

**COLUMBIA THEOLOGICAL  
SEMINARY**

**STAFF HANDBOOK**

## TABLE OF CONTENTS

	<i>Page</i>
<i>Introductory Remarks</i>	3
<i>Statement of Mission</i>	4
<i>Purpose of This Handbook</i>	4
<i>General Employment Matters</i>	5
Non-Discrimination	5
Employment Relationship	5
New Employee Orientation	5
Administrative Structure	6
Organizational Chart	8
Categories of Employment	9
Federal/State Classifications	9
Evaluations	9
Resignation/Retirement	10
Dismissal	10
Hiring Guidelines	10
Eligibility for Employment Verification	11
Work Schedule/Office Hours	11
Overtime	11
Personal Appearance	12
Smoking	12
Personal Business	12
Seminary Vehicles	13
Expense Reimbursement and Travel Policies	13
Confidentiality	14
Whistleblower Protection	14
Dealing with the Media	14
Seminary Name and Seal	14
Conflict of Interest	14
Emergency Situations	15
Accidents and Injuries	15
<i>Employee Benefits</i>	16
General	16
Leave Time	16
Holidays	16
Vacation	16
Personal Leave Days	17
Summer Fridays	17
Sick Leave	17
Leave Without Pay	18
Bereavement Leave	18
Jury Duty	18
Parental Leave	18
Family Medical Leave	19
Section 125 Cafeteria Plan	19

Retirement Savings Plan	19
Seminary Courses/Workshops	19
Staff Training Opportunities	19
<i>General Information</i>	20
Bookstore	20
Bulletin Boards	20
Business Office	20
Campus Calendar	20
Clothes Closet	21
Community Directory	21
Computer Lab	21
Copier Policy and Guidelines	21
Energy Stewardship	21
Facilities Reservations	22
Fax Machine	22
Food Service	22
Frequently Requested Forms	23
Grievance Procedure	23
Guest Rooms	23
Identification Cards	23
Library	23
Lost and Found	25
Mail	25
Maintenance	26
Media Services	26
Parking	27
Recreation	28
Refreshments	28
Safety	28
Security	29
Solicitation	30
<i>This Week</i>	30
Unemployment	30
Weather	30
Wellness Program	30
Worship and Convocations	30
<i>Other Policies</i>	32
AIDS	32
Alcohol and Drug Policy	32
Computing	33
Disabilities	34
Sexuality	35
Sexual Misconduct and Sexual Exploitation	36
Campus Safety Report	45

COLUMBIA  
THEOLOGICAL  
SEMINARY

Dear Colleagues:

The entire Columbia Theological Seminary community joins me in expressing our joy in your being a part of our Seminary family. Each of us has important work to do which enables the Seminary to fulfill its calling, and we are delighted that you are part of this community. We want your work here to be satisfying, enriching and enjoyable.

This Staff Handbook is designed to help you become acquainted with the Seminary. It is designed to provide you with an overview of the Seminary's policies, employment practices and benefit programs. It is intended to give you easy access to information about the employment relationship between you and the Seminary.

Please remember, however, that circumstances may change which will require our policies to change. We will review the Staff Handbook from time to time, and as revisions occur, we will distribute the revisions to you so that your handbook will always be current.

If you have questions or concerns, please discuss them with your supervisor, the Vice President for Business and Finance or the Human Resources Administrator.

Cordially Yours,

*Laura S Mendenhall*

Laura S. Mendenhall  
President

## **STATEMENT OF MISSION**

Columbia Theological Seminary is an educational institution of the Presbyterian Church (USA), and a community of theological inquiry and formation for ministry in the service of the Church of Jesus Christ.

At Columbia, people of faith seek to witness to God's creative power, redemptive action, transforming justice, and reconciling love, in a pluralistic society and interdependent world.

We understand Christian faith to include worship of God, faithfulness to Jesus Christ, cultivation of the mind, disciplines of the Christian life, ministries of proclamation, nurture, compassion and justice, expression of faith through the arts, and participation in the life of the Church.

Our special mission in the service of the Church, and especially the Presbyterian Church (USA) is to educate women and men for leadership in ordained and lay ministries; to offer first degree, graduate degree, and continuing education programs; and to provide theological resources for the denomination, for the ecumenical church, and for persons with a variety of theological concerns.

