to their own files through the Human Resources Department, although records may not be removed from the Human Resources Department. However, the institution can provide a copy of an employee's personnel file upon request and in accordance with the Illinois Personnel Record Review Act (820 ILCS 40/0.01).
- Changes such as name, address, phone number, marital status, and beneficiaries must be reported to the Human Resources Department.