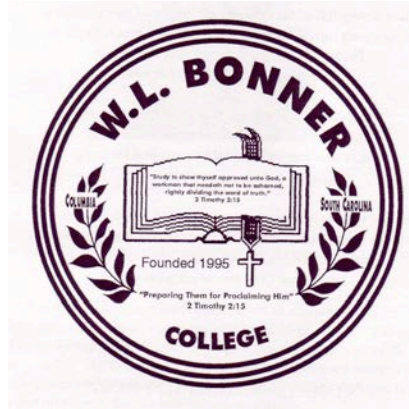


W. L. BONNER COLLEGE

“Preparing Them for Proclaiming Him” II Timothy 2:15



EMPLOYEE POLICIES AND PROCEDURES

2012-2015

COLLEGE STATEMENT OF NONDISCRIMINATION

W. L. Bonner College does not discriminate in admissions on the basis of religion, race, sex, national origin or ethnic group, age or disability, marital status, military or creed. In addition, W. L. Bonner College does not discriminate in employment on the basis of race, sex, national origin or ethnic group, age or disability. In compliance with Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, WLBC offers access and equal opportunity in its admissions policies, academic programs and services and employment. Any discourse of joking, which may imply discriminatory overtones, is discouraged.

STATEMENT OF INTENT

This manual is intended to provide a general understanding of the policies of W.L. Bonner College (WLBC). It is our desire that it will be helpful in both answering basic questions, and familiarizing employees with the College. This document is published for the information and guidance of current and future employees. The College reserves the right to make the final decision, relative to interpretation and application of all policies, and to change, or discontinue, any policy or program of study, when deemed necessary.

WLBC believes, and make every effort, to fully inform staff members of policies, procedures, practices and benefits provided by the Institution. It also makes every effort to inform staff members of their obligations to the College and the College's obligations to them. All permanent salaried staff members are expected to become familiar with the policies, procedures, practices and benefits of the WLBC.

Nothing contained in this handbook is intended to create a contract (express or implied), or otherwise, to create legally enforceable obligations on the part of WLBC, and its staff members. Because WLBC is a growing institution, it reserves full discretion to add, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with the College Dean-CEO or designee, to obtain current information regarding the status of any particular policy, procedure or practice. No individual, other than the College Dean-CEO, or designee, has the authority to enter into an employment agreement, or any agreement that modifies institutional policy. Any such modification must be in writing, and must be signed by the College Dean-CEO, or designee.

DISCLAIMER NOTICE

The WLBC Employee Policies and Procedures Manual is a guide to institutional regulations that govern the existence of the College. It is not a contract of employment, either expressed or implied. The policies contained herein can be modified, replaced, or withdrawn by the College at anytime, with or without notice and with or without a written revision.

Any employee, who has a question about any provision contained in this manual, should consult the College Dean/CEO, or designee, for information and confirmation of the policies and procedures, in effect.

POLICY AND PROCEDURAL EXCEPTIONS

Exceptions to the policies and requirements in this manual are rarely granted. Employees are cautioned that the policies and procedures of WLBC clearly identify personnel who have authority to make exceptions to policy. Those seeking any deviation from requirements in this manual should be certain they have received appropriate approval.

PHOTOGRAPHING EMPLOYEES, STUDENTS AND RELATED ACTIVITIES

WLBC often photographs its students, faculty and staff for college publications and public relations. Anyone who does not want his or her photograph used for these purposes should file a written request with the College's Administration.

W. L. BONNER COLLEGE HISTORY AND PROFILE

WRITE THE VISION

In 1992, The Church of Our Lord Jesus Christ of the Apostolic Faith, Inc. (COOLJC) held its annual Convocation in Columbia, South Carolina. During this seven-day Holy assembly, more than 100 souls were led into saving faith, baptized in water and Spirit. A local congregation (Refuge Temple Church) was established to house and nurture these souls. In addition to the erection of the Temple, a college, family life center, retirement center, adult community complex, faculty houses, and student dormitories, were built to accommodate the organization's programs.

FOR THE VISION IS YET FOR AN APPOINTED TIME

The College was constructed in 1994, and a task force committee was established to explore an infrastructure that would be suitable for achieving the mission envisioned by the Chief Apostle of the COOLJC, Bishop William L. Bonner.

In September of 1995, the College opened its doors, with approximately 497 students enrolling in the one-year certificate, two-year associate and four-year baccalaureate programs offered. Elder Tony Johnson, Associate Elder of the local church, was hired as the College's first Dean. Other employees included Dr. Bertha Davis, Dean of Women, Elaine McQueen, Director of Student Affairs/Admissions; and Marguerite Johnson and Phyllis Bell, Administrative Assistants. Several members of the local Church were hired as faculty.

President Bonner, Elder Tony Johnson, and Elaine McQueen, served as the College's first internal governance committee, and, in 1997, Dr. James I. Clark, Jr. was appointed as Board Chair. Dr. William L. Bonner, Elder Tony Johnson, and Ms. Elaine McQueen, continued as members of the board.

In June 1997, the College hired its second Dean, Dr. Alonzo Johnson, and the first bylaws were written and ratified.

THE VISION CONTINUES TO UNFOLD

In September 1997, at the Holy Convocation in Columbus, Ohio, the College elected to begin a non-traditional program to train the pastors, missionaries and lay persons throughout the organization. Approximately 50 men and women enrolled in this program, with modules held the third week of each month for four months, during the fall and spring Semesters.

During the fall of 1997, the administration began plans to pursue accreditation with the International Christian Accrediting Association (ICAA). In 1997 the College became an applicant and was placed on a fast track for accreditation in 1998, also becoming a member of the Oral Roberts University Educational Fellowship (ORUEF).

In June of 1999 the College held its first degree-granting graduation in June, and was accredited by ICAA in July 1999. Also in 1999, the College sought a relationship with the Association for Biblical Higher Education (ABHE), formerly The Accrediting Association of Bible Colleges (AABC), to begin pursuit of accreditation.

A NEW HORIZON

In 2000, the College received pre-applicant status with ABHE. In the same year two new faculty members were hired: Mr. John Lewis (Bible/Theology) and Ms. Cheryl Washington (Missions and Evangelism). After reviewing ABHE criteria for accreditation the College formulated an external governing board, appointing Mrs. Raichelle Glover as the second board chair. Upon Mrs. Glover's recommendation, the board approved to change the College's name to W. L. Bonner College. The name change centered on the plan to eventually include the arts and sciences in the College's curriculum. The General Studies core requirement was increased to 36 semester hours. In 2000, also, Elder Johnny Davis was appointed as the first president of the Alumni Association.

INCREASED DIVERSITY

In 2001, the College hired five new faculty members; Philip Calloway (Institute Program), Paul Cheron (day and evening classes—Residency Program), Fabian Maganda (Residency), Harry Millner (Institute), and Michael Purath (Residency). Each new faculty member brought a wealth of experience to the faculty governance committee. In this year the College also signed an agreement with Dr. Evelyn Hall-Baker, Hall Health Care of the Carolinas, to provide health care to its students.

FISCAL AND PROFESSIONAL GROWTH AND INCREASE

Mrs. Raichelle Glover completed a successful two-year term, leading the institution through a successful fundraising campaign and accreditation with ICAA. Elder Melvin Bullock, Sr. became the College's third board chairman in the fall 2002. The College also submitted its first self-study documents to ABHE and hosted its annual ABHE consultative visit.

The year 2003 was another outstanding period of success and progress, as additional members were added to the board, generating the highest level of diversity in the history of the institution. Rev. Vannie Williams, Associate Minister with Bethlehem Baptist Church, was appointed Board Secretary. Dr. Celeste Johnson, former dean and educator, was assigned Academic Affairs Chair, Elder Reginald Davis, a high school principal, was appointed as Student Affairs Chair, and Elder Clifton Daniels, a WLBC alumnus, was appointed to the board as an associate. Upon review of the bylaws and constitution, the constitution was ratified. In September 2003, the College, also, hosted its first ABHE Team Visit, in coordination with a visit from ICAA.

AT THE END IT SHALL SPEAK

The year of 2004 began with much enthusiasm and excitement, as ABHE voted to grant candidacy status to WLBC, which also gave the institution recognition by the United States Department of Education, giving it access to *Title IV* funding (*Pell Grants* and *Stafford Loans*) for eligible students. During this year, also, the College formed an agreement with *Richland County Community Health Association* to provide health care to its students, with Dr. Kelvin Wiley serving as Director of Health Services. Mr. Alvaro Munoz also joined the faculty as the first modern language professor, teaching Spanish I in the fall, and Spanish II in the spring. Two part-time employees were retained to assist Mrs. Anita Thong in Library Services. In October the College hosted its annual consultative visit. Finally, in 2004, Bishop James Lattin, Sr., a 2004 graduate, was appointed as the College's second Alumni Affairs President.

The year 2005 began with the election of the College's fourth board chair, Mrs. Bridget Dewees. Mrs. Dewees, who previously held the position of finance chair on the board, is an administrator at Trident Technical College and has received high recognition for her achievements in quality control. The Self-Study Committee began regularly scheduled meetings, performing the duties and assignments given to each committee head, and worked diligently towards achieving committee goals. The College's annual consultative visit was conducted by Dr. Randall Bell, ABHE Associate Director. The College's enrollment was 88, with an FTE of 67.5.

