



**BEULAH HEIGHTS**  

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**UNIVERSITY**

Team Member  
Handbook



Beulah Heights University  
Team Member Handbook  
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Dear Team,

I am blessed to have a team of Christian leaders who are faithful and dedicated to the mission and vision of Beulah Heights University. Your contribution to the operation of the university makes a tremendous impact in the lives of our students. Each of you has insurmountable gifts that we desire to ascertain and employ.

This handbook was designed to provide you with a central source of information concerning the way we work, our commitment to our students/customers and, most importantly, what it means to be a BHU Team Member. The policies and procedures in this handbook are used as guidelines in the everyday operations of the university which continually provide a healthy working environment for the team at Beulah Heights University. Some areas are very clearly stated, while others require your Christian sense of maturity. For this reason, I ask you to review this handbook and learn more about what we expect of ourselves, what the law requires of us, and the processes established to encourage and support professional conduct at Beulah Heights University. It is expected that all team members carefully read and put them into practice. I trust this handbook will assist in making your employment with Beulah Heights University a positive experience.

If you have questions, please feel free to contact your supervisor or the Human Resources Department. *When you succeed, we succeed!*

Sincerely,

Benson M. Karanja, Ed.D.  
President

NOTE: Executive Level Management reserves the right to adjust policies and procedures to best serve the university.

### **Mission**

The Mission of Beulah Heights University is to develop relevant Christian leaders for ministry and marketplace—leaders who are molded by the Word of God are change agents impassioned to do God’s will, and are characterized by godly lives, servant hearts, transformed minds, and skilled communication.

### **Vision**

The vision of Beulah Heights University is expressed in the ARC of Ministry. The ARC represents Academic Excellence—the pursuit of excellence in educational standards, Resource Center—offering varied resources to those leaders BHU develops, and Change Agent—provoking change in all the lives BHU encounters.

The comprehensive purpose of BHU is to provide a high-quality Christian education, which will develop students in living the Christian life and prepare them for service and leadership in Christian ministries and the marketplace.

### **Core Values**

The core values of Beulah Heights University are foundational beliefs inherent in its operation as a university and a Christian institution. The core values compel BHU to measure every action against its values for a standard of ethics in its daily operation.

### **Biblical Inerrancy**

BHU seeks to bring every aspect of personal and corporate life under the functional authority of the inerrant Word of God by obeying its commands, applying its principles, and refraining from dogmatism where the Bible is silent. BHU is prepared to stand on biblical inerrancy against the opposing tide of compromising norms and peer pressure.  
(2 Timothy 3:16)

### **Integrity**

BHU seeks to live, teach, and promote lives filled with godly choices in the face of temptation and ethical compromise. Consistent growth toward Christ-like attitudes and demonstrated behavior within the context of responsible church membership and involvement are all a part of integrity. BHU affirms the necessity of yielding to the Lordship of Jesus Christ as the unconditional Lord of Life. (Romans 12:2)

### **Global Missions**

BHU is committed to implementing Christ’s mandate to fulfill the Great Commission by stimulating and training Christians for evangelistic church planting and supporting ministries through global evangelization. (Matthew 28:19)

### **Dedicated Servanthood**

BHU is dedicated to training Christian leaders whose lives reflect the conviction that both individual and corporate prayer is essential in the pursuit of God’s purposes for holy living and fruitful ministry. BHU further seeks to cultivate an understanding of and commitment to worship and giving as a vital response of the believer to God. BHU desires to be a community marked by joyful reliance upon God for material provision, victory over sin, growth in Christ-likeness, and fruitful service to God and others. (Matthew 25:21)

## **Diversity**

BHU is committed to embracing and empowering multicultural Christian communities without regard to ethnicity, socioeconomic status, gender, nationality, or handicap. BHU develops Christian leaders to impact the world. (1 Corinthians 9:22)

# **BEULAH HEIGHTS UNIVERSITY ATLANTA, GEORGIA STATEMENT OF FAITH**

## **God**

There is one God who exists eternally in three persons: Father, Son, and Holy Spirit. God is the almighty Creator, Savior and Judge who governs all things according to His sovereign will and is accomplishing His purposes in creation and in the Church to His glory.

## **The Human Race**

Humanity is the climax of God's earthly creation, bearing His image, designed for relationship with Him, and being the object of His redeeming love. All people have sinned. This result is guilt, death, and alienation from God as well as the defacing of every aspect of human nature. People are unable to save themselves from sin's penalty and power and from Satan's dominion.

## **Jesus Christ**

Jesus, both fully God and fully man, entered history as Savior of the world. He was conceived of the Holy Spirit, born of a virgin, and lived an exemplary, sinless life in perfect submission to the father and in loving relationships with others. He died on a cross, rose bodily, and ascended to heaven where He is advocate for His people and is exalted as Lord of all.

## **Salvation**

Christ's sacrificial death, in which He bore the punishment due to sinners, is the only and all-sufficient basis of God's provision of salvation for all people of every culture and age, expressing His love and satisfying His justice. By God's grace the repentant sinner, through trusting alone in the Lord Jesus Christ as Savior, is put right with God, adopted by the Father into His family and receives eternal life.

## **The Holy Spirit**

The Holy Spirit makes the work of Christ effective to sinners, giving spiritual life and placing them into the church. He indwells all believers, empowers them to love, serve, witness, and obey God, equips them with gifts, and transforms them to be increasingly like Christ.

## God's Written Word

The Bible, consisting of the Old and New Testaments, is God's written word, revealing for all people His character and purposes. It is the final authority in all matters relating to belief and behavior. The Holy Spirit moved the human authors of the Bible so that what they wrote is inspired, fully reliable, and without error in all it affirms.

## The Church

The Universal church is made up of all who have been born of the Spirit. It finds local expression in communities of believers called by God to worship, fellowship, proclaim the Gospel, and make disciples among all people, reflect God's character, engage in works of compassion, contend for truth and justice, and celebrate baptism and communion.

## The Future

The Lord Jesus Christ will visibly return to the earth in glory and accomplish the final triumph over evil. God will make everything new. The dead will be raised and judged. Unbelievers will suffer eternal punishment in separation from God; believers will enter into a life of eternal joy in fellowship with God, glorifying Him forever.

**Faculty Understanding:** Any faculty member who finds his/her doctrine not in agreement with that of the University is required to refrain from promulgating those doctrinal differences while on the campus of BHU in order to avoid strife within the body of believers. Therefore, all faculty members are required to sign the above Statement of Faith indicating understanding and respect.

*"I have read the Statement of Faith, understanding the doctrinal position of the University and I hereby agree to understand and respect it."*

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Signature \_\_\_\_\_

Date \_\_\_\_\_

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Print your name \_\_\_\_\_

## **Code of Ethics**

Effective: May 2003

The purpose of this policy is to give team members guidelines to demonstrate a positive testimony for Christ on the university campus and in the business community.

### Policy:

- All team members are expected to conduct their business relationships, while working for BHU and in any outside personal or business commitment, in a manner this is respectable and befitting to the Beulah Heights University community.
- No employee of Beulah Heights University shall maintain an outside business or financial interest or engage in any outside business or financial activity, which conflicts with the interests of Beulah Heights University, nor which interferes with his or her ability to fully perform job responsibilities.
- Financial interests held by immediate family members in such companies are to be disclosed to the administration of Beulah Heights University so that a determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other person sharing the same dwelling as the employee.
- It is the responsibility and in the best interest of the team member to consult with Beulah Heights University administration to determine any conflict of interest.
- The maintenance of the highest academic standards is a common concern of the administration, the team and the individual responsibility of each faculty member. Each faculty member has the privilege and duty to use the instructional methods and teaching materials most likely to accomplish the highest possible level of the purposes of each course.
- The faculty of Beulah Heights University actively functions to support the aims and visions of the Board of Trustees, which include the provision of higher education with Christian values, emphasis on high academic standards, practical application, and spiritual development. Beulah Heights University is an institution that strives to maintain its core values — Biblical Inerrancy, Integrity, Global Missions, Dedicated Servanthood and Diversity. All team members are expected to set the examples of respectful behavior. If times come when you cannot abide by these standards, it is expected that you will sever your relationship with Beulah Heights University.

As a team member, you should:

1. Teach by example as well as by instruction.
2. Be happy in your work, demonstrating the joy of the Lord in your classroom or office.
3. Be faithful in fulfilling your responsibilities without neglecting any tasks.
4. Avoid grumbling and complaining about conditions that are not to our liking.
5. Avoid hasty judgments of fellow teachers or staff.
6. Be loyal to the Beulah Heights University team and support decisions made by administration even if you might disagree.
7. In case of disagreement, speak only with proper authority to make your views known.
8. If you cannot accept decisions that you do not agree with, please leave rather than be a disruptive influence at Beulah Heights University.
9. Recognize the right of students to receive a full period's profitable instruction.
10. Be on time to class and strive to be prepared.

11. Be fair with facts; do not use dogmatism with a debatable issue.
12. Endeavor to be equitable in your dealings with students and other team members.
13. Keep all records honestly and confidential.
14. Respect the confidentiality of student/faculty meetings except when it needs to be disclosed to a proper authority for maintaining Beulah Heights University's standards.
15. Respect the confidentiality of faculty/team meetings.
16. Do not openly criticize policies and problems of Beulah Heights University to others.
17. Strive to help other team members when there is a need.

- It is to be understood that, unless otherwise defined by applicable law, any employment relationship with Beulah Heights University is of an "at will" nature, which means that team members may resign at any time and Beulah Heights University may discharge team members at any time with or without cause. It is further understood that "at will" employment relationships may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President's Cabinet.