A PERIOD OF FINANCIAL GROWTH AND RAISED EMPLOYEE MORALE

The year 2006 brought more success, as the College elevated part-time employees to full-time status, including its first full-time faculty member, Dr. L. Arnold Gause. Full-time employees received pay increases, and were provided with health and life insurance benefits. Mrs. Gladiola Miller was hired to assist the Chief Fiscal Officer as Accounts Receivable/Payable Clerk. To

enhance recruitment efforts, the College invested in its first intranet server, which provides wireless capabilities throughout the campus. In addition, a webmaster was retained to upgrade and revise the College's current website. The College's enrollment this year was 138, with an FTE of 77.58. There was a retention rate of 23.53, program complete rate of 22.86, and average GPA of 3.14. Five candidates were awarded the Bachelor of Religious Studies, 1 candidate the Associate of Religious Studies, and 10 candidates the Certificate of Christian Ministries.

In 2007, the College retained its consultant for the Registrar's Office as its full-time Registrar. The College held its ninth Commencement Exercises in June 2007. The College's enrollment this year was 85, with an FTE of 55.83. Its total revenue was \$143,170. There was a retention rate of 100%, a program completion rate of 65.85, and average GPA of 2.85. Three candidates were awarded the Bachelor of Religious Studies, 1 candidate the Associate of Religious Studies, and 6 candidates the Certificate of Christian Ministries.

In January 2008, the College increased its administrative staff to include a full-time Chief Fiscal Officer, along with a full-time Library Director, and two additional full-time faculty members. In February 2008, the College was granted initial accreditation by the Association for Biblical Higher Education (ABHE). The College also led its students on their first global mission trip to Port of Spain in Trinidad. The College's tenth baccalaureate was held June 2008. During this year the College voted to hold its annual Commencement and Baccalaureate Services in May of each year, beginning in 2009. Five candidates were awarded the Bachelor of Religious Studies, 1 candidate the Associate of Religious Studies, and 13 candidates the Certificate of Christian Ministries.

CHALLENGING TIMES

In 2009, with the downturn in the economy, the College experienced financial setbacks that affected other programs and services. It was necessary to furlough most of the administrative employees during the summer months (mid-June to the beginning of August). The strength of the College has always rested on the dedication and commitment of its employees, as several employees continued to perform those duties that were crucial to day-to-day operations, and planning for the upcoming semester. Despite such turbulent times, the Institution experienced an increase in student enrollment for fall 2009, with 21 new students in regular programs, and 4 continuing education classes averaging 30 students each. Its total revenue was \$86,221. As the time progresses, and the College makes plans to respond to issues in finance and other areas, there is a greater emphasis on building strategic planning initiatives that are biblically and

theologically based. There was a retention rate of 28.57, a program completion rate of 233.33, and average GPA of 3.0. Five candidates were awarded the Bachelor of Religious Studies, 2 candidates the Associate of Religious Studies, and 10 candidates the Certificate of Christian Ministries.

In 2010, the College experienced a further drop in enrollment, as well as finance, but the employees continued with diligence and faithfulness to the mission. The College Dean, who had shared the role of the president. In December 2010, and the current Director of Student Affairs, who has been with the College since its inception, was appointed by the President to serve as the first female dean. A new Board Chair, Dr. Celeste Ashe-Johnson, was also appointed. The President also announced that, if the Board and current administration was unable to sustain the institution, they would need to consider closing. Since inception, the founding President has poured huge resources into the operations, including erecting the campus buildings. Until this time, the denominational sponsor was the only other major contributor.

In January 2011, the continuing education program was enhanced to include certificate programs, which enrolled 50 more students (Cohorts 1, 2 and 3). The College also requested a substantive change to offer online degree programs. The Board Chair for Marketing/Technology, assessed the college's current technological infrastructure, and made recommendations for change and improvement.

During the summer of 2011, the College Dean led the faculty through a review and evaluation of the institutional curriculum, and made recommendations for improvement. There was also a review of all course syllabi, with training on writing course objectives.

As the Institution approached the beginning of the fall 2011 semester, the theme "Focus on the Family," was chosen. In April 2012, the College held its Focus on the Family Conference which brought together village leaders (pastors and spouses, parents, principals, teachers, school counselors, doctors, nurses, attorneys, police officers, social workers, counselors, family therapists, and all those who make up the village leadership team), along with the many families throughout neighborhoods, congregations, and communities.

In November 2011, the college submitted its annual progress report to ABHE, to address standards 2 and 6B. The college was scheduled to have its team visit for reaffirmation in March

2012. The College Dean proposed a capital campaign to the President and Board of Trustees for the purpose of establishing a scholarship endowment. Proposed long-range plans for capital campaign funds included the expansion of administrative, classroom facilities, and media site facilities. It was determined that the current library site was not adequate for accommodating the new collection of approximately 30,000 volumes. The college also retained a volunteer budget administrator to management the budget, keep the fiscal staff informed of projected versus actuals, and to make recommendations for further management of annual operations.

The year 2011 ended with the college struggling with financial challenges, making it difficult to meet payroll and other necessary expenses. There was much discussion with the President, who was then, 90 years old. The College Dean/Chief Academic and Administrative Officer also kept close communications with the Board of Trustees, regarding the institutional crisis. The Board of Trustees made several appeals to the denominational sponsor, which covered some of the expenses. Other expenses were carried over into the spring 2012 semester.

In January 2012, the College admitted seven new students, bringing enrollment to 47. The annual funding continually dwindled, and the budget was lowered to stay afloat. In an effort to improve internal controls, The College Dean brought in a tax consultant to train fiscal employees. Though the future looked a little bleak, the leadership admonished the stakeholders to look up, God is still in control. The institution looked towards attending the Annual Meeting for the Association for Biblical Higher Education (ABHE).

In February 2012 the College began its Focus on the Family Corporate Prayer for families, congregations, and communities. The event was student-led, and employee-supported. This community effort was held each Wednesday, 12:00 noon-1:00 p.m. at local churches. The College sent five delegates to the ABHE Annual Meeting in Orlando, Florida (College Dean/Chief Academic and Administrative Officer, Board Chair Lady, Board Marking/Technology Committee Chair, Board Finance Chair, and Director of Development). The delegates attended the pre-conference workshops in capital campaigning, marketing and technology, with the Board Chair attended the Evaluator Training workshop. The delegates sat to hear the decisions handed down by the commission, which were as follows:

1. The Committee approved the college's annual progress report
2. The Committee approved the request for substantive change

3. The College was placed on “warning” for its inability to demonstrate financial stability and in financial controls.

College Statement of Mission and Purpose

The mission of W. L. Bonner College is to equip and empower students with Christian values that are reflected in the Holy Scriptures, preparing them for service to the Church and community, through biblical instruction, ministry and vocational training, and general education in the context of the Apostolic-Pentecostal tradition.

College Goals

1. Prepare ministers, teachers, missionaries and lay persons to teach the principles of the Holy Scriptures, bringing glory to God at home and abroad;
2. Provide a setting for persons to develop and cultivate the critical and creative intellectual skills which are requisite for successful academic performance;
3. Provide opportunities for students to develop general competencies necessary for earning a livelihood and functioning in society as productive citizens;
4. Challenge students to embrace the interconnectedness between good moral and spiritual values and rigorous intellectual discipline;
5. Create a nurturing environment that encourages students to perfect their spiritual gifts and talents, thus becoming good examples of true Christian spirituality and character;
6. Foster an environment which is conducive for the social and cultural development of all students, through extensive in-class and out-of-class activities;
7. Promote the wholesome qualities and values of the Apostolic-Pentecostal tradition in American religion, assisting students in comprehending the meaning and purpose of the Pentecostal experience as described in Acts 1-2, so that all may live a victorious Christian life.

College Educational Objectives

1. Students will bring glory to God to the ends of the earth through effective missions and evangelism strategies, teaching and preaching the Gospel of Jesus Christ, and witnessing of His saving grace and power.
2. Students will exhibit competence in defining and explaining the biblical and theological basis for all Bible-theology related courses.

3. Students will gain access to individuals in public and private sectors, acquiring ministry opportunities through employment as teachers, social workers, counselors and mentors;
4. Students will demonstrate life transformation and Christ-likeness through commitment and diligence through the study of God's Word, motivating others to think critically regarding its interpretation and meaning, and living a life that is reflective of the institution's core values;
5. Students will become good stewards of their talents and resources, building positive relationships with family and peers, utilizing their time well in serving God, family and others, and caring for the hurt and needy;
6. Students will build effective relationships with those who differ in ethnicity, age, gender and social strata, as they develop an appreciation for diversity;
7. Students will show sensitivity and reliance upon the Holy Spirit for direction in spiritual, personal and professional matters, demonstrating the fulfillment of promises communicated by Christ in the Gospels, that the Comforter, which is the Holy Spirit, would lead and guide us into truth and understanding.

College Statement of Core Values

1. *Bible-Centered Position*—the Bible is the primary source for guidance in developing course syllabi. Truth is absolute and unchanging. Scripture is inspired (God breathed), inerrant and plenary. The Bible is integrated throughout all of curriculum so that students understand the interconnectedness between moral and spiritual values and rigorous academic discipline.
2. *Godly Leadership*—the institution's leaders are in tune to the leading of the Holy Spirit as it seeks to hire capable and qualified personnel who embrace the mission and purpose of the institution. Administrators, faculty and staff are the living curriculum as they seek to integrate Scripture into all aspects of their lives.
3. *Commitment to Prayer*—the institution views prayer as a necessary component of its mission and purpose. Prayer is initiated before all worship services and chapel, including Commencement Exercises.
4. *Building Strong Relationships and Fellowship*—the college seeks to build and maintain effective relationships and strong families through its Pastoral Ministries and Women's Ministries programs, in particular.

5. *Institutional Effectiveness*— since accreditation is a journey rather than a destination, the College continually evaluates its performance through quantitative and qualitative methods of assessment.
6. *Financial Responsibility*—the institution seeks to become good stewards of all its resources through servant leadership, responsibility in fiscal and time management.
7. *World Evangelization*—through missions and evangelism programs and studies, students are encouraged to share the Good News both home and abroad.

College Facilities

W. L. Bonner College is located in the Eau Claire section of Columbia, South Carolina. This location makes it very convenient to Interstates 77, 26 and 20, only five minutes away. The College's campus is comprised of Refuge Temple Church, Family Life Center, Counseling Office, Lake Refuge, WLBC Dormitory, two faculty houses, and Adult Community Complex.

College Accreditation

W. L. Bonner College became a Candidate for accreditation with the International Christian Accrediting Association (ICAA) in July of 1998. In January of 1999, the ICAA Executive Committee for Bible Schools met and approved WLBC for the "fast track" status, which placed the College at the Provisional level. The institution was fully accredited by the International Christian Accrediting Association (ICAA) in July of 1999.

In January 2000, The Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC), accepted WLBC at the pre-applicant level.

As a church related school WLBC is exempted from all of the State of South Carolina legislation governing colleges and universities.

College Denominational Relationships

W. L. Bonner College is affiliated with the Church of Our Lord Jesus Christ, whose headquarters is located in New York City. The Organization was founded in 1919, having established supporting churches throughout the United States and other foreign countries.

College Statement of Faith

W. L. Bonner College has no official creed, yet our vocation and ministry emerges out of the historical and theological vision of The Church of our Lord Jesus Christ of the Apostolic Faith, Inc. In keeping with this denominational connection, our theological perspectives are strongly rooted in the Holy Bible, the WORD of God. It is the first and final rule of faith and morals. Moreover, we are products of the evangelical witness of the Apostolic Pentecostal tradition in America. As such, we affirm the Oneness of God who has made Himself known as "Father in Creation", "Son in Redemption", and "Holy Spirit" who regenerates and infills the believer and superintends the body of Christ. Furthermore, we affirm the Incarnation, the

Virgin Birth of our Saviour, the death, burial and resurrection of the Lord Jesus Christ, the Second Coming of our Lord Jesus Christ, the Pentecostal experience of the infilling of the Holy Spirit with speaking in tongues, and the Charismata as set forth in I Corinthians Chapter 12. We believe that living a holy life is a biblical mandate.

SPIRITUAL DIMENSION OF EMPLOYEE STANDARDS

W. L. Bonner College (WLBC) is a community of caring Christians, dedicated to helping one another grow towards Christian maturity. We are part of the larger Christian community, and we represent an institution committed to the training of Christian workers, and to the spreading of the Word of God. It is the assumption that each employee is an active member of a local congregation, and receives the spiritual guidance of a pastor or shepherd. Employees, as well as students, are expected to participate in all the activities that are designed and established for our spiritual development.

Quiet time with the Lord, consisting of prayer and devotion, is recommended and expected of each employee. Quiet time may take place anytime throughout the day; however, mornings is an appropriate time because our minds are fresh as we give to the Lord the first fruits of each day.

Chapel services are held twice weekly for traditional programs, and three times during the Institute Hybrid (Tuesday through Thursday). All employees are expected to attend at least two chapel services during these sessions. Employees, as well as students, are expected to meet the challenge that Timothy has extended in II Timothy 2:15 "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the Word of Truth."

Various prayer meetings are conducted throughout each semester. "Cry nights" are held periodically so that individuals may understand the importance of humbling themselves before our Creator, petitioning Him for the blessings in our lives and deliverance of those who are depraved, depressed and oppressed.

In other areas, where legitimate differences of opinion exist, the Bible provides guidelines for behavior. We each commit ourselves to live Christ-honoring lives. Employment at WLBC presupposes that each employee has committed his or her life to Jesus Christ, for salvation and for Christian service. A lifestyle, in accordance with biblical principles, is essential to demonstrate that commitment to fellow employees, to WLBC students, and to the world, in general. Scripture clearly indicates that "whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Colossians 3:17).

Biblical Absolutes

The Bible clearly states some precepts and principles, as absolutes in moral and ethical behavior. Biblical absolutes refer to those unchanging scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation. Included in the absolutes are certain commands, or requirements of the Bible, about moral living. Because we desire that the life of Christ be manifested in the WLBC community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, do good to all people, be filled with the Holy Spirit, obey the Word, and trust God for personal needs, are illustrative of some of the positive commands of Scripture (Galatians 5:16-23; Ephesians 5:18-21; Colossians 3:3, 5-17; 1 Thessalonians 5:12-22).

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness and jealousy, are equally displeasing to God.

These biblical precepts are to govern our lives at, and away from, the work place, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, "I have come that they may have life, and have it more abundantly" (John 10:10).

Community Standards

W. L. Bonner College (WLBC) adopts a standard and lifestyle based on biblical principles. These principles are abiding general truths deduced from Scripture that guide us in our thoughts and actions. We have, therefore, established some moderate standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preferences of each employee, they enable our community to function in harmony, and under the Lordship of Christ; therefore, we prohibit gambling, the use of non-commercial drugs, tobacco in any form, a consumption of alcoholic beverages, sexually explicit material and similar practices, which are not consistent with WLBC community standards. Applying principles of modesty and appropriateness, we employ a moderate dress code.

Individual Discretion

By individual discretion, we mean that each believer, though free to follow a biblically informed conscience in some practices, must in love and consideration, adapt behavior to benefit others and the community. The application of some biblical principles governing Christians living in the community, is an administrative prerogative at W. L. Bonner College,

and other principles are left for individual application. For instance, while the principle stands that we all need fellowship with God in Bible study and prayer, the specific time, place, and method for personal devotions, are an individual choice. Employees also have the responsibility to apply these principles to their own life situations, such as choosing a church to attend, or developing friendships.

The entertainment industry often promotes values and products, which are contrary to Scripture. Profanity, excessive violence, illicit sex, inappropriate lifestyles, and other forms of aberrant behavior, not only dominate entertainment themes, but are portrayed as desirable. Conversely, God’s Word instructs believers to be committed to “whatever is true ... honorable ... right ... pure ... lovely, and of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things” (Philippians 4:8). Therefore, employees of W. L. Bonner College should avoid any form of entertainment, or activity, which does not promote values consistent with biblical principles of righteousness, and personal purity.

While a person is an employee of WLBC, we expect personal behavior to be manifested in a consistent Christian testimony, thereby furthering the effective witness of this Christian community. Each employee is responsible to exercise discretion, with reference to reading materials, visual entertainment, and choice of music, concerts, and attendance at places of entertainment. An employee is never justified in violating these standards for the sake of exposure to a particular form of media—even in pursuit of so-called relevance. Employees should be guided by the overriding principle that the freedom of the Christian goes hand-in-hand with individual responsibility to Christ and fellow believers. “For you were called to freedom, brothers; only do not turn your freedom into an opportunity for the flesh, but through love serve one another” (Galatians 5:13).

PROFESSIONAL DIMENSION OF EMPLOYEE STANDARDS

Each employee of WLBC is a well-prepared professional, because of competence in a given area, attested by an advanced degree in the discipline, and a recognized ability to relate and communicate this knowledge to its constituency. As a professional, the instructor has the responsibility to seek and to state the biblical truth, to practice intellectual honesty, to develop and improve scholarly competence already achieved, and to remain current in the academic field.

Dress and Personal Appearance

All employees, men and women, are expected to dress appropriately, whether serving as an administrator, faculty or staff member. Business/casual attire is preferred of both genders.

Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Elementary/Secondary Education Act of 1972 for students, and also under various state statutes. It is the policy of W.L. Bonner College that acts of sexual harassment by employees will not be tolerated. Employees found to be guilty of such conduct will be subject to appropriate penalties up to and including dismissal. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behaviors of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such a conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment.

No harassment of any kind will be tolerated by the College, and the leadership strongly supports the policy that allows all employees to work in an environment, free from unwelcome attention by supervisors or fellow employees. If employees feel that they are being, or have been harassed, they may notify HR administrator, at once.

Smoking:

Smoking is prohibited on church property. However, a designated smoking area may be provided in certain circumstances. The use, possession, sale, transfer, purchase or being under the influence of alcohol, illegal drugs or other intoxicants by employees at any time on College premises is prohibited. This is a ground for immediate termination.

Attendance and Punctuality:

Punctuality and regular attendance are essential to the proper operation of the College. If for any reason, you will be late, unable to work your scheduled time or must leave prior to the end of your scheduled time, please notify your supervisor immediately.

We ask that you keep us informed of your status when you are off work for any reason. If you fail to notify your supervisor after two (2) consecutive days absent, we will presume that you have resigned, and you will be removed from the payroll.

Standards of Conduct and Corrective Action:

The College may terminate employment, with or without cause, and without notice, at any time. We also reserve the right to use intermediate disciplinary measures. This can include

verbal warnings, written warnings, suspension and termination. Disciplinary action will be taken when, in the opinion of management, inappropriate behavior is exhibited or any violation of the College's policies, rules, or regulations occur. Once management has determined that an employee's behavior or actions are unacceptable, a determination shall determine what course of action should be taken to resolve the problem.

In arriving at a decision for proper action, the following among other matters may be considered:

- The seriousness of the infraction
- The employee's past record
- The circumstances surrounding the matter

Outside Employment:

The College makes every effort to keep its employees as fully employed as possible, and at a good rate of pay. When an employee is on the job, this means that 100 % of his / her effort is required. If an employee chooses to work outside of his / her job, and the outside employment competes with what is expected of him / her, as an employee of the College, opportunities for promotion and advancement with the College may be limited by his /her decision; however, in the event there is a demonstrated need, the employee is to discuss the situation with the College Dean-CEO, immediately.