### **Code of Conduct**

Effective: June 2003

The purpose of this policy is to insure that team members have a clear understanding what is expected as an employee of Beulah Heights University.

#### Policy:

Among the core values outlined in Beulah Heights University's philosophy are **Biblical Inerrancy, Integrity, Global Missions, Dedicated Servanthood and Diversity**. To uphold these values, we must adhere to a code of conduct that is flexible but clear, and treats others with respect. To work at Beulah Heights University, it is necessary that we value each other's uniqueness and diversity, and show fairness and integrity in dealing with others.

Beulah Heights University believes that heterosexual union must be reserved for marriage and insists on sexual abstinence for the unmarried. Beulah Heights University believes premarital, extramarital, and homosexual forms of explicit sexual conduct to be inconsistent with the teaching of Scripture.

Consequently, Beulah Heights University expects all members of its community, trustees, faculty members, students, administrators, and team members (staff), to abstain from what it holds to be unbiblical sexual practices.

When the code of conduct is violated, Beulah Heights University favors progressive and corrective disciplinary action. However, some misconduct is so heinous that it may result in immediate termination. Such misconduct includes, but is not *limited* to, theft, lying, sexual misconduct, insubordination, harassment, drunkenness, possession of illegal fire arms or illegal drugs, vandalism, failure to maintain confidentiality, and falsification of official documents.

It is to be understood that, unless otherwise defined by applicable law, any employment relationship with Beulah Heights University is of an "at will" nature, which means that team members may resign at any time and Beulah Heights University may discharge team members

at any time with or without cause. It is further understood that “at will” employment relationships may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President’s Cabinet.

All team members are expected to conduct their business relationships, while working for BHU and in any outside personal or business commitment, in a manner this is respectable and befitting to the Beulah Heights University community.

No employee of Beulah Heights University shall maintain an outside business or financial interest, or engage in any outside business or financial activity, which conflicts with the interests of Beulah Heights University, nor which interferes with his or her ability to fully perform job responsibilities.

Financial interests held by immediate family members in such companies are to be disclosed to the administration of Beulah Heights University so that a determination can be made as to whether a conflict exists.

Members of the employee’s immediate family include spouse, children, and any other person sharing the same dwelling as the employee.

It is the responsibility and in the best interest of the team member to consult with Beulah Heights University administration to determine any conflict of interest.

The maintenance of the highest academic standards is a common concern of the administration, the team and the individual responsibility of each faculty member. Each faculty member has the privilege and duty to use the instructional methods and teaching materials most likely to accomplish the highest possible level of the purposes of each course.

### **Confidentiality Statement**

Effective: February 2005

The purpose of this policy is to ensure team members and contractors to understand the importance of confidentiality in all matters related to BHU. The responsibility of confidentiality falls on each and every team member of Beulah Heights University. Beulah Heights University expects complete confidentiality to be a factor of the utmost importance in conducting business and everyday operations.

#### Policy:

Beulah Heights University values responsible speech and seeks to create and maintain a redemptive environment; therefore, in the mediation and complaint resolution procedures, every reasonable effort is made to protect the privacy of all parties.

All records pertaining to investigations shall be maintained by Human Resources in conformity with state and federal privacy and disclosure requirements and Beulah Heights University policies and procedures. Such records will be made available to individuals involved or alleged to be involved in a complaint, to Beulah Heights University officials who have a need to know, and to otherwise only in accordance with applicable state and federal law, and only to the extent required by law.

Any violation of this policy shall be subject to disciplinary action and possibly termination of employment.

## **Beulah Heights University Employee and Contractors Confidentiality Agreement**

One of our core values is integrity and as such it is imperative that the staff and faculty of Beulah Heights University observe the highest form of conduct when engaging in our daily business with our students and with one another.

This agreement requires that all faculty and staff hold matters in confidence as it relates to student performance, faculty and staff performance, finance, and nonpublic policies and procedures of the school. A manager may only discuss the performance of those reporting directly to him or her with the respective individual, human resources manager, and the manager's direct supervisor. Discussion of the performance outside of these specified individuals is grounds for immediate disciplinary action including possible termination.

Other matters of confidence include student performance, financial status of the school, and nonpublic policies and procedures. Student performance should not be discussed outside of relevant personnel (i.e. registrar, financial aid, and advisor). Financial status of the school is one of the most important issues reviewed by our accrediting bodies; therefore, it is important that when information is shared with faculty and staff that it remain among individuals involved in the business practices of Beulah Heights University.

Most policies and procedures relating to the university are published for the general public, but on rare occasion some policies may be for internal use only. As such, to keep these policies internal the strictest of confidence must be upheld.

To maintain consistency with our confidentiality agreement, all employee verifications should be referred to the human resources department. Also, with reference to parents requesting information on dependent students, only financial information may be released. All other information falls within the guidelines of the confidentiality agreement. All financial aid related questions should be referred to the financial aid office. All other financially related questions should be referred to the business office.

This policy in no way replaces or negates the confidentiality and privacy policy relating to issues of dispute and subsequent resolution procedures. This agreement further supports the aforementioned policy and should not be deemed a replacement of the existing mandate.

This policy should be viewed as a Zero Tolerance Policy and therefore should be adhered to accordingly. Any violation of this agreement will result in immediate disciplinary action including possible immediate termination.

This policy will be reviewed and possibly revised as we continue to grow. With each revision every employee of Beulah Heights University will be asked to sign acknowledging understanding and agreement to the revisions. Thank you in advance for your cooperation.

### **Employment Procedures**

Effective: October 2010

The purpose of this policy is to provide a proper procedure for obtaining employment, promotions and transfers and to insure that all current team members are considered in an equitable manner for advancement.

Policy:

Initial Employment

Applications for employment are only disbursed at the discretion of the Office of Human Resources. All completed applications are kept on file with Human Resources. After initial screening of the application, interviews will be conducted by Human Resources and the immediate supervisor of the available position. The interviewee will then meet with the President to discuss BHU's vision, mission and core values. A decision will then be made and an offer for employment will be extended. *No employment will be finalized prior to meeting with the President.*

Upon employment, the new team member must report to Human Resources to complete the necessary forms. Each new team member will receive a team member handbook and will be required to sign to declare receipt and compliance. Supervisors are advised to go over the team handbook with their team members.

Procedures for Hiring New Adjunct Faculty Members:

Department chairs plan courses for the semester programs with approval from the Academic Dean. They should then schedule interviews with potential adjunct faculty members. Those interviews are to include a scheduled time to meet with Human Resources.

Human Resources is to meet with the potential faculty members, provide all paperwork and a brief tour of Administration (to include an introduction to the President) and those persons pertinent to the employment process.

*All paperwork is to be disseminated from and returned to the Office of Human Resources.*

This includes the following:

- Application of employment with Resume
- Brief bio for website
- Photo for website
- Statement of Faith
- Team Member Handbook/Faculty Handbook
- Official Transcripts — copies may be submitted but not as a replacement for official copies
- 1-9 (US Dept. of Justice requirement)
- Personnel Data Inventory Form (Nonpublic Postsecondary Education Commission Requirement)
- GA (State of Georgia Withholding)
- W-4 (Federal Withholding)
- Direct Deposit Authorization

Email and inclusions to the website (bio and photo) will be processed through the Office of Human Resources. If new adjunct faculty will need use of a computer on campus, notify the Office of Human Resources. Syllabi are to be sent to the appropriate department chair by the new faculty member. Department Chairs will submit syllabi for posting on the website. Department Chairs will also be responsible for informing the Dean of Academic Affairs - via email - that syllabi have been received.

Department chairs are to submit classes and instructors to the Academic Dean for the creation of the semester schedule. After the semester schedule classes have been confirmed, contracts will be issued to all relevant adjunct faculty members from the Office of Human Resources.

Once all paperwork is received, adjunct faculty members will be processed for payroll in the Business Office.

#### New Hire Probation

All newly hired team members are required to successfully complete a probationary period for the first 60 days of employment. They shall be subject to discharge during the probationary period.

Upon completion of the probationary period, supervisors are to notify Human Resources of its success or lack thereof. Benefits are effective at the end of a successful probationary period.

#### Employment Vacancies/Posting Employment Opportunities:

Requests to fill vacancies must be approved by the President.

When non-faculty employment vacancies are available, an employment opportunity announcement will be posted on the Beulah Heights University website. Efforts will be made to promote from within BHU if a qualified person is available.

In the event a position is not posted internally, it shall only be at the professional discretion of Executive Level Management. Employment opportunities advertised in the local newspaper must have prior approval from Executive Level Management.

If a team member is interested in a vacancy, they should inform their immediate supervisor. If the team member is uncomfortable informing his/her supervisor, the team member may speak with the Human Resources Officer. Any team member seeking a transfer must apply with a resume to the Office of Human Resources. If a team member is a qualified candidate, the Office of Human Resources will speak with the immediate supervisor. The requirements for promotion or transfer are job qualification, workmanship, attendance and general attitude and aptitude.

#### **Outside Employment**

Effective: 02/93

The purpose of this policy is to eliminate any outside conflicts with employment at BHU.

#### Policy:

A team member may hold an outside part-time position with prior written approval from his/her immediate supervisor, providing it does not compromise the integrity of Beulah Heights University. Team members are restricted in their choice of outside employment. Approval will not be granted if the position is with any organization doing business with or competing with BHU, or deemed inappropriate with the nature of BHU.