Using the Telephone:

Each time an employee makes or receives a telephone call, he / she represent the College. The College has a limited number of telephone lines, and it is essential that those lines are open for calls pertaining to College business. Personal use of the telephone during working hours is limited to a reasonable number of messages. Excessive / frequent personal phone conversations are unacceptable.

Cell Phones in the Work Place

Employees are restricted to the number of personal calls they may make or receive during the work day. This includes personal calls using the office phones.

Postage:

Unauthorized usage will be treated as theft with appropriate disciplinary action.

Conflicts of Interest:

Employees shall avoid outside employment, activities, investments and other interest that involve obligations, which may compete with or be in conflict with the interests of the College. A conflict of interest can arise in dealing with anyone that the College transacts business: i.e.,

members, owners, suppliers, banks, insurance companies and people in other organizations with whom we contract and make agreements.

Conflicts of interest should be avoided and may include the following examples:

1. Working for any group mentioned above for personal gain;
2. Engaging in part-time activity for profit or gain in any field in which the church is engaged;
3. Borrowing from or lending money to individuals representing organizations with whom business dealings are conducted;

Accepting Gifts

It is the policy of the College that no employee shall receive any gift, excessive or unusual entertainment, loan or other favor (valued in excess of \$100) from any outside source without approval from management. Any employee who fails to abide by this policy will be subject to disciplinary action.

Confidentiality:

The College requires that a strict code of confidentiality of information be maintained. Employees are prohibited from storing or divulging information outside the College (either in written or electronic form) about any matter of the College's business. Any employee who compromises information may be subject to termination of employment, and legal action provided the College by law for damage restitution. A confidentiality agreement must be signed by every employee before employment begins. You must read and sign a formal confidentiality agreement.

POLICY ON THE BOARD OF DIRECTORS

Policy on the Board of Directors

The official document, which defines the duties and responsibilities of the Board of Directors, is the Bylaws. All resolutions and regulations inconsistent with these Bylaws are hereby rescinded, and all former bylaws are hereby repealed:

Membership: Membership of the Board of Directors shall be limited to those who are nominated by the President, the nominating committee, and the College Dean-CEO, with the approval of the remaining members of the Board.

Number of Members: The Board of Directors shall consist of not more than fifteen (15) members. Of the total fifteen members, one shall be the President of the Student Government Organization. The Dean-CEO of the College will be another member. Members of the Board will consist of at least three people of the Refuge Temple Church of Our Lord Jesus Christ, other persons agreed upon by the President of the School, the Dean-CEO of the College and other members of the Board.

Officers: The Board of Directors shall have at least the following officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Officers of the Board shall be elected annually to serve a term no longer than three-years, provided reappointment is made during the closest board meeting to the anniversary of the third year of service. In order to ensure continuity of tenure and experience, the initial terms of service for the member of the Board of Directors shall be staggered to include three-five-and six-year terms.

EMPLOYMENT

Hiring

All employees of WLBC are employed at will, and their employment and compensation may be terminated at any time, with or without notice and with or without cause. Nothing in this manual shall be construed to alter this status. No representative of the college has authority to enter into an agreement of employment with an employee for any specified period of time, or to make any agreement, contrary to this Disclaimed Notice.

Posting Vacancies

Job vacancies are posted on the human resources bulletin board and also in the local newspapers. Vacancy notices will sometimes be submitted to local college personnel departments. Position posting may include position title, duties and responsibilities, qualifications and date of hire.

Applications and Vitae/Resumes

Interested persons may contact the human resources division for an application, and submit a resume.

References

Interested persons must submit no less than two references from recent employers, friends and church leaders.

Academic Transcripts

Some positions may require academic transcripts (faculty or department chair).

Interviewing

The immediate supervisor will interview applicants initially over the department for which the vacancy applies. The College Dean-CEO will conduct the final interview.

Testing

In some cases, applicants applying for administrative and clerical positions must take examinations to test their composition, grammar usage, and computer/typing skills.

Credentialing

Credentialing is the process whereby evidence is produced to verify educational and professional status. This may include, but is not limited to, verification of required license, certification, supervised experience or training.

Notification of Decisions

All applicants will be notified, in writing, of the personnel's decision, regarding their application.

PERSONNEL FILES

Change of Address or Personal Status

For the purpose of maintaining complete and accurate personnel records, employees are required to report any changes in their personal status to the Human Resources representative, within 72 hours of said change. Such information includes:

- Legal change of name
- A change affecting tax withholding status
- Changes that would affect insurance benefits
- Emergency contact information including name, address, phone number, and persons designated to call in case of an emergency.

Protection of Privacy

Employee personnel records are treated as confidential. The College Dean-CEO, or HR representative, may view employee files. State law covering privacy of personnel records specifies information that is available to the general public and establishes that all other information is confidential. Employees are welcome to review their personnel file, periodically, by making an appointment with the HR representative.

Employees may examine their entire personnel file. If there is objection to any material contained in a file, on the grounds that it is inaccurate or misleading, a statement may be added to the file for explanation or clarification. Personnel files may not be reviewed without supervision, nor may they be moved from the HR representative's office. Employees may request copies of documents relating to training, certification, benefits, and tax forms.

Employee Orientations

Orientation is planned for all new employees during their first week of employment. Orientation is coordinated by the administration, but portions may be provided by individual departments. The purpose of orientation is to familiarize employees with his/her new job, and to answer questions regarding policies about W.L. Bonner College. Employees are required to attend, and successfully complete, a new employee orientation period. This session normally lasts two days, but may extend longer, depending on the employee's position. Both full-time and part-time employees will receive training in the following areas, as indicated upon hire, and annually, thereafter, as applicable to their position. Employees must sign the statement at the end of the Manual, indicating that they have read, understand, and agree, to comply with the principles contained herein.

Job Descriptions

Written job descriptions are provided for each full-time and regular part-time position. Each employee shall receive a copy of, and a verbal review, of his/her job description. This shall be done at the time of orientation, and upon each change of position, thereafter, in order for each employee to achieve a better understanding of the essential functions, responsibilities, and expected training that is required for the position.

Employee Contracts

Only the Board of Directors, President, and the College Dean-CEO, have the authority to issue employment appointments and contracts. Employees-at-will, and volunteers, do not have a written employee contract; however, the College reserves the right to terminate the employment relationship of any employee, whether or not that employee is under appointment or contract, under the following conditions or circumstances:

- Major incompatibility with the College's Statement of Faith;
- Serious violation of the College's Code of Ethics and Conduct;
- Gross negligence in performing duties.

Further details regarding employee contracts may be discussed with the College Dean-CEO, or designee.

In-Service Training

To keep employees well trained and knowledgeable, and to foster success, WLBC provides in-service training to employees on staff workdays, and as a part of staff meetings. Attendance and participation in staff workdays is expected of all employees, unless arrangements have been made with their department head.

CONDITIONS OF EMPLOYMENT

Probationary Employee is a person who is newly hired, or newly transferred, to a new position, and is serving in the first six months, in that position.

Full-time Regular Employee is a person who works a minimum of thirty-five hours per week, and has successfully completed a six-month probationary period. Regular full-time employees are entitled to all employee benefits, as defined in this Manual.

Part-time Regular Employee is a person who works less than thirty-one hours per week, and has successfully completed a six-month probationary period. Regular part-time employees are entitled to state employee benefits on a prorated basis, as defined in this manual.

Full-time Temporary Employee is a person who works thirty or more hours a week, on an as-needed basis, to fill in for assigned employees, or to fill a short term position, not to exceed six months.

Part-time Temporary Employee is a person who works less than thirty hours a week, on an as-needed basis, to fill in for assigned employees or serve in a short-term position, not to exceed twenty hours per week, and six months.

Exempt Employee – a person in a salaried management or supervisory position, as provided by law, is considered to be exempt from the provisions of the United States Department of Labor’s Fair Labor Standards Act. Exempt employees are expected to work a minimum of forty hours each week, plus any additional hours as instructed by the College Dean-CEO, or designee.

New Employee Probation – a new employee at WLBC must serve a six-month probationary period (first six months of employment at the College). The probationary period is a part of the hiring process. It is a time for the new employee to adjust, and adapt, to the job demands and the work environment. During this period, supervisors observe new employees in their work, help them learn their duties, and determine if they are suited for the particular job. The probationary period may be extended for up to an additional ninety days, if warranted. An employee may be terminated at any time during the probationary period, with performance formally evaluated during the six-month period. If demonstrated work performance has been satisfactory, and the decision is made to continue employment, “regular” status will be granted.

Disciplinary Probation

It is the responsibility of the College’s administration, to make and enforce reasonable rules, to increase or maintain efficiency. WLBC could never list all acts, omissions, and attitudes that a good employee is expected to avoid. There are far too many variations, special applications, and situations. We have, however, listed some basic things that employees are expected not to do, as examples of critical conduct. Discipline may include oral warnings, written warnings suspensions, or terminations. The type of discipline administered will be determined at the college’s discretion and determined by the nature and circumstances of the violation(s). Disciplinary action will result from:

- Falsifying records, reports, or information;
- Insubordination;
- Solicitation without authorization;
- Intimidation, threats, or coercion, of other employees;
- Failure to report any known accident to supervisors;
- Engaging in personal work on company time;
- Entering unauthorized areas of the College without specific prior approval of the College Dean-CEO, or department head;

- Deliberate damage to, destruction of, theft, or unauthorized removal of the College's property, visitors, or another employee;
- Verbal or physical abuse of a visitor or employee;
- Breach of confidentiality;
- Three days no call/no show;
- Misuse of College's property such as computers, phones and supplies.

Employees may be placed on disciplinary probation, for a period of ninety days, once a verbal warning regarding a disciplinary problem, has been issued. During this time, immediate suspension, or termination, may occur, depending on the severity of the disciplinary problem.