#### **Chain of Command**

Effective: July 2004

The purpose of this policy is to give team members clear definition of the chain of command. It will provide an outline for efficient management of the school. It will also give each department its proper place in the organization and development of the school.

Policy:

The Beulah Heights University Organization Chart displays the proper chain of command.

**Employee Classifications**

Effective: July 2005

The purpose of this policy is to establish team member categories so that benefits eligibility may be determined.

Policy:

Each position will be classified which will determine the level of management and the level benefits that a team member can accrue.

Executive Level

Full-time team members whose job function is executive management, these positions assist the President and the Board of Trustees to fulfill the mission and the vision of BHU. These positions are listed in highest ranking order.

- President
- Vice President and Dean of Academic Affairs
- Vice President for Student Life and Enrollment Management
- Vice President for Finance
- Vice President for Institutional Effectiveness and Planning

Full-time Faculty

Full-time team members whose job function is primarily instructional in carrying out the mission of BHU, these team members are in contact with students on a daily basis.

Adjunct (Part-time) Faculty

Part-time team members whose job function is primarily instructional in carrying out the mission of BHU, these team members are in contact with students on a daily basis.

Senior Management Level

Full-time team members whose job functions is management and supervisory in carrying out the mission of BHU.

- Director of Institutional Development & Marketing
- Director of Library
- Director of Financial Aid
- Registrar
- Director of Admissions
- Associate Director for Finance

Mid-Management Level

Full-time team members whose job functions requires oversight in the department in the absence of Senior or Executive Management. This list also includes members whose job functions is the sole operation of the department.

- Admissions Counselor
- Facilities Manager
- Graphics Designer
- Librarian
- Institutional Development & Marketing Assistant

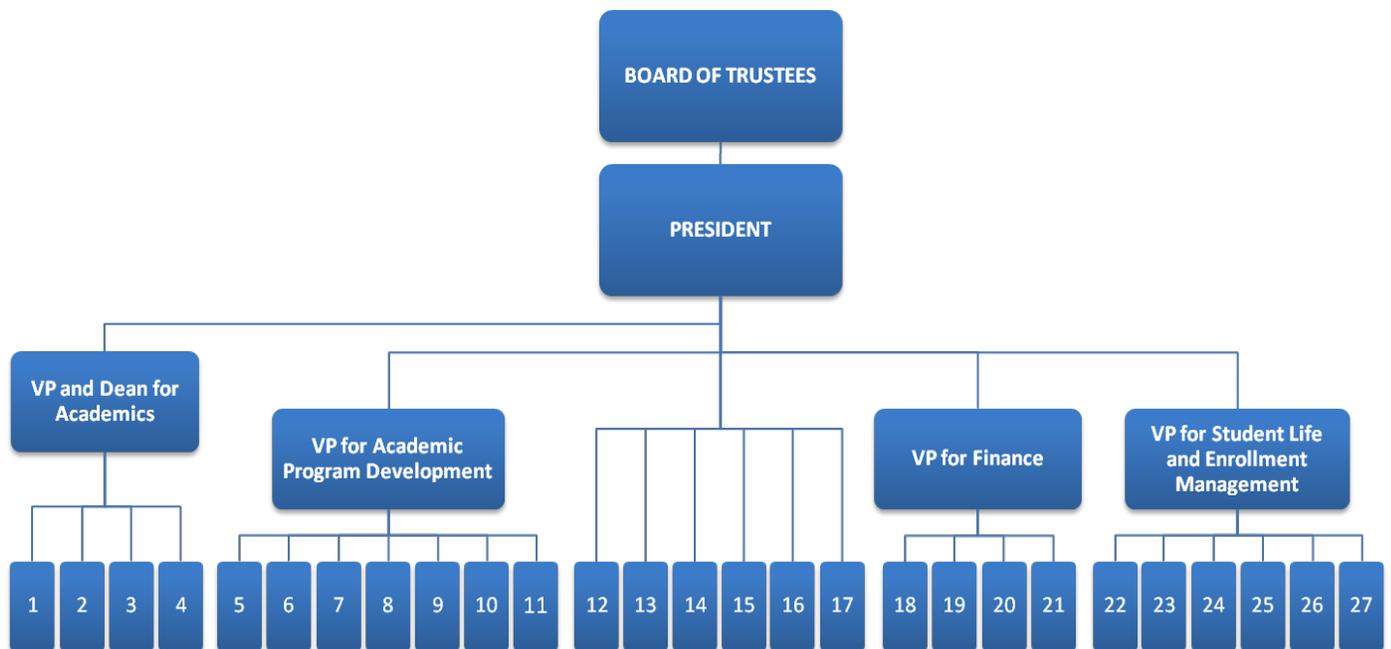
Administrative Support/Clerical Staff

Full or part-time team members whose job function is to provide support to executive and senior management level offices.

- Executive Assistant to the President
- Human Resources Manager
- Administrative Assistant
- Office Assistants Part-time Administrative Support Staff
- Receptionist
- Student Assistants -Various positions funded by the Federal Work Study Program
- Library Assistants

Skilled Craft

- Janitorial
- Maintenance
- Security



- |   |   |
|---|---|
| 1. Registrar  | 14. Graphic Designer/Portuguese Translator                    |
| 2. Graduate Studies Department                          | 15. Mail / Chapel Support                                     |
| 3. Department Chairs / Faculty Offices                  | 16. Director of Assessment and Planning                       |
| 4. Director of Library and Staff                        | 17. Dean of Chapel  |
| 5. MBA Coordinator                                      | 18. Associate Director of Finance                             |
| 6. On-line Instructional Specialist                     | 19. Senior Accountant   |
| 7. MBA Faculty Members                                  | 20. Auditors  |
| 8. On-line Faculty Members                              | 21. Assistant to the V.P. of Finance                          |
| 9. General Studies Faculty Members                      | 22. Director of Admissions                                    |
| 10. Acting Human Resources                              | 23. Director of Recruitment, Marketing and Alumni Development |
| 11. Administrative Assistants and Receptionist          | 24. Director of Financial Aid and Staff                       |
| 12. Director of Public Relations, IT, Donor Development | 25. Book Store  |
| 13. Executive Assistant to the President                | 26. Facilities and Housing                                    |
|   | 27. Student Services  |

## **Time and Attendance Reporting**

Effective: 01/11

The purpose of this policy is to provide a systematic and effective method of keeping attendance and benefits records.

### **Policy:**

All Hourly Employees are required to sign in and out of BHU's new time and attendance reporting system called Propel HR. If an employee works in more than one department, that employee should utilize the TRANSFER feature of Propel HR to properly record the hours worked in that department.

Each supervisor is responsible for reviewing, monitoring and approving their employees' hours prior to payroll submission before payment can be made. For more information contact the Business Office. Overtime must be approved before work is performed. Supervisors should consult the Office of Human Resources for overtime guidelines. Any adjustments to pay will be reflected in the next payroll submission.

## **Absences from Work Areas and Employee Breaks**

Effective: 01/11

The purpose of this policy is to inform team members of the entitlement of breaks and lunches during the workday.

### **Policy:**

#### **Breaks/Lunch**

Team members may take 15 minutes as a break in the morning and afternoon if they are scheduled to work at least four hours in that period. The times of breaks will be scheduled at the discretion of the employee's supervisor. Breaks can be combined with lunch times to give each team member one hour for lunch. This option should be discussed and approved by the appropriate supervisor.

To minimize interruptions when staff members are away from their work areas anytime during the workday, it is expected that the staff member will demonstrate professional courtesy and notify the appropriate co-workers. The "DND" function on the telephone is to be used when away from work areas.

### **Chapel**

Effective: 01/11

The purpose of the policy is to inform team members of the importance of chapel services and the expectation of participation.

### **Policy:**

Chapel service is designed to promote spiritual unity and growth; during the fall and spring semesters, the BHU team is required to attend scheduled chapel services. This is a paid part of the staff member's normal workweek.

## **Office Hours**

Effective: July 2009

The purpose of this policy is to make all team members aware of the institution's working office hours.

### Policy:

Beulah Heights University's office hours vary by department.

\*Based on the President's recommendation, office hours are subject to change.

## **Compensation and Payroll**

Effective: January 2011

The purpose of this policy is to insure that team members are aware of compensation and payroll policies and procedures.

### Policy:

**Confidentiality:** Team member compensation is confidential and should not be discussed with other team members.

**Compensation:** All hourly paid team members will be paid on the 1<sup>st</sup> & 15<sup>th</sup> of each month. If the 1<sup>st</sup> and/or 15<sup>th</sup> falls on a Saturday or Sunday, pay date will be on the previous Friday.

**Full-time Salaried Employees:** Beulah Heights University has two groups of full-time salaried employees. One group is paid in advance and the other group is paid in arrears. All full-time salaried employees are paid on the 1<sup>st</sup> of each month with exceptions at calendar year end and fiscal year end. The exception is for the pay group paid in arrears. This pay group is paid differently on the last business day of the calendar year and differently on the last business day of the fiscal year.