DISCIPLINARY ACTIONS AND PROGRESSIVE DISCIPLINE

W.L. Bonner College has a progressive discipline system used to ensure fair and consistent treatment of its employees. Should there be a problem regarding the employee's adherence to W.L. Bonner College policies, the employee will be given an opportunity to change the unwanted behavior through the following:

Verbal Warning – The employee shall be given a verbal explanation of the problem behavior, including an explanation of W.L. Bonner College's policy regarding that behavior. In addition, the employee will be advised of the consequences of further infractions of the policy in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

Written Warning – If the problem persists, the employee may be given a written explanation of the problem behavior, including an explanation of W.L. Bonner College's policy regarding that behavior. In addition, the employee will be advised that continuation of the problem behavior may lead to probation or suspension without pay for a stated period of time. The employee will be given an opportunity to change the unwanted behavior and, if the behavior does not reoccur, no further disciplinary action will be taken.

Probation – Depending on the severity of the problem at any point after a verbal warning has been issued, the employee may be placed on probation for a period of ninety days during which time immediate suspension or termination may occur.

Suspension – If verbal and written warnings fail to bring about a change in the undesired behavior, the employee will be suspended with or without pay and will be informed that further occurrences of the behavior will lead to the employee's immediate termination without additional warnings.

Employee Appeal Procedure

W.L. Bonner College reserves the right to bypass any disciplinary step and base its decision on the severity, frequency, or combination of infractions when circumstances warrant immediate action. Any employee who is dissatisfied with the disciplinary action of his/her supervisor (excluding termination) may file an appeal in accordance with established policy as stated in the Employee Appeal section of this manual.

At W.L. Bonner College a good relationship between management and employees is based on mutual trust and respect. If an employee has an issue or concern regarding his/her working conditions, it should be discussed first with his/her supervisor.

Should an employee be unable to resolve a conflict with regard to a warning, demotion, suspension, or conflict of some other nature the employee may file an appeal within two working days from the date of the action, providing the employee has completed his/her probationary period. This appeal process gives the W.L. Bonner College's employee a way to get their problems or complaints considered rapidly, fairly and without fear of reprisal.

Steps of the appeal procedure are as follows:

- The employee should first discuss the problem with their immediate supervisor or Vice President of his/her department.
- If not satisfied, the employee must submit their complaint in writing to the Dean/CEO within two working days of meeting with his/her immediate supervisor or Vice President of his/her department.
- The Dean/CEO may request more information from the employee or may choose to talk with other employees in order to obtain adequate information as part of the investigative process.
- The Dean/CEO will respond to the employee in writing within five working days of receipt of complaint. The decision of the Dean/CEO or representative of the Personnel Committee shall be final.
- An omission of any step in the appeal process can result in the immediate cancellation of an employee's appeal.

Travel to and from regular work is not included in working hours. Travel time required during an employee's regular work schedule is considered part of working hours and may include travel to and from meetings, conferences and other local and outside areas.

Employees are required to be in attendance when their assistance is needed at designated Center-sponsored functions as determined by the Vice President of their department, Dean/CEO or his designee.

Immigration Law Compliance:

The College is committed to employing U.S. citizens, and aliens, who are authorized to work in the United States, and will not, unlawfully, discriminate on the basis of citizenship, or national origin.

As a condition of employment, and in compliance with the Federal Immigration Reform and Control Act (IRCA) of 1986, each employee must complete an Employment Eligibility verification form (Form I-9), and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation, such as a current state-issued driver's license, state-issued identification card, or similar document, including a school ID with photograph, voter's registration card, or military service record. An employment eligibility document is a Social Security card, birth certificate (with a raised seal) or an immigration document. If proper identity and employment eligibility documents are not provided, employment may be terminated.

COMPENSATION

Work Week and Work Schedules

Although official office/program hours for program and administrative staff, are from 9:00 a.m. until 5:00 p.m., Monday through Friday, instructors, and other special service personnel, will be assigned other work schedules, depending on the needs of WLBC. Employees are expected to work during their scheduled hours, unless other arrangements have been made, and approved by the appropriate departmental personnel, or College Dean-CEO. Each employee is expected to be in the office on each day of his/her approved work schedule. Employees not reporting to work as scheduled must call the designated supervisor no later than one hour before their shift begins, with the reason for the absence or delay. Employees are asked not to use e-mail to communicate this information. If such notice is given, the absence may be excused, at the discretion of the designated supervisor.

For full-time, nonexempt employees, the workday generally includes two 15-minute rest breaks, and a 1-hour lunch break. The actual hours may vary from time to time, and with some departments or individual positions.

Salary Determination

The College seeks to compensate its employees with principles and guidelines presented by its accrediting bodies. Faculty and administrator salaries are based on a combined average for Bible colleges. Staff salaries will generally be comparable to those paid to South Carolina state

employees in similar positions, and availability of funds. Employees are, also, paid according to their duties and level of responsibility, with additional pay increments for experience, education, and length of service with the College.

Overtime Pay

No overtime is permitted unless approved in advance by the College Dean-CEO, or designee. Overtime will be paid, only, to those employees who are paid on an hourly basis, and are considered non-exempt, under the United States Department of Labor's Fair Labor Standard Act, and only when employees have actually worked more than 40 hours within the seven day work week (Saturday through Friday). Holiday time, or other paid leave time, does not count toward the forty-hour, overtime threshold.

Management, administrative, or other salaried employees, who are considered to be exempt from the United States Department of Labor's Fair Standards Act, are expected to manage their work hours to complete their duties, and meet the needs of the College. Exempt employees are salaried for all hours and not eligible to receive overtime pay.

Increases in Pay

Salaries are normally reviewed on an annual basis. If a person receives a promotion within the fiscal year, salary increases will be based upon merit, or change in performance.

Pay Procedures

All employees are paid bi-weekly, except those instructors and staff for the Institute hybrids, and online program, who receive pay, monthly. All employees are paid by check, unless they complete a written request to have their pay deposited directly into a banking account. Exempt employees are not required to fill out hourly time sheets, but must account for daily attendance by completing a Leave/Absence Report form, when taking time off from work for vacation, sick leave, and other types of leave. In addition, exempt employees do not receive overtime compensation.

Payroll Advances

Payroll advances are payments for work that has actually been performed within a pay period, but has not yet been compensated. Normally, the College does not extend payment to employees for work to be done in the future. A person may request their payroll check in advance, for emergencies or hardships, by notifying the payroll clerk. The College Dean-CEO, however, must approve the advance. Such advances should not become routine, and may not be made more than three times in one year.

Payroll Deductions

Law requires the College to deduct, where applicable, federal and state income tax withholdings and Social Security (FICA). With written authorization, employees may establish additional deductions such as medical insurance premiums, personal retirement plan, charitable contributions, and tuition payments.

Social Security:

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65 and death at any time. The College is required by Federal law to withhold employee's share of social security taxes and the College matches the amount of social security taxes paid by each employee. Contact the local Social Security office for details.

Workers Compensation:

1. Eligibility—for benefits under Workers Compensation Insurance is automatic and is effective on the date of hire.
2. Reporting—must be filed by employee within twenty-four (24) hours of the onset of illness or injury.
3. Benefits provide weekly payments based on a statutory specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.
4. Effect on Continuous Service Date—lost time by an employee due to an occupational illness or injury covered by Workers Compensation Insurance will be credited as active service for all church benefits.

The College will comply with all state and federal laws regarding Workers Occupational Diseases and Workers Compensation.

Health Services and Insurance

WLBC has arranged for health benefits through Blue Cross Blue Shield of South Carolina. These plans are described in the Group Insurance booklet, which will be distributed to you, upon completion of your probation period. The College currently pays premiums for all employee coverage to those employees who are full-time. This policy will change as of July 1, 2012, where employees will pay 20% of their coverage.

Eligibility of Insurance Coverage

Full-time employee, unless you decline coverage, you will automatically become eligible, 90 days to the first of the following month from your date. Full-time employees are eligible for insurance coverage 90 days from hiring date unless coverage is declined.

Termination of Health Coverage

Your insurance will terminate if you fail to meet the requirements for coverage under the Plan indicated in the Plan descriptions, or if the Plan is discontinued.

Plan Termination

The College has the right, at any time, to terminate the Plan. Once the Plan is terminated, a participant has the right to recover any claims accrued up to the date of the termination. No claim arising after termination will be honored.

Any funds remaining after Plan termination will revert to the College.

Appeal Procedure

If a claim is denied, you or your authorized representative should receive within 90 days a written notice stating the basis for the denial. You will then be entitled, upon written request to a review of that claim decision. If you are not notified within 90 days, this may be considered a claim denial, and you will be entitled to a review as described above. Any request for a review of a claim should be submitted to the Administration, who will forward it to the insurance carrier.

EMPLOYEE BENEFITS

Vacation

The vacation policy applies to all full-time employees, who have performed at least one year of continuous service, and have worked a minimum of 35 hours each week for the last three months. Eligible employees are entitled to five days of paid vacation after the employer's first and second year anniversary dates. Eligible employees are entitled to ten days of paid vacation to their third and fourth anniversary dates. On the employee's fifth anniversary date, and thereafter, the individual receives fifteen paid vacations days per year. The following regulations do apply:

Paid Holidays

WLBC observes the following holidays:

New Year's Day
Independence Day
Good Friday
Thanksgiving Eve
Thanksgiving Day
Christmas Eve
Christmas Day

Holidays which fall on Saturday or Sunday, will be observed on the preceding Friday or following Monday, at the discretion of the College, and will be decided on a case-by-case basis. In this instance, the staff will be given prior notification of which day the College will observe.