**Part-time Salaried Employees:** All part-time salaried employees (adjunct instructors) are paid four (4) times during the fall and spring semesters and twice during the summer semester. These employees are normally paid on the following dates:

### **Fall Semester**

September 15<sup>th</sup>

October 15<sup>th</sup>

November 15<sup>th</sup>

December 15<sup>th</sup>

### **Spring Semester**

Last Business Day in January

February 15<sup>th</sup>

March 15<sup>th</sup>

April 15<sup>th</sup>

### **Summer Semester**

June 15<sup>th</sup>

July 15<sup>th</sup>

**Process for Determining Adjunct Instructors' Pay Each Semester:**

The Registrars' Office and Human Resources department submit the following data to the Business Office to help with the creation of payroll spreadsheet:

Instructor Name

Registration ID

Course Prefix

Course Number (500 & 600 numbers are graduate level courses)

Course Name

Course Name, which identifies the type of course

Course Location

Number of Students in Each Class

Instructors Qualification (Masters or Doctorate Level) -from Human Resources department

**Rate of Pay Categories:**

**Undergraduate** – This pay category pays undergraduate instructors the full pay rate of \$1,680.00 - \$1,860.00 if teaching 10 or more students per class.

**Graduate** - This pay category pays adjunct instructors the full pay rate of \$1,860.00 - \$2,800.00 if teaching 8 or more students per class.

\*The pay shall vary by academic credentials and experience. Pro-rated pay shall apply for classes not meeting the minimum student enrollment and will be calculated based on instructor's pay scale.

1. Paychecks are available after 11:00 AM on the day of issue.
2. Direct Deposit of paychecks is available and encouraged.
3. Any adjustment to payroll will be reflected in the next pay period when adjustment is reported after payroll is processed.
4. All new full-time salaried employees are required to work one month before compensation can be received.
5. When a pay date falls on a holiday or weekend, pay date will be on the previous Friday.
6. Payroll Check/Stub Distribution: Employees may pick-up their payroll check or payroll check stub from the Business Office on each payroll date. If payroll checks or payroll check stubs are not picked up within three business days after payroll date, they will be mailed to the address on file by the end of the third business day if previous arrangements have not been made.
7. Third Party Pick-up of Payroll Checks: Payroll checks may be picked up by someone other than a Beulah Heights University team member, but that person must have a signed authorization from the Beulah Heights University team member.
8. Employee Payroll Advances: All payroll advances must be approved by the employee's immediate supervisor, Vice President for Finance and/or President. All payroll advances must be repaid through payroll deduction from the next regularly scheduled payroll check unless different arrangements have been made and approved.
9. Employee Final Payroll Check(s): A terminated employee's final payroll check will be available at the next regularly scheduled payroll date following termination, unless special circumstances dictate differently and previous arrangements have been made.
10. Payroll Deductions: Payroll checks will reflect those payroll deductions that are required by law. These include Social Security/FICA, State, and Federal taxes. If an employee's

tax status changes due to marriage, number of dependents, or any other tax situation, that employee must promptly inform Human Resources to complete necessary paperwork. Human Resources should submit completed paperwork to the Business Office/Payroll Administrator so that subsequent payroll checks reflect those adjustments and/or changes.

11. Other Payroll Deductions: Other payroll deductions may include health insurance premiums and other medical benefits, 403(b) contributions, voluntary/charitable contributions, and direct deposits into employees checking and/or savings accounts.
12. Court-ordered garnishments: As an employer, Beulah Heights University is legally required to honor court-ordered garnishments. If an employee has a court-ordered garnishment, the information would remain confidential and not stand against the employee in the team member appraisal.

### **Benefits**

Effective: July 2002 (Revised January 2005)

The purpose of this policy is to provide team members with optimal medical and fringe benefits.

#### Policy:

Each full-time team member is given the opportunity to participate in the health and dental plans after successfully completing the 60-day probationary period. All team members are required to contribute a percentage of the cost of the major medical premium to participate. For complete details on each of the benefits offered to employees, please see Human Resources.

### **Health Benefit Continuation (COBRA)**

Effective: March 2003

The purpose of this policy is to give team member options for continuing health care after their employment with the university has been terminated.

#### Policy:

All terminated full-time team members will be given the option of continuing health care coverage with the exception of those whose employment has been terminated for gross misconduct. All full-time team members will receive a Health Benefit Continuation Notice explaining in detail all options.

Health Continuation Election Forms must be completed and returned by the time specified. A confirmation of your choices will be sent to the employee address on file.

### **Benefit Accrual**

Effective: July 2008, amended October 2011.

The purpose of this policy is to provide a systematic and effective method of keeping an accurate balance of PTO (paid time off) and SICK time hours available to each employee.

#### Policy:

Full-Time Employees Only

All Full-Time Employees will accrue PTO and SICK Time Hours on a monthly basis based on their length of service with BHU. When PTO and/or SICK Time hours are taken, each Full-Time Employee will be required to access Propel HR to enter these hours.

NOTE: Full-Time Employees will only be able to carry forward a maximum of 40 PTO Hours to the next Fiscal Year unless otherwise approved by their supervisors. Therefore, if by July 1<sup>st</sup> you have more than 40 PTO Hours remaining, when payroll is submitted for this time period, any PTO Hours in excess 40 will not carry forward.

*Furthermore, if said employee has 40 PTO hours remaining that are carried over; and, said employee either resigns or is terminated for cause, he/she may not request nor can they assume to be entitled too, payment for any carry over PTO time. Any departure from this stated policy which may allow for the possible payment of compensation for PTO time based on extenuating circumstances, will be carefully reviewed, and thereby ultimately acted on by the university President and/or the Board of Trustees Executive Committee; and, therefore, the forthcoming decision will be determined to be final from which there can be no appeal.*

### **Earned Leave and Necessary Absences**

Effective: October 2010

The purpose of this policy is to establish guidelines for staff member absences.

#### Policies:

To provide necessary assistance during the registration process, all full-time staff are to report to work on the following days:

- Week of registration
- Days of registration
- Week of late registration

Prior approval must be obtained if absences are necessary. If absences occur without authorization, disciplinary measures will be taken.

#### Reporting Absences:

If it is necessary to be absent from work, staff members must inform his/her supervisor as soon as possible. Planned leave, i.e. scheduled vacation must have prior approval. This can be done by completing the Leave Request Form online in Propel HR.

Whether or not an absence is scheduled, all staff members must list the absence on his attendance sheet and complete the appropriate leave forms that are available from Human Resources. Disciplinary action will be taken if absences are not approved or called in.

#### Vacation Time and Sick Leave:

Administrative Support, Clerical Staff, Full-Time Faculty:

- Accrue vacation at the rate of 6.67 hours per month (10 days per year) 0 – 5 years of service.
- Accrue vacation at the rate of 10 hours per month (15 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

Mid-Management, Senior Management (Directors):

- Accrue vacation at the rate of 10 hours per month (15 days per year) 0 –5 years of service.

- Accrue vacation at the rate of 13.33 hours per month (20 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

Executive Level Management (President’s Cabinet):

- Accrue vacation at the rate of 13.33 hours per month (20 days per year) 0-5 years of service.
- Accrue vacation at the rate of 16.67 hours per month (25 days per year) 5+ years of service.
- Sick leave will be granted at the rate of 1 week per year for 0 – 5 years of service and 2 weeks per year with 5 or more years of service.

\*\*Sick leave does not carry over into the next fiscal year nor does it accrue over time. No payment for sick leave will be given upon termination of employment.

LEAVE OF ABSENCES:

Leave of absences of up to six (6) months may be granted at the option of BHU for certain specific conditions. Staff members on leave are not eligible for benefits. However, they may continue their insurance provided that the full premium is paid by the staff member. Only military leave, maternity leave, family medical leave (up to 12 weeks) and workman’s compensation leave is obligatory to BHU. Other types of leave are at the option of BHU and will be granted only when practical for BHU. In those cases, re-employment at the end of the leave is not obligatory. Staff members not returning from leave within (6) months will be terminated.

Retention of staff member position: Efforts will be made to retain a staff member’s original position while on leave. It may be necessary, though, to fill the position with another staff member before the leave terminates. If so, attempt will be made to reinstate the staff member in a similar position.

Types of Leave:

Missions Trips - Each department will deal with requests for time-off on an individual basis with the employee and the supervisor. Trips not directly related to BHU will be allocated to personal time and/or vacation time or without pay. It is the responsibility of the supervisor to notify Human Resources of such trips and its allocation on the Monthly Leave Form.

Personal Leave of Absence - Full-time staff members wishing to be absent for more than one week, without pay, for personal reasons, not including vacation, must request to be placed on personal leave. Such personal leave is at senior management’s option and will be granted only in circumstances of absolute necessity, which is mutually agreeable both to the staff member and to BHU. Under no circumstances should personal leave exceed one (1) month in duration. It is the responsibility of the supervisor to notify Human Resources of such on the Monthly Leave Form.

Family and Medical Leave:

Synopsis of Law

The Family and Medical Leave Act of 1993 (FMLA or Act) allows eligible employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 work weeks in any 12 months

because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his or her job. In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

**Bereavement Leave** - Bereavement leave, up to 5 days, may be taken for immediate family. Immediate family is defined as a parent of a team member or team member's spouse, child or sibling of team member. In the event, additional time is needed, after all accrued time is exhausted (vacation and personal time), a Personal Leave of Absence can be used with prior approval from supervisors.

**Education Leave** - Leave without pay not exceeding six (6) months will be granted with approval, to full-time staff members with at least 2 years of service at BHU for further educational preparation relevant to their job. Staff attending classes during normal working hours needs prior approval.

**Military Leave** - Military leave is allowed to insure full-time staff members the opportunity to continue employment with BHU after fulfilling their military obligation and to provide for short periods of annual military training duty.

**Regular Active Duty** - Any full-time staff member drafted into the service will be placed on military leave of absence for up to four (4) years. Before the staff member leaves, their supervisor will prepare and deliver to them a letter outlining their rights under the Selective Service Act. In addition to approved vacation pay, staff members going on a military leave will receive up to four (4) weeks military allowance on the following basis:

1. One (1) month to six (6) months service at (BHU), no allowance.
2. Seven (7) months to twelve (12) months service at BHU, one week's allowance.
3. Each six (6) months service at BHU thereafter will become an additional week's pay up to four (4) full weeks. In all instances, military leave will meet at least the minimum requirements of the Selective Service Act.

**Reserve Training** - Full-time or part-time members whose military obligation requires they attend summer camp will take leave without pay; however BHU will supplement the difference between the military pay and the staff member's regular salary. Proof of military payment must be provided to the Business Office before BHU will pay the difference.

Note: All such requests should be in writing by submitting Leave Request Form.

**Jury Duty** - If employees are called for jury duty, the employee must immediately notify his/her supervisor at once so that arrangements can be made to distribute the workload. BHU will pay the difference between the jury fees and regular base salary. Before this can be paid, the Business Office must see a certificate of time served from the clerk of the court or the check received for jury fees. The supervisor will be responsible for notifying the Business Office of staff members serving on jury duty.

## **Emergency Closings**

Effective: 02/93

The purpose of this policy is to inform members of the types of releases necessitate by emergency closings. To inform staff members of the procedures to take when seeking shelter from severe weather conditions.

### Policy:

If BHU must close because of severely inclement weather, prolonged energy shortages, etc., release will be permitted under one of the following conditions to be announced by the administration:

Full-time staff members released at their own choice - pay will terminate at the time they leave their work stations. Pay for the remainder of the day may be received only if a vacation day or personal day is used.

Full-time staff members released at BHU's choice -pay will continue for the duration of a normal day.

Staff members should watch WSB (CHANNEL 2) or listen to WSB (AM 750/FM 98.5) for university closings and/or opening times. You may also check the Beulah Heights University website for updates.

## **Holiday Closings**

Effective: October 2010

The purpose of this policy is to establish a uniform number of holidays and to define payment of holidays for staff members.

Martin Luther King Day

Memorial Day

President's Day

Labor Day

Thanksgiving day including day before (specific dates will vary each year and will be announced)

Christmas Week (specific dates will vary each year and will be announced)

## **Personnel Records**

Effective: June 2003

The purpose of this policy is to be sure that team members understand the importance of Beulah Heights University maintaining current and accurate information.

### Policy:

It is important for Beulah Heights University to have current and accurate information on all team members. Furthermore, any changes or updates need to be submitted as soon as possible to Human Resources. Current personnel information is required by law and necessary for administrative purposes.

## **Annual Evaluations**

Effective: July 2005

The purpose of this policy is to help team members evaluate their work performances and to assist him/her to attain their optimal performance.

### Policy:

Performance evaluations by supervisors are required each fiscal year. All evaluations must be conducted and completed by June 30th.

After discussing the results of the evaluation with the team member, a copy of the team member assessment and self-assessment will be given to the team member and one will be placed in the team member's personnel file.

If hired more than 60 days before June 30th, new team members will be evaluated at the end of the 60-day probationary period and also at yearly evaluation time.

## **Employee Personnel File Review**

Effective: July 2002

The purpose of this policy is to provide all team members' access to review what is in his/her personnel file.

### Policy:

A team member may review his personnel file by initiating the file review in writing-request to his/her supervisor. The supervisor must request an appointment to review the file during normal working hours. A team member's review must be done in the presence of the Human Resources Officer.

If the team member desires to review his file with his supervisor, the supervisor must personally check out the file from Human Resources and return it.

The team member may not remove any information from his file. After the team member has reviewed the file, he/she must sign that the review has taken place.

Copies of material in personnel files must be made in the presence of the Human Resources Officer.

## **Discipline and Termination of Employment**

Effective: July 2004

The purpose of this policy is to objectively provide a means of correcting and improving a team member's behavior/performance and to provide a means of terminating employment.

### Policy:

Supervisors must have at least one formal and documented interview with the team member. The team member will be given a specified amount of time (at supervisor's discretion) to improve. The following disciplinary action should be taken in the order given:

- a. A meeting should be scheduled with the team member, supervisor and appropriate management.

- b. A corrective review must be drafted outlining all of the facts. Corrective review can be obtained from Human Resources.
- c. A copy of the review should be given to the team member along with a course corrective action and a time period predetermined by the supervisor to correct problem. The original, signed by everyone present at the meeting is to be placed in team member's personnel file, but effective for one year.
- d. At the end of the time period, if the team member has not met the standards outlined in the review, the team member's employment should be terminated. The supervisor personally discusses the reason for termination with the team member.

To discharge or terminate employment for gross insubordination, dishonesty, unethical immoral practices, the following action should be taken in the order given:

- a. After identifying the problem, a joint decision of the supervisor, the Vice President and/or President/CEO will be made and determine whether termination of employment is necessary.
- b. If termination is agreed upon, the supervisor and Vice President and/or President will inform the team member verbally followed by written notification of their employment termination.
- c. The team member is required to turn in all keys, monies owed, credit cards and university property. If not returned, the university reserves the right to hold final pay.
- d. A narrative report of the event will be written by the supervisor and approved by President's Cabinet or President, then placed in the team member's personnel file.

When a team member is terminated from employment at Beulah Heights University, unemployment benefits and/or severance pay is not given.

### **Employee Resignations**

Effective: July 2003

The purpose of this policy is to provide proper procedure for voluntary termination of employment.

#### Policy:

A team member who desires to resign should schedule a conference with his/her direct supervisor regarding resignation. A formal letter of resignation should then be submitted to the supervisor. All supervisors are required to submit resignations to Human Resources for processing. Beulah Heights University requests two weeks' notice of any resignation. All property of the University is expected to be submitted to the Office of Human Resources on the last date of employment.

The staff member will either be paid for or asked to take his earned vacation time at the discretion of BHU, if the staff member is resigning. Final paychecks will be mailed by the Administration office on the regularly scheduled payday.

### **Staff Member Grievances**

Effective: October 2010

The purpose of this policy is to provide a means for team members to express their concerns and complaints in a way that all parties involved are protected in hopes for a resolution.

### Policy:

Staff member satisfaction is one of our primary goals. We believe that it is in the best interest of both BHU and the staff member to resolve these matters as soon as possible at the lowest possible level. Staff members' problems or concerns regarding BHU rules, regulations, working conditions, or their application is addressed in the following manner:

1. The staff member should first attempt to adjust the grievance informally by discussing it with his or her immediate supervisor.
2. If the matter is not adjusted to the staff member's satisfaction through informal discussion, the staff member may proceed to the formal grievance staff by presenting the grievance in writing to his immediate supervisor, describing the adjustment desired. A form to begin this process is available in the Administration Office. The written grievance must be presented to the immediate supervisor within five (5) working days of its occurrence. The supervisor will have five (5) working days in which to provide the staff member an answer in writing.
3. If the staff member is not satisfied with the answer from the immediate supervisor, he may take his grievance to the second level of review. The grievance must be presented in writing to the second level of review within (5) working days from the time the answer was given or due (whichever was earlier) by the immediate supervisor. The second level of review will be the VP. The second level reviewing officer will have five (5) working days in which to provide the staff member an answer in writing.
4. If the staff member is not satisfied with the answer received from the second level of review, he may take the grievance to the third level of review within five (5) working days from the time the answer was given or due (whichever was earlier) by the second level reviewing officer. The third level of review will be the President. The President will have ten (10) working days in which to provide the staff member an answer in writing.
5. If the staff member is not satisfied with the answer received from the third level of review, he may take the grievance to the fourth level of review within five (5) working days from the time the answer was given or due (whichever was earlier) by the third level reviewing officer. The fourth level of review will be the Board of Trustees. The Board of Trustees will have thirty (30) working days in which to provide the staff member an answer in writing.
6. The decision of the Board of Trustees will be final and binding on all parties.

### **Dress Code and Demeanor**

Effective: June 2003

The purpose of this policy is to give guidelines for appropriate dress that displays the integrity of the institution. It is important for all team members to represent themselves in the best manner possible.

### Policy:

The dress code for the team members of Beulah Heights University is a commitment to Christian decorum and professionalism. Beulah Heights University expects team members to take pride in their appearance and dress appropriately for their positions- in short, to be well groomed and in good taste.

Guidelines are as follows:

- Male office team members should wear business suits or dress shirts and slacks and appropriate shoes at all times. Ties are suggested for meetings.
- Female office team members should wear appropriate dresses, business suits, skirts (no mini skirts), dress slacks and blouses and appropriate shoes (no flip-flops) at all times.
- Non-office team member's attire must be appropriate for the tasks performed.

It is the responsibility of the supervisors to insure that their team members are dressed and groomed in accordance with the standards set forth for all team members. Should a team member appear at work in unsuitable attire, the team member will be asked to leave and return in proper clothing.

As with the dress code, Beulah Heights University strives for a positive demeanor of its team members. Enthusiasm, friendliness, a "can-do" attitude and a servant's heart are characteristics of the Beulah Heights University team. Team members are asked to promote good relationships with all colleagues, co-workers, and supervisors, working together to fulfill the mission of the university.

**IRC Section 132 – Education as a Working Condition Fringe Benefit Assistance Plan – Section 132(d).**

**Effective: October, 2010**

**Amended: October, 2011**

**Purpose**

The Internal Revenue Code allows that educational institutions may provide a benefit in the form of free or reduced cost education to employees. This policy serves to inform team members of benefits available for educational enhancements and eligibility guidelines.