All full-time employees, who successfully completed their probationary period, and have worked at least forty hours per week for the last three months, will be eligible for holiday pay, at hour regular base pay.

In order to be paid for the holiday, employees must work the workday before, and the workday after the scheduled holiday, unless you have previously scheduled vacation time off. If employees call in sick the day before, or the day after the holiday, they will be paid for the sick time (if sufficient accrued sick time), but not the holiday, unless a written excuse has been presented from physician. An employee on a leave of absence will not be eligible for holiday pay. Any employee, still in the Orientation/Probationary Period, will not be eligible for holiday pay.

Personal Leave

Employees are allowed three days per year for personal leave, which includes family or personal business.

Sick Leave

All full-time employees, who have successfully completed their 90-day probationary period, will begin accruing sick time, and are eligible to use this sick leave, after it has accrued. Sick pay will only be paid for the following reasons:

1. You are sick or injured, and unable to fulfill your duties, as defined in the employee's job description.
2. A member of your immediate family is sick or injured, and your presence is absolutely required.
3. Your medical or dental appointments (for the length of the appointment only).

Sick leave entitlement is earned at the rate of 4.0 hours per month after successful completion of the first three months of employment (up to a maximum of 48 hours or six days per year). At the discretion of the College, a written statement from your doctor may be required to approve sick pay. Unused sick days may be carried over into the next year at the discretion of the College's HR administrator.

Maternity Leave:

Employees are eligible for maternity leave, if they have worked for at least one year. It is the policy of the College to allow maternity leave for up to 6 weeks, as a paid benefit. Below are your rights under "The Family & Medical Leave Act of 1993"

Family / Medical Leave:

In general, an employee who has completed at least twelve (12) months of continuous service with the church is eligible to receive unpaid family/ medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family / medical leave policy for employees of the College. Family / medical leave may be taken, only if it is made necessary due to one of the following reasons:

1. Within twelve (12) months of the birth of a child of the employee in order to care for the child.
2. Within twelve (12) months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child.
3. A serious health condition of an employee's child, parent or spouse
4. A serious health condition of the employee which prevents him/her from performing the essential tasks of his /her job.

In no instance, does the federal law require the College to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) weeks of unpaid leave ,in any consecutive twelve (12) month period. Under this law, because of a serious health condition of a family member, leave may be taken consecutively, or intermittently, depending on the legitimate needs of the employee. The employee must make every effort to schedule such leave, so as not to disrupt the College's operations.

Any leave granted due to the birth or adoption of a child, must be taken consecutively, unless otherwise agreed by the College, and must be completed within one (1) year of the adoption or birth. During the leave, the employer will maintain the employee's health care coverage under the same conditions, as coverage would be provided, if the employee were continuously working during the entire leave period. Both the employer and the employee will be responsible for payment of their share of the premiums during the leave period. Eligible employees must provide reasonable prior written notice to the College when requesting a leave of absence under the law. The College may require an employee to provide certification issued by a licensed health care provider, in order to ensure that the employee meets the eligibility requirements.

In the event of conflict between provisions of the FMLA (as may be revised) and the provisions herein, FMLA shall prevail. For more information about family / medical leave, contact the Administration Office.

Bereavement Leave

In the event of a death in an employee's immediate family, the employee will be allowed time off with pay, in order to assist with arrangements, or attend the funeral according to the following schedule:

Family Member	Time Off Allowed
Spouse / child/ Step-child	5 days
Parent / Step-parent	5 days
Brother / Step-brother/sister/step sister	5 days
Grandparent	3 days
Grandchild	3 days
Mother/Father in law	3 days
Son / daughter in law	3 days
Brother / sister in law	2 days

To receive pay for bereavement leave, employees must notify department head or supervisor, immediately of their need. Employees may be asked to supply a copy of the deceased obituary, or a signed document from the funeral home, to receive bereavement leave. If employees attend the funeral of a person, other than a member of their family, and wish to be reimbursed for time lost from work, vacation hours must be used.

Court Leave (Jury / Witness Duty)

Employees are excused for jury duty and pay is given at the discretion of the administration. Employees must notify the Administration upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A document from the court, which shows the time spent by the employee, and the amount paid to the employee, must be submitted to the College Dean-CEO. Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness, is required. If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular workday comprised of civic time and time on the job. Should the employee's work duties with the College be vital to its operation, the College and the employee shall request the court to excuse the employee from jury duty, or to delay commencement of jury duty.

Time Off to Vote

Employees are allowed a maximum of four hours to vote.

Study Leave for Higher Education

Employees are encouraged to seek professional development through formal and informal means. Faculty must report such development annually and documentation is maintained in individuals' personnel file. Also, such training is used in determining promotions and pay increases. Requests must be submitted in writing at least three months prior to training dates.

Assistance may be provided if training is related to employee's job duties and if funding is available. If training extends beyond three weeks, employees' may request sabbatical. If additional time is necessary, vacation time may be used provided the employee is eligible for vacation time. Employees who need to travel out of town, may be granted additional time.

Military Leave:

It is the College's policy to grant a leave of absence without pay to team members who participate in the U.S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act.

Unpaid Leave of Absence

Unexcused absences may result in disciplinary action including termination. Permission for leave shall not be unreasonably withheld, but such permission is within the discretion of the Dean/CEO or designated person, depending upon the needs of W.L. Bonner College.

Family Emergency:

In the event the College Dean-CEO, or designee, receives notice of an emergency related to a member of the employee's immediate family, the employee will be notified as soon as possible. Should the employee be at a location away from his /her normal workplace, the College will attempt to contact the employees.

EMPLOYEE PERFORMANCE AND EVALUATION

Performance and Salary Reviews

The supervisor may request performance appraisals at any time. Scheduled performance appraisals occur during the six-month probationary period, and at least annually thereafter, usually on the anniversary of the employee's date of hire or at other times as deemed necessary. Raises in salary usually awarded in conjunction with the annual performance review are based upon merit as funding permits.

An initial appraisal may occur at ninety days to establish the level of performance of a new employee during the probationary period. The appraisal gives the supervisor the opportunity to discuss the performance of the employee with him/her during the first 90 days on the job. This accomplishes two goals:

- (1) The employee gets feedback early from his/her supervisor as to what he/she is doing well, and what areas he/she may need improvement.
- (2) The employee has an opportunity to express his/her feelings to the supervisor concerning his/her new job, or problems resulting from the job.

(3) The supervisor completes the six-month performance appraisal before the end of the new employee's six-month probationary period. This allows ample time for the supervisor to review the appraisal with his/her employee and return it to personnel prior to the due date. Based on overall performance and the results of the six-month appraisal, the supervisor decides if the employee will advance from probationary status to regular full-time status. In case of an unsatisfactory six-month appraisal the employee may be terminated. Advancement to regular status is not automatic upon the completion of the probationary period.

(4) Annual performance appraisals are conducted once a year on or about the anniversary of the employee's date of hire. Annual performance appraisals aim to accomplish two major goals:

(a) Identify and address specific problem areas and

(b) Provide a basis for consideration of promotions and merit pay increases.

All performance appraisals shall consist of both written assessments and dialogue between the employee and supervisor. At the time of the appraisal, the employee shall be given the opportunity to examine the written appraisal, address or correct inaccuracies, and make written comments concerning any aspect of the appraisal. A final copy shall be forwarded for inclusion in the employee personnel file with one copy given to the employee for his/her personal records. Information regarding an individual employee's performance shall not be given to others except members of the Personnel Committee or authorized staff as appropriate unless the employee gives the Dean/CEO or designated supervisor written permission to release such information.

Commendations

The dedication and outstanding service of employees shall be duly noted and praised through recognition in the presence of peer, through letters of commendation, presentation of awards and through notations in their personnel file.

Promotion/Transfer

W.L. Bonner College supports and encourages "promotion from within" by providing opportunities for qualified employees to fill open positions whenever possible. A list of all available vacancies is posted by the Human Resource Department prior to the position being filled at all locations where W.L. Bonner College programs are in operation. Employees interested in changing positions or being considered for promotion must contact their supervisor and /or the Human Resource department. Employees shall go through the same screening process as a new applicant for all position openings.

A promotion is defined as a move from one position to another resulting in more responsibility and a higher salary/wage range. Employees are considered for promotion on the basis of job-related experience, skills, knowledge, ability, past performance, and general

suitability for the higher lever position. Employees transferring to a new position at their own or their supervisor's request, or who are promoted to a new position, shall serve a six-month probationary period in that position.

Demotion

A demotion is defined as ‘a move from one position to another resulting in less responsibility and a lower salary/wage range, and where an authorized vacancy exists.’ Employees experiencing a demotion may or may not receive a decrease in pay. Prior to any demotion, a performance appraisal will be conducted. Any employee who feels a recommended demotion is unjustified may file an appeal as outlined in the Employee Appeal section of this manual.

Lay-off/Reduction in Force

W.L. Bonner College is a continuously operative agency and is not ordinarily subject to layoff. However, some occasions such as the reorganization of a department or decrease in client census for an extended period, loss of funding, or other circumstances affecting W.L. Bonner College may necessitate a reduction in hours for some employees and in extreme situations may require a reduction in force. Every effort will be made to provide continuous employment, and if an employee is no longer needed in the original department, effort will be made to place him/her in a comparable vacant position elsewhere at W.L Bonner College. In the event a reduction in force or lay-off becomes necessary, consideration will be given to the quality of each employee’s past performance and attendance record, the need of service to W.L. Bonner College, and seniority in determining those employees to be retained. All procedural matters affecting a reduction in force are at the discretion of the Dean/CEO.