**Policy**

Faculty and/or staff will only be eligible for tuition reimbursement for job-related education courses upon full completion of the degree they were pursuing. Request for reimbursement must be approved by the President and/or his designated representative. Additionally, the Executive Committee reserves the right to grant the recipient tuition reimbursement in advance if the faculty and/or staff person is required, at the Committees directive, to pursue said degree only for professional advancement and skill enhancement; and, therefore, it is not proposed to meet the university's minimum educational requirement(s); and, additionally it does not prepare the recipient for a new university position (profession).

**Educational Enhancement Tuition Reimbursement Conditions**

**Effective: July 2006**

**Amended: October 2011**

**Purpose**

The purpose of this policy is to inform staff and team members of conditions for tuition reimbursement.

## **Policy**

In order to qualify for education fringe benefits, a team/faculty member must commit to remain at BHU five years after the completion of the course work. In addition, if approved, a promissory note must be signed prior to disbursement.

No repayment of educational fringe benefits funds is necessary **until the faculty/ staff member terminates** his or her services with the university as a full-time member. Upon termination of services, the funds transit to a loan and the loan is cancelled at the rate of 20% per year of full-time service after the completion of the course work (ex: Year 1 – debt reduction of 20%, Year 2 – debt reduction of an additional 20%, Year 5 – complete debt elimination).

If the team/faculty member full-time service is terminated prior to complete cancellation of the loan, the balance of the loan becomes due on the last day of full-time service with the university. Any variance to the above terms must be approved by the Board of Trustees.

## **Non-Discrimination Policy & Equal Employment Opportunity Statement**

Effective: 06/03

The purpose of this policy is to provide all team members a clear definition of BHU's non-discrimination policy and equal employment opportunity statement.

### Policy:

Beulah Heights University has adopted this policy and has/will endorse practices which provide for the university and its employees and students to be in compliance with all applicable laws relating to prohibition of discrimination on the basis of gender, marital status, political belief or affiliation, age, race, color, national origin or disability.

## **EQUAL EMPLOYMENT OPPORTUNITY**

### *Nondiscrimination and Harassment*

The policy of Beulah Heights University is to provide equal opportunity to all qualified persons. Beulah Heights University does not discriminate on the basis of race, color, national origin, gender, handicap or disability, or age in any of its policies, procedures, or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to gender), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age discrimination Act of 1975 (pertaining to age). This non-discriminating policy covers admission and access of Beulah Heights University programs and activities as well as hiring and employment at Beulah Heights University. Beulah Heights University recognizes the rights of all people to live peacefully in society and freely express their beliefs.

Members of the Beulah Heights University community with a concern or complaint, which may involve discrimination or sexual, racial or religious harassment, are encouraged to discuss the concern with a designated individual. Designated individuals include the President and/or members of the President's Cabinet. Any and all complaints of discriminatory behavior will be investigated promptly in accordance with procedures outlined in Beulah Heights University's Operation Manual and Team Member Handbook.

Employee conduct that unfairly discriminates against another is against the law. Beulah Heights University will quickly take corrective disciplinary action including termination.

### **Sexual Harassment**

(Adopted by the Board of Trustees, July 2005)

The purpose of this policy is to provide all staff members a clear definition of sexual harassment and to provide a means of reporting complaints.

#### Policy:

The Equal Employment Opportunity Commission (EEOC), whose function is to enforce Title VII, issued Guidelines on Sexual Harassment in the workplace. The Guidelines Define Sexual Harassment as follows:

*Un-welcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting interfering with an individual's work performance or creating an intimidating, hostile, offensive work environment.*

Under these guidelines, the employer is responsible for the discriminatory acts of its agents and supervisory staff members, regardless of whether the employer authorized, knew, or even should have known of the acts.

In addition, the employer is responsible for sexual harassment conducted by non-supervisory staff members if the employer authorized, knew or should have known about the harassment.

#### Sexual Harassment Complaint Procedure:

Except in rare circumstances, informal complaints of sexual harassment are handled by Human Resources, who works with the parties involved to obtain information and resolve the problem. The first step of the investigation is an interview with the complainant to ascertain exactly what occurred. Information is collected to determine when the incident took place, who is being charged, and what other circumstances, conversations, or witnesses might help define the problem more concretely.

The complainant is apprised of the following facts:

1. The Office of Human Resources will get back to him/her with the findings.
2. The complaint and related investigative materials are maintained separately and no notation's are placed in the staff member's files.
3. No persons outside of those necessarily involved are informed.
4. No reprisals will be taken against an individual for making such a complaint.

The allegation is written down and the complainant is asked to sign the statement. While the charges will be investigated just as thoroughly if the complainant refuses to sign, writing out the allegation provides added documentation as well as possible justification for deciding what action to take in a case that results in the staff member's word against that of another staff member.

A similar interview is then conducted with the supervisor of the staff member accused of the sexual harassment. If, at this point, there is enough information gathered to make a final judgment on the merits of the complaints, steps will be taken to fashion an appropriate remedy. However, if the charge is denied, or if there is a differing interpretation of the events, the investigation proceeds exactly as would any other discrimination investigation, with an examination of personnel and other work records, interviews with witnesses, if any, and comparisons to others similarly situated. Records are made of the findings.

However, if the charge is denied, or if there is a differing interpretation of the events, the investigation proceeds exactly as would any other discrimination investigation, with an examination of personnel and other work records, interviews with witnesses, if any, and comparisons to others similarly situated. Records are made of the findings.

The conclusion of this procedure will determine the action to be taken. The action taken will be immediate and appropriate for the charge as determined by the investigation. The consequences of engaging in acts of sexual harassment arise out of the same set of rules and policies as stated under Discipline and Termination of Employment.

### **Counseling**

Effective: February 1993

To provide timely assistance to employees when they experience crisis situations or when they or their families may require counseling services.

#### Policy:

When BHU employees experience a crisis requiring counseling assistance, they may request one of the BHU administrators to assist them in locating the type of crisis intervention assistance, or individual, or family counseling that is needed.

### **Workman's Compensation**

Effective: February 1993 (Revised July 2004)

The purpose of this policy is to provide medical care and compensation to team members who are injured or contract occupational diseases in the course of employment with BHU.

#### Policy:

All on-the-job accidents or injuries, no matter how minor, must be reported to the team member's supervisor immediately and must be documented by filling out an accident report. If supervisor is unavailable, the chain of command should be honored. The supervisor will then take any necessary actions at that point. All full-time, part-time and temporary team members are covered by insurance carried by the university under the Georgia Workman's Compensation Act. To receive compensation for any on-the-job accident, it must be reported to Human Resources within 24 hours and an accident report must be completed within 7 calendar days. Accident report forms can be found in the Business office. Workman's Compensation accident reports will be kept in the Office of Human Resources.

The Georgia Workman's Compensation Act will pay injured employees who cannot work approximately 66% of their wages. The other approximate 34% will be computed for tax allowances. Beulah Heights University cannot and will not reimburse employees for the 34% as indicated and ordered by law.

Injured employees are required to give weekly updates to the Office of Human Resources as well as submitting medical records for documentation.

### **Solicitations and Collections**

Effective: February 1993

The purpose of this policy is to maintain control of the buying and selling of items at BHU.

#### Policy:

Any solicitation or collection of ANY type is strictly prohibited unless prior approval is received through the Administration.

### **Emergency Direction and Control**

Effective Date: 01/93

The purpose of this policy is to provide step-by-step emergency response guide in case of emergency including but not limited to evacuations, reporting and closures.

#### Policy

Beulah Heights University has approved and disseminated these safety procedures to assist individuals in an emergency situation. When emergency situations occur, the institution is committed to protecting the lives and health of the members of the institution as its first priority. In the event of an emergency, it is the institution's intent that the steps provided in this plan, when practicable, would maximize the safety of all individuals. These policies should serve as a guide for faculty, staff, and students.

It is the responsibility of each individual to take appropriate and reasonable steps to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the President or in his or her absence a designee. If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

## **1. Evacuation Policy and Procedure**

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exit, which are identified by exit signs above the door, and evacuate to the assembly points identified in Appendix A. A copy of the evacuation route is located in all administrative offices and in each classroom.

The fire alarm will be used as the primary source of notifying building occupants, when possible. If the fire alarm is unavailable, all supervisors and faculty members will direct students and guests to evacuate the building.

The following steps should serve as a guide to all individuals for the evacuation process:

- i. Once notified of the situation, proceed to the nearest exit and assembly point.
- ii. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. **(See policy bomb threat policy (2))**

- iii. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

## **2. Bomb Threat**

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the following procedures when a bomb threat is received via the telephone.

- i. Remain calm, listen, and take notes of what the caller is saying.
- ii. Record the displayed number if caller ID is provided.
- iii. Try to inform someone else to notify another individual that you are handling a bomb threat call.
- iv. Get as much information as possible through asking the caller some of the following information.
  - a. Where is the bomb?
  - b. Which building, location, etc.?
  - c. When is it scheduled to go off?
- v. What does the bomb look like?
- vi. Why is this bomb located at the institution?
- vii. Record a description of the caller's voice:
  - a. Is the caller a male or female?
  - b. Does the caller sound like a juvenile or an adult?
  - c. Is the caller calm, angry, loud, soft, crying, or laughing?
- viii. Listen and record any background noises such as railroads, streets, aircraft, voices, etc.
- ix. Notify the Office of Student Development who will dial 911 and notify emergency officials. If for any reason the Office of Student Development can not be reached, immediately dial 911 and inform them of the threat.