Involuntary Termination

Employees may be dismissed for various reasons including but not limited to negligence, insubordination, person conduct, inadequate performance, or other actions. Any employee who disregards reasonable instructions, violates policies as set forth within this manual, conducts himself/herself in an inappropriate manner of the job commits a criminal act or falsifies any official record of W.L. Bonner College, shall be subject to disciplinary actions, possible including termination. It is the responsibility of all supervisors to recommend termination when justified. Disciplinary actions short of termination may range from a verbal warning, written warning probation, or suspension without pay. This system of progressive discipline allows writing prior to last scheduled day of work.

Voluntary Termination

Employees may choose to leave their jobs voluntarily. All employees who choose to do so must give at least two weeks’ notice of voluntary termination. Resignations must be submitted in writing to the employee’s supervisor or the Dean/CEO. Letters of resignation shall be kept in the employee’s personnel file. Unused leave as defined in this manual will not count as part of said two week’s notice of resignation.

Any employee, who fails to report to work without directly contacting his /her immediate supervisor, Vice President of his/her department, or the Dean/CEO, will through their action be considered to have voluntarily terminated their employment with W.L. Bonner College. Only information regarding an employee's date of hire, date of termination and position shall be given to others without written permission from the employee.

Resignations:

We realize that at one time or another, employees leave the institution. When resigning, we ask that the employee give at least two (2) weeks' notice, preferably in writing.

SEPARATION FROM EMPLOYMENT

Separation from Employment:

An employee planning to leave the College may be asked to participate in an exit interview. In addition to discussing his/ her decision to leave the College, the College Dean-CEO may meet with the employee, prior to the termination. Discussions concerning the reasons for leaving will assist the College in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay, and any other personal considerations, will be arranged. An employee may separate from employment, voluntarily or involuntarily, by retirement, voluntary resignation, lack of work or termination. Usually before an employee is terminated, he / she will be told the reason(s). However, if any misconduct warranting discipline is severe enough, the College Dean-CEO has the authority to discharge the employee immediately. All College property in the employee's possession must be returned to the College Dean-CEO, upon separation from employment before the final paycheck is released.

Information received from the interview will be held in strict confidence, unless otherwise authorized by the individual employee. Employees will be scheduled for an exit interview, on or before his/her last day of employment.

Pay at Time of Separation from Employment:

The College will determine if the terminating employee has any outstanding debt owed to the College, and whether the individual has in his / her possession any College credit cards, keys, handbooks, or other College property.

Rules To Help Us All:

It is the policy of the College to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the College and its employees.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and disciplinary action will be initiated. These rules are guidelines only, and are not all inclusive. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, and suspension from work without pay, and immediate termination of employment. Management reserves the right to terminate or discipline any employee of the College at its discretion, considers necessary in individual circumstances. In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue, nor will benefits be recoverable during the suspension period.

Examples of Misconduct:

The following are examples of misconduct, for which an employee may be subject to disciplinary action, and these examples do not constitute a complete list of the circumstances for which discipline will be warranted.

1. Falsification of any records or reports pertaining to absence from work, claims provided by the College, communications or records including personnel records.
2. Disclosing confidential information to outsiders or unauthorized employees.
3. Unethical conduct or serious conflicts of interest.
4. Reporting to work under the influence of alcohol or illegal drugs; possession, sale or use of marijuana or illegal drugs or chemicals or consumption of alcohol while working at the office.
5. Stealing College property, another employee's, or anyone's property. Hiding, concealing or misappropriation of College property, or the property of others.
6. Gross negligence or willful acts in the performance of duties, resulting in damage to College property or injury to others.
7. Gross insubordination- a willful and deliberate refusal to follow reasonable orders by a member of the leadership and administration staff.
8. Willfully misusing College property or equipment.
9. Violation of equal opportunity or sexual harassment policies.
10. Serious safety violation resulting in injury.
11. Not following a reasonable order or failure to perform work assigned or to comply with work and safety rules
12. Gaining unauthorized access, viewing, or using College records.
13. Use of threatening, profane or abusive language.
14. Demonstration of lack of courtesy to others.
15. Not completing assignment up to the quality required by the College.
16. Failure to report personal injury resulting in on the job work situation.
17. Making comments, remarks disparaging to the College, or its officers to outsiders.
18. Engaging in "grapevine" gossip, untruths or speculations, to detriment the College or morale of its members.

Guidelines for Staff / Employee use of email

E-mail is an important method of communication with each other, and with our members. To maximize the benefits of this medium and minimize potential liability, W. L. Bonner College has adopted the following guidelines.

Please keep in mind that these guidelines are not intended to discourage the use of e-mail in performing job related duties and responsibilities; rather, they are intended to ensure that e-mail is used responsibly and with discretion.

You should never consider your electronic communications to be either private or secure. E-mail may be stored indefinitely on any number of computers, including that of the recipient. Copies of your messages may be forwarded to others, either electronically, or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to unintended persons. In using the e-mail system, you must comply with the following guidelines.

THINK before sending a message. It is very important that you use the same care and discretion in drafting e-mail, as you would for any other written communication. Anything created or stored on the computer may, and likely will, be reviewed by others. Before sending a message, ask yourself the following question: Would I want a judge or jury to see this message?

Inappropriate material, fraudulent material, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate, may not be sent by e-mail. If you encounter this kind of material, you are obligated to report it to the Administration.

Do not forward or initiate chain e-mail. Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same message to a number of others. Do not forward email to any person or entity without the express permission of the sender.

Employees who fail to comply with these guidelines may be subject to disciplinary action, including revocation of email privileges. Repeated violations of this policy may result in termination.

Computer Use Policy

W. L. Bonner College relies on its computers, and computer network, to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents and other computer users, the College has adopted this Computer Use Policy.

The rules and obligations described in this Policy apply to all users of WLBC computers and computer network, wherever they may be located. Violations will be taken very seriously, and may result in disciplinary action, including possible termination, and civil and criminal liability. It is every employee's duty to use WLBC computer resources responsibly, professionally, ethically, and lawfully.

DEFINITIONS

From time to time in this policy, we refer to terms that require definitions: The term Computer Resources refers to the W. L. Bonner College's entire computer network. Specifically, Computer Resources include, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files and all internal and external computer and communications networks (for example, internet, commercial online services, value-added networks, email systems) that may be accessed directly or indirectly from our computer network. The term Users refers to all employees, independent contractors, consultants, temporary workers and other persons or entities who use our computer resources.

Policy

The computer resources are property of W. L. Bonner College and may be used only for legitimate business purposes. Users are permitted access to the computer resources to assist them in performance of their jobs. Use of the computer system is a privilege that may be revoked at any time. In using or accessing our computer resources, Users must comply with the following provisions.

NO EXPECTATION OF PRIVACY

No expectation of privacy. The computers and computer accounts are given to Users to assist them in performing jobs duties and responsibilities. Users should not have an expectation of privacy in anything they create, store, send, or receive, on the computer system. The computer system belongs to W. L. Bonner College and may be used for business purposes.

Waiver of privacy rights. Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer, or through the internet, or any other computer network. Users consent to allowing authorized personnel of W. L. Bonner College to access and review all materials Users create, store, send, or receive on the computer, or through the internet, or any other computer network. Users understand that W. L. Bonner College may use human or automated means to monitor use of its computer resources.

PROHIBITED ACTIVITIES

Inappropriate or unlawful material – material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, threatening, abusive or otherwise unlawful, or inappropriate, may not be sent by email or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored on

computers. Users encountering or receiving this kind of material, should immediately report the incident to the Administration.

Prohibited uses – without prior written permission from the Administration, WLBC computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses or self-replication code), political material, or any other unauthorized use.

Waste of computer resources. Users may not deliberately perform acts that waste computer resources, or unfairly monopolize resources, to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

Misuse of Software – without prior written authorization from the Administration, users may not do any of the following:

1. copy software for use on home computers
2. provide copies of software to independent contractors or employees, or to any third person
3. install software on any of WLBC workstations or servers
4. download any software from the Internet or other online service to any of WLBC workstations or servers
5. modify, revise, transform, recast or adapt any software
6. reverse-engineer, disassembles, or decompiles any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to the Administration.

PASSWORDS

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another User's password or account. Passwords do not imply privacy. Use of passwords to gain access to the computer system, or encode particular files or messages, does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. W. L. Bonner College has global passwords that permit it access to all material stored on its computer system-regardless of whether that material has been encoded with a particular User password.

SECURITY

All doors, files, desks and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Lost keys must be reported to the Administration Office immediately. The College does retain security during specific hours.

Accessing other user files. Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter or copy a file belonging to another user, does not imply permission to read, alter or copy that file. Users may not use the computer system to “snoop” or pry into the affairs of other users, by unnecessarily reviewing their files and email.

Accessing other computers and networks. A user’s ability to connect to other computer systems through the network, or by a modem, does not imply a right to connect to those systems or to make use of those systems, unless specifically authorized by the operators of those systems.

Computer security. Each user is responsible for ensuring that use of outside computers and networks, such as the internet, does not compromise the security of W. L. Bonner College computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company’s network, without authorization, and to prevent introduction and spread of viruses.

VIRUSES

Virus detection. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into W. L. Bonner College’s network. To that end, all material received on floppy disk or other magnetic or optical medium, and all material downloaded from the Internet, or from computers or networks that do not belong to W. L. Bonner College, MUST be scanned for viruses, and other destructive programs, before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these to W. L. Bonner College’s network MUST be scanned for viruses.

ENCRYPTION SOFTWARE

Use of encryption software. Users may not install, or use encryption software, on any of W. L. Bonner College’s computer resources, without first obtaining written permission from the Administration. Users may not use passwords or encryption keys that are unknown to their supervisors.