Once the institution has received a bomb threat, all buildings should be evacuated using the procedures in section 200.1. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. All individuals should remain in a secure location until they receive further instruction from personnel handling the emergency.

## **3. Civil Disturbance**

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. In the case of a civil disturbance, some suggested steps to follow are listed below.

- i. All individuals should relocate to a secure location, when possible.
- ii. Contact 911 and inform the operator of the situation.
- iii. All individuals should remain in a secure location until the disturbance is resolved and emergency personnel have authorized individuals to return to the location of the incident.
- iv. Notify the Office of Student Development

#### 4. Fire Safety

Fire prevention and safety guidelines are established to reduce the possibility of fires. A fire drill is conducted on an annual basis to better prepare members of the institution. All staff, faculty, and students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

1. Woods Hall
  - Library
  - Main Hall on 1<sup>st</sup> level
2. U-Building
  - Faculty Offices
  - Activity Center
  - Hallway near room 104
  - Book Store
3. Administration Building
  - Atrium
  - North Hallway
  - South Hallway
4. Samuel R. Chand Auditorium
  - Foyer
  - Offices

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, verbally yell fire.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you're not sure if you can control it, evacuate the building immediately using the evacuation procedures in this document and contact 911 from a safe location. (See policy 200.1)
3. If your clothes catch on fire, stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
  - If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.
  - If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window, alerting fire fighters of your presence.

- Do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. If you must exit through smoke, crawl low under the smoke to your exit. Heavy smoke and poisonous gases collect first along the ceiling.
  6. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.
  7. Dial 911 and report the fire.

## **5. Medical Emergencies**

In the event of a medical emergency, individuals must use their own judgment in deciding whether or not they are qualified to assist the victim through rendering first aid or CPR. First Aid equipment and supplies can be obtained from the Administration building. Some suggested methods of assistance that individuals may provide to the victim include:

1. Remove any furniture or miscellaneous items that could be harmful away from the victim. Do not attempt to move the victim as it could cause further injury to the victim.
2. Contact 911 as soon as possible if the individual needs emergency medical services. Provide the operator with any available information regarding the nature of the emergency, age, gender, symptoms, and current health conditions (if known).
3. At his/her own discretion, an individual may render first aid and/or CPR to the victim, if necessary.
4. Notify the instructor or supervisor of the situation as soon as possible.

## **6. Personal Safety**

Beulah Heights University encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment- it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. In addition, each member of the community should call attention to conditions or situations which threaten the safety and security of others by contacting the Student Development office. Some suggestions that individuals may take to protect themselves include:

- Be aware of your surroundings.
  - Walk only in well lighted areas and on established walkways.
  - Protect your valuables by holding your purse and belongings close to your body.
  - Do not carry large amounts of cash or valuables with you while on campus.
  - Keep doors and windows locked.
  - Avoid staying in areas alone at night.
- 
- Report any instances of crime to the most readily available administrator, supervisor or faculty member, when possible.
  - If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests, and contact 911 as soon as you can get to a secure location where a telephone is accessible.
  - Dial 911 to request emergency assistance.

## **7. Emergency Plan for Persons with Disabilities**

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance. Faculty, staff, students, and the individual with a disability should practice the plan using all available escape routes and methods of evacuating the building.

As with able-bodied individuals, wheelchair users must evacuate a building using the stairs rather than the elevator. It might not always be possible for emergency personnel to assist in the evacuation; therefore, other individuals must be ready to assist the individual when necessary. Wheelchair users should be able to tell the volunteers how many individuals will be necessary to carry them and how they prefer to be carried.

Visually impaired individuals will need a guide to assist them in evacuating. Individuals assisting visually impaired individuals should stay with them as long as necessary and acclimate them to their surroundings once they have relocated. The individuals will need to be aware of any obstacles they may encounter in their new environment.

Hearing impaired individuals may be unaware an emergency exists and will need to be shown what action they should take. Some suggested ways of getting their attention are writing notes, turning lights on and off, or making gestures that indicate an emergency exists.

When assisting a person with a disability, individuals providing assistance should always tell the person what they are going to do. Practicing evacuations with the disabled individual and an alternate person, who would be available to provide assistance, should significantly reduce confusion during an actual emergency situation.

## **8. Natural Disasters**

During adverse weather, individuals should access information on a regular basis from commercial radio stations WSB 750 am and WGST 640 am or local television stations channels 2-5-11. The President of the institution, or in his or her absence, a designee, will make decisions regarding the closure of the institution or the dismissal of classes. (See policy 400.2) When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

## **1) Tornadoes and Other Strong Storms**

### **A. Tornado Watch**

A tornado watch is issued by the national weather service when conditions favor the formation of tornadoes, for example, during a severe thunderstorm. When a tornado watch is issued, members of the institution will be notified through the intercom system. At times, tornadoes can form rapidly, without time for a tornado warning to be issued, and without a thunderstorm in the vicinity. During a tornado watch, the following steps should be followed:

1. Be alert for approaching storms. If you see any revolving funnel shaped clouds, report them to an instructor and/or supervisor, when possible, and take shelter immediately.
2. Watch for tornado danger signs:
  - Dark, often green sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar, similar to a freight train
3. Be prepared to take shelter immediately.
4. Monitor radio and television stations.

### **B. Tornado Warning**

A tornado warning is issued by the national weather service when a tornado funnel is sighted or indicated by the weather radar. During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Stay away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a supervisor or faculty member has provided further instruction.

## **2) Floods**

### **A. Flood Watch**

A flood watch is issued by the national weather service when flooding is possible in an indicated area. Individuals should be prepared to move to higher ground if it becomes necessary. In addition, a flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

### **B. Flood Warning**

A flood warning is issued by the national weather service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances a flash flood warning is issued by the national weather service.

If a warning is issued, individuals should take shelter and remain in a secure location until the flooding has passed or it is safe to relocate to another location.

When flooding is possible or imminent, individuals should take the following steps and/or precautions:

1. If standing water occurs within a campus building, move to a higher level or relocate to another building at a higher elevation when possible.
2. Do not walk through moving water. Six inches of moving water can knock you off your feet. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling. A foot of water will float many vehicles. Two feet of water will wash away almost all vehicles. If floodwaters rise around your car, abandon the car and move to higher ground, if you can do so safely. You and your vehicle can be quickly swept away as floodwaters rise.

If standing water occurs within a campus building, an instructor or supervisor will advise individuals as to where they should relocate.

## **9. Supervisory/ Faculty Procedures**

Faculty members and/or supervisors should be aware of all emergency and safety procedures. Faculty members are encouraged to review emergency procedures at the beginning of each semester. Supervisors are encouraged to review emergency procedures with their subordinates on a regular basis, but particularly during orientation.

### **A. Evacuation**

Faculty members and supervisors should attempt to provide leadership in evacuating buildings in a timely and orderly fashion. The following steps should be taken during an emergency situation and evacuation.

1. Contact office of Student Development informing them of the emergency and that they sound the evacuation alarm.
2. Instruct individuals in your department or classroom to the nearest exit and assembly point.
3. Always keep your class role or department list with you when evacuating. Once you have reached the nearest assembly point, make sure all individuals are accounted for. Report any missing individuals to emergency personnel as soon as possible.
4. Remain with the individuals from your department or class until the emergency situation is resolved and further instruction is provided from emergency personnel.

### **B. Media**

When an institution related crisis occurs, the President, or in his or her absence a designee, should handle all media relations regarding the situation. Members of the institution should direct any inquiries to the President's office.

### **C. School Closure**

A decision to dismiss classes or close a campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio and television stations. These stations should be monitored to serve as the principal source of information when a potential widespread emergency condition is present. Local channels 2-5-11 and local radios stations WSB 750 A.M. and WGST 640 A.M. will be the primary stations notified.

### **D. Safety and Security Awareness**

Security procedures, crime prevention, and fire safety are topics covered during student orientation and in other programs throughout the academic year. In an effort to reduce crime through awareness and safety education, members of the institution are notified about potential security problems in a timely manner through mailings, announcements posted throughout the campus, and in chapel services.

## **10. Other Emergencies**

There may be emergencies that are not detailed within these procedures. In the event such an emergency occurs, it is recommended that you use judgment and reasonableness to protect yourself. If the situation requires emergency services, dial 911 and then notify the Office of the President.

Injury to individuals or property should be reported to the Office of Student Development as soon as practicable.

### **Security**

Effective: 07/10

The purpose of this policy is to provide a safe and secure environment for employees, students, and campus residents.

#### Policy:

Security guards are employed to keep watch over the campus during various hours. All crimes committed on the campus of BHU of which students or employees have knowledge are to be reported to campus security personnel, the Director of Facility and Maintenance, the Director of Public Relations, The Executive Vice President, or President. Weekend or nighttime emergencies should be reported to campus security personnel or resident assistant.

Emergency phone numbers are posted in student dorms and family housing. If there is an obvious emergency, individuals should call 911 immediately. After reporting the emergency to 911, then report it to campus security or Directory of Facility and Maintenance.

Campus security personnel do not possess law enforcement (arrest) authority. The primary function is to serve as a watch person. Local law enforcement agencies are to be contacted when needed.

Security policies and procedures will be reviewed during student orientation meetings. Any areas needing additional lighting should be reported to the Director of Facility and Maintenance.

Any upgrades to the campus facility's in regards to security to insure the safety of Students and Property will be directed to the Director of Facility and Maintenance.