Export restrictions: The federal government has imposed restrictions on export of programs or files containing encryption technology (such as email programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet, or transmitted in any way, outside the U.S., without prior written authorization from the Administration.

MISCELLANEOUS

Attorney-client communications. E-mail sent from or to in-house counsel or an attorney

Compliance with applicable laws and licenses. In their use of computer resources, Users must comply with all software licenses; copyrights and all other state, federal and international laws governing intellectual property and online activities.

Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of amendments and revisions.

No additional rights. This policy is not intended to and does not grant users any contractual rights.

FISCAL MANAGEMENT

Purchasing Policies and Procedures

To ensure that adequate controls exist over the purchasing and receipt of goods and services, the College has established certain basic policies. They are as follows:

A. Authorized officials may only execute the initiation of purchases of goods and services. Acquisition of goods or services in excess of \$1,000 shall require the prior approval of the Executive Committee of the Board of Trustees. The Dean may approve all purchases of \$1,000 or less.

B. Before a commitment to purchase is made, verification that there are sufficient un-obligated funds remaining in the budget to meet the proposed expenditure shall be made.

C. Competitive bidding procedures shall be followed for the acquisition of all contractual services and the acquisition of goods or services in excess of \$3,000.

D. For those items thought to be material but not subject to competitive bidding, an adequate number of price quotations shall be obtained and reviewed before any orders are place.

E. The splitting of orders to avoid higher levels of approval is strictly prohibited

F. Material changes to contracts or purchase requisitions shall be subject to the same controls and approvals as the original agreement.

NOTE: These policies may be subject to modification if funds disbursed under grants or related regulations impose requirements that differ from the College's policies.

Following is a set of procedures underlining the responsibility and steps taken to handle the purchasing of goods or services.

Expense Records:

An expense report form must be properly completed and submitted. Documentation for all expenses is required. Purchases not accompanied by a receipt or not budgeted, will not be approved.

Information on taxable expense items:

If an employee is on College business and a spouse/child goes along just to accompany them, and does not participate in the College business, then that is considered personal and either the person should pay for the spouse/child portion or the College should add the item as a taxable fringe benefit to the employee's taxes. Either way will work for tax purposes, and is solely based on what the College decides to do.

Payroll Information:

Following the acceptance of employment, each new team member will be given federal and state tax forms along with insurance forms to complete. The completed forms, the employment application form and information regarding starting pay, starting date and other pay or benefit information will need to be filled out prior to start date or on the 1st day of work.

Pay Period and Payment:

The pay period for personnel is bi-weekly. Regulations require that the institution keeps an accurate record of time worked by employees in order to calculate pay and benefits. We will provide you with a time sheet that you must fill out to the best of your knowledge.

Payroll Deduction From Gross Pay:

The College will make arrangements for payroll deductions for the following:

1. Federal, state and local income taxes
2. Social Security taxes
3. Garnishments (including child support) or other court ordered wage deductions.
4. Employee portion of insurance premiums

Error in Pay:

The College takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the Fiscal Officer, who will make every attempt to adjust the error, no later than the employee's next regular pay period.

Cash Disbursement Policies and Procedures

The majority of cash expenditures are restricted to amounts by the utility of a check. There are at least three persons authorized to sign checks for the College. They are the Dean/CEO, the Assistant Dean, the Registrar and the Director of Administration. All checks are pre-numbered and shall require the authorized signature before a check constitutes validity.

Supporting documentation shall always be attached to the check when it is presented to an authorized person for signature. Supporting documentation should include, but not necessarily be limited to, invoices, statements, purchase requisitions, receiving reports, etc.

Check Writing

To minimize the possibility of misuse and provide for the detection of errors or losses that may occur, the following shall be adhered to:

1. No blank check shall be presented to any authorized person for signature. No counter checks are to be used.
2. The person who is responsible for writing (typing) the checks shall not be responsible for reconciling the bank statements, and signing checks.

3. A stop payment will be requested on all lost, stolen and/or missing checks. A replacement check shall be processed until confirmation of stop payment has been received from the issuing bank.
4. Checks shall be prepared in ink or typed. Significant errors in the preparation of a check will require that the check be voided. All voided checks shall be recorded along with the other checks in the cash disbursement journal in chronological order. Voided checks should be filed with the bank statements.
5. The cash disbursement journal must include the following information: date check written, check number, payee, check amount, and account code (classification).
6. Bank statements shall be reconciled on a monthly basis. The back of the canceled check should be examined periodically to verify endorsements.
7. All blank or unused checks shall be maintained in a locked and secured place to prevent unauthorized access.

Cash Disbursement/Responsibility

Accounts Payable Clerk

- a) Receives invoices and/or supporting documentation in mail;
- b) Compares invoice quantities, prices, and terms with those indicated on the purchase requisition;
- c) Verifies invoice quantities with those indicated on the receiving report;
- d) Identifies department for which the goods were purchased;
- e) Indicates appropriate account code(s) to be changed on the invoice;
- f) Attaches second copy of purchase requisition, receiving report, etc., to the supporting documentation and forward to the Business Manager.

Chief Fiscal Officer

- a) Verifies documents by reviewing either prior documentation or other information in files to determine if the documentation is correct;
- b) Discusses questioned documentation with Dean/CEO;
- c) Reviews all documentation;
- d) Instructs Business Manager as to additional documentation needed, if necessary to verify cost;
- e) Reviews and initials those invoices authorized for payment;
- f) Informs Director of Administration which bills to pay immediately and which to file in accounts payable to be paid at a later time, based on payment terms, etc.;
- g) Prepares a check and attaches check to documentation;

- h) Cancels invoice by stamping "PAID" and writing the check number on all documentation;
- i) Forwards all documents to Dean/CEO;
- j) Reviews for accuracy and completeness;

Dean/CEO

- a) Signs check and forward to Accounts Payable Clerk;

Accounts Payable Clerk

- b) Mails checks along with invoice copies to vendors;
- c) Post checks to cash disbursement journal in check number order, denoting date, payee, amount and account code. Forwards other documents to Accounts Payable Clerk;
- d) Files canceled invoices and attached documentation chronologically in paid vendor files.

Petty Cash Policies and Procedure and Guidelines

Whenever possible, disbursements should be made by check. However, with the approval of the Treasures relatively small amount of cash on hand can be made available for the purchase of small/minor items.

Circumstances surrounding the nature and purpose for establishing the petty cash fund will have an impact as to the amount of the fund and any limits placed on the amount of a single transaction. Nevertheless, securing, safeguarding and maintaining accountability of the fund shall always be required and the fund should only be used for the purpose for which it was established. The following should be adhered to:

1. There shall be no check cashing or making loans from petty cash funds.
2. Petty cash funds may not be used to purchase items not allowed under regular disbursement guidelines (i.e., personal gifts, birthday cards, flowers, etc.).
3. The cash on hand should be kept in a locked and secure place to minimize risk of loss.
4. The fund should only need replenishing no more that on an average of once a month.
5. A limit should be placed on the amount of a single petty cash transaction. For example, a maximum of \$100.00 per item for a fund of \$250 would be considered reasonable. Establishing the limit on a petty cash transaction will be at the discretion of the Department Heads. However, in no event shall a single purchase exceed \$100.
6. Only one person within a Department should be assigned custodian of the fund. Checks processed to replenish the fund shall be made payable in the name of the person and not in the name of "Petty Cash Custodian" or "Cash".

7. A receipt for funds disbursed must be returned to the custodian within one week from the date given out; and it must be approved by an authorized person (other than the requestor) usually the Department Head.

Replenishing a Petty Cash Fund

When the fund needs to be replenished, the custodian fills out a check request for the amount to bring the fund back to its original balance. The receipts for the portion expended will be the backup for the request. These receipts should be accompanied by and attached to the back of a Petty Cash Summary form, which is prepared by the custodian and utilized to summarize by type of expense (i.e., office supplies, food, educational materials, maintenance supplies, etc.) the amounts disbursed.

Employment Agreement Form

I understand that W. L. Bonner College has the right to amend, alter, interpret and make exceptions to policies anytime, without notice, and that the policies herein are summaries, and not complete policies and benefits. I also understand and acknowledge that this handbook does not constitute a legal agreement and creates no contractual obligations on the part of W. L. Bonner College, or its associates, and does not alter the “at will” employment relationship.

My employment relationship is an “at will” relationship. That means, either the College or I have total discretion to terminate my employment at any time, and for any reason. My employment has no definite term or duration, and each of us can end this employment relationship, without giving advanced notice or a reason or grounds, regardless of my compliance with the procedures and policies in this handbook. My achievement, or any particular level of job performance, or the absence of just cause of r termination. I also understand that no representative of the College has orally, in writing or by conduct to enter into an agreement with me that in any way changes the guidelines set forth in the handbook or the “at will” status of my employment.

I further recognize that all previously issued handbooks and statements of policy are revoked and now have no force or affect.

Employee signature

Date

Acknowledgment of Receipt, Review and Understanding

I, _____ (please print, understand & agree that:

1. The statements contained in the handbook are intended to serve as general information concerning the College and its existing policies, procedures, practices of employment and benefits.
2. Nothing contained in the handbook of the College is intended to create a contract of employment (express or implied) or guarantee employment for definite or indefinite term.
3. From time to time, the College may need to clarify, amend, and or supplement the information contained in the Employee Manual of the College, and that the College will inform me when the changes occur.
4. I have received and reviewed a copy of the handbook for the College, and understand the information outlined in the book. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability.
5. I understand this Manual is intended expressly for my employment and is confidential. I agree not to divulge the information contained herein in whole or part, in any way whatsoever to any third party; nor will I allow this book to be reproduced in any way. I agree to keep this book in a secure location and protect it from any unauthorized review or use.

Employee signature

Date

Witness signature

Date