In the event that a violent crime of any kind should occur on campus and the person or persons responsible should not immediately be apprehended, a notice will be provided to the campus in the following ways:

- 1) The Director of Facility and Maintenance, Director of Public Relations, Executive Vice President, or President will notify Resident Assistant (RA).
- 2) The Director of Facility and Maintenance, Director of Public Relations will be responsible to personally notify dorm or family housing residents.
- 3) The Director of Facility and Maintenance, Director of Public Relations, Executive Vice President, or President will notify personnel in the classroom building, library, and administration offices.
- 4) A questionable activity on campus should be reported immediately to campus security personnel or any University administrator. BHU strictly prohibits the possession, use, or sale of alcohol, illegal drugs, or firearms on University property
- 5) Firearms are only permitted by authorized personnel that have been given written permission by the President's office, or Law Enforcement personnel.
- 6) Offenses of a sexual nature including rape, date rape, and other offenses (forcible or non-forcible) will not be tolerated on the campus of BHU. Should a sexual offense occur please observe the following:
  - a. Call 911 immediately.
  - b. Contact the Resident Assistant, Campus Security, Director of Facility and Maintenance.
  - c. Preserve any evidence that might serve as proof of an offense has occurred.
- 7) In the event that an accusation of sexual assault is made, it is the policy of BHU that:
  - a. A full disciplinary hearing will be held before the discipline committee.
  - b. Both accuser and the accused are entitled to have others present during the disciplinary hearing.
  - c. Students who suffer sexual assault have the right to notify the police if they so desire, and if they need assistance in doing so, such assistance will be provided by the resident assistant or any University Administrator. Anyone who would like counseling concerning sexual assault may contact a University Administrator.

Professional services are available at a reasonable cost. Should a student experience some form of sexual assault which, in their opinion, necessitates a change in living arrangements, such information should be communicated to the Vice President for Student Affairs. Every effort will be made to remedy the situation, providing that a suitable alternative is available.

### **Materials and Supplies – Requesting**

Effective: July 2010

The purpose of this policy is to provide employees with a method of obtaining supplies and materials needed to function in their area of service.

#### Policy:

Staff member should complete a requisition form listing the supplies needed, special instruction as needed, and the date by which supplies will be needed.

The employee's immediate supervisor should initial the requisition. The requisition is then submitted to the Business Office for purchasing/ordering. The Director of Facility and Maintenance will submit a requisition form for Maintenance and Lawn Care for large projects to allocate funds for such projects. For all other material and supplies the Director of Facility and Maintenance will work with the business office to obtain materials and supplies for day to day operations in the following way:

- a) Director of Facility and Maintenance will E-Mail Business office and President's office with expected expenses for the week with approximate cost.
- b) Director of Facility and Maintenance will E-Mail Business office and President's office at the end of the week with actual cost from receipts for all materials and supplies used for the week.
- c) For all emergencies the Director of Facility and Maintenance will E-Mail Business office and President's office the following business day with cost of repairs.

### **Maintenance**

Effective: January 2002

The purpose of this policy is to effectively maintain the campus building, student dorms, family housing and facilities in an orderly and efficient manner.

#### Policy:

All damages, breakages, or needed repairs in the student dorms, family housing or campus building as well as any part of the facilities shall be reported to the Director of Facility and Maintenance.

All work orders are to be submitted to the Director of Facility and Maintenance by the institutions web site. Students are to go to [www.beulah.org](http://www.beulah.org), then choose Student Like, and then choose Maintenance Request. Once it is filled out then click on the submit button. The form will be sent to the Director of Facility and Maintenance. Staff and Faculty personnel will need to go to [www.beulah.org](http://www.beulah.org), then log in to the web site. Once logged in go to the Staff page and choose Maintenance Request. Fill out the form and click the submit button. The form will be sent to the Director of Facility and Maintenance.

The Director of Facility and Maintenance will then inform the Business Office of all items needing repair or attention. The Director of Facility and Maintenance shall then administrate the needed repairs.

### **Equipment Use**

Effective: July 2004

To insure that those who use BHU equipment have the proper training required.

#### Policy:

All specialized equipment – personal computers, computer terminals, tape duplicators, CD duplicators, video equipment, tools, etc. has been trained properly and is being used only by the person that is assigned to the equipment.

All personnel should wear personal protective equipment (PPG) for the equipment one is operating. They should follow all OSHA regulations in accordance with the equipment. All personnel should follow all regulations and procedures that are printed in the owner's manual for that particular equipment that they are using. Any personnel that do not follow the regulations and procedures assume responsibility for their actions and any harm/injury that may result.

### **Facility Use**

**Effective June 2003**

To provide scheduling for the individual and organizational use of University facilities in an orderly and controlled manner.

#### Policy:

Individuals or organizations seeking to use any University facility must submit a completed request form to the Director of Facility and Maintenance. Preference will be given to University functions and contractual agreements. All requests are subject to approval by the Director of Facility and Maintenance.

For rental of the facility prices are listed on the web and are subject to change without notice. If one wants to rent a part of the campus the forms are available on line at [www.beulah.org](http://www.beulah.org). Then choose about BHU, then Facility Usage form. Once filled out click on the submit button and it will be sent to the Director of Facility and Maintenance for his/her review.

For staff and faculty members wishing to use the facilities, the forms are available on line at [www.beulah.org](http://www.beulah.org). They will need to log on to the web site and go to the staff tab and choose

Maintenance Request – staff. Once the form is filled out click on the submit button and it will be sent to the Director of Facility and Maintenance for his/her review.

### **Personal Use of Telephones**

Effective: March 2005

Recognizing that personal telephone calls are necessary at times, the following is a policy that gives proper guidelines to adhere to.

Policy:

If personal calls are necessary during normal business hours, team members are requested to keep them as short as possible and to a minimum. When possible, charge personal long distance calls to a personal credit card. If charging to Beulah Heights University's long distance carrier, use the proper authorization code.

When the long distance bill is received, check for long distance charges of a personal nature. Pay for personal calls by attaching funds to the long distance bill detail and return to the Business Office.

**Acceptable Use of Computers-Staff and Faculty**

Effective: December 2002

The purpose of this policy is to provide guidelines for the use of Beulah Heights University computers. These guidelines will assist the Department of Information Systems to maintain the integrity of the university's technology.

Policy:

Acceptable Use Policy for Staff & Faculty Computers

1. No programs are to be installed on any computers issued by BHU for your use aside for those approved by the Department of Information Systems. No programs are to be installed unless approved by the Department of Information Systems. Only programs that fall under the software manufactures Acceptable End User License Agreement may be installed on any systems here at BHU. The Department of Information Systems will be glad to review the software you wish to install and verify that it is legal to install on the University's computers. Any un-licensed software will be required to be un-installed until the proper license is obtained. In some instances the University can purchase software on an educational institution cost so please contact Information Systems if you desire to purchase any specific software.
2. There are to be no Internet- based applications downloaded or installed on the computers here on the BHU Campus. This includes but is not limited to, chat programs, music and video, emails, etc. These programs take up network bandwidth and are not to be used unless it is for educational and/or evaluation uses of software or programs a particular department is considering. This policy includes any program deemed by the Department of Information Systems to use an un-acceptable amount of band width on the BHU network.
3. Do not modify any of the settings established by the Department of Information Systems. Many of the settings enable the department to maintain your computer over the network. If you have any questions regarding this, please address them to the Director of Information Systems. Extension 109 or e-mail [digdyn@beulah.org](mailto:digdyn@beulah.org).
4. The computer issued to you for your use is to be used only by you or those that have received your permission to use the system. Students should not be allowed to use any system at any time.
5. When leaving the campus for the day, all computers are to be shut down. This includes making sure that the power is off on the CPU and the monitor. Any staff and/or faculty member leaving their computer for an extended period of time is to turn the computer off. If planning to return later the same day, the user should turn the computer off or lock their computer to prevent un-authorized access to programs and network resources the computer may have.
6. The Department of Information Systems will endeavor to offer support to any peripherals

added to your system even though Beulah Heights may not have purchased the added equipment. The Department of Information Systems will be responsible in determining whether the equipment is compatible with our computers and our networked environment and if it can be supported. Each individual needing training on equipment, software or other technology here at BHU is to communicate such needs to their supervisor. The supervisor will determine the most appropriate method the individual will receive the necessary training. Where the Department of Information Systems deems necessary, outside firms and/or individuals will be required for such training.

7. Any staff member not issued a computer, and is in regular need of a system to perform their duties here at Beulah Heights should discuss this matter with their supervisor. This request if approved will be forwarded to the Department of Information Systems. And a system will be provided as soon as possible.
8. Any Service and Technical support is to be requested through the website using either a programming or help desk request.
9. All e-mail communication at BHU, whether to staff, faculty or students should be from a BHU account. Any e-mail from other sources cannot be verified as being sent, received and or delivered.
10. No equipment and/or technology provided by BHU are to be used for personal or other uses. This includes but is not limited to un-authorized copying of programs and any other electronic data or music. Data storage on the BHU network and/or servers will be limited to only approved folders and/or drives as determined by the Department of Information Systems. Access to such data will be available to the individual, department or other persons to accomplish duties as needed by BHU. The Department of Information Systems will also have access to such data as needed and such data will be considered the property of Beulah Heights University at all times.
11. Beulah Heights University will not tolerate any inappropriate site being viewed through the Internet provided by BHU. *This is a "zero-tolerance" policy.*



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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.