Because we are an education institution, our calling is to prepare persons to lead congregations in worship, witness, mission, and service; to pursue learning that joins mind and heart; to develop personal and professional skills for leadership in the church; to learn from the world-wide Church, from education, the arts, politics, economics, and science, and from those outside the centers of power and influence; to consider critically from the perspective of the Christian faith, ideological, technical, and scientific assumptions—including our own—about the human situation.

Because we are a confessional community of the Church, we live under the authority of Jesus Christ as witnessed to in the scriptures of the Old and New Testaments, in the Church throughout the ages, and in the Reformed tradition and its confessions; affirm the worship of God as a vital and central feature of our life together and celebrate the goodness of God in all creation; believe in Christ's lordship over the whole world; articulate an evangelical understanding of life rooted in the rule of God's justice and love; listen with openness to voices of hopelessness and hope around and within us; acknowledge our own brokenness and need for redemption; commit ourselves to diversity and inclusivity; to ecumenicity, and to discerning the ongoing manifestations of God's presence in human affairs; nurture a personal and corporate faith which takes responsibility for our choices amid the political realities, the social institutions, and the global context in which we live.

In carrying out our mission, we seek to be faithful to the gospel, and to become a living expression of the Body of Christ in the world.

## **PURPOSE OF THIS HANDBOOK**

This handbook briefly describes the Columbia Theological Seminary community, the employee's relationship with the Seminary, benefits, and employment policies and procedures. It is designed as a guide to ensure consistent, fair, and uniform treatment of all employees. Please read it carefully. Questions should be directed to the supervisor or the Vice President for Business and Finance.

## **GENERAL EMPLOYMENT MATTERS**

### **NON-DISCRIMINATION**

Columbia Theological Seminary is an equal opportunity employer. It is the policy of the Seminary to comply with all applicable employment laws, and accordingly the Seminary does not discriminate on the basis of race, color, religion (except as religion may be a bona fide occupational qualification for certain positions at the Seminary), sex, national origin, age, veteran status, or disability.

### **EMPLOYMENT RELATIONSHIP**

As you join the Seminary community, please understand that you do so voluntarily and that you may voluntarily resign at any time. Similarly, under Georgia law, the Seminary may terminate an employment relationship “at will,” that is, for any reason at any time, with or without cause or advance notice. We sincerely hope our relationship will be long and mutually beneficial. However, neither you nor the Seminary has entered into any expressed or implied contract of employment, which means both you and the Seminary are free to conclude the employment relationship at any time it is considered appropriate.

As an employee of the Seminary, you are joining an institution with a long-standing tradition of service and concern for the church, the community, and each other. We think the Seminary is a good place to work and are pleased that you are part of our community.

We are committed to treating employees fairly, providing excellent working conditions, encouraging personal and professional growth, and operating on a basis of mutual trust and respect.

Your actions may influence how those outside of the Seminary community perceive our institution. For this reason, it is our hope that your conduct will reflect positively on the overall mission of our school.

We try to maintain open lines of communication throughout the Seminary. Please feel free to ask questions, raise concerns, or make suggestions.

### **NEW EMPLOYEE ORIENTATION**

An orientation program will be provided periodically to all new employees. It will include a brief history of the Seminary; the role of the Seminary, including a brief description of each department and all educational programs; and a brief overview of the policies and procedures of the Seminary.

## **ADMINISTRATIVE STRUCTURE**

### **PRESIDENT**

The President shall be the chief executive and administrative officer of the Seminary, and shall have all duties, power and authority that are consistent therewith. The President shall be an ordained minister of the PCUSA and shall be elected by and subject to the oversight of the Board. The election of a president shall ordinarily occur at a regularly scheduled meeting of the Board after prayer for divine guidance. An affirmative vote by formal ballot of three-quarters of the trustees present and voting shall be required to elect a president. The President may be removed at any time by the affirmative vote of no less than three-quarters of the trustees present and voting at any regular or special meeting of the Board called for such purpose.

The President shall be the chair of the faculty and of its executive committee (or its equivalent), and shall be an *ex-officio* member of all Seminary committees; shall be the presiding officer of all public meetings of the Seminary and the chief representative of the Seminary before the alumni/ae, the PCUSA and the public at large; shall coordinate and encourage communications among the Board, the faculty and students; shall generally supervise the life and work of the Seminary and with the faculty maintain order and discipline, taking care to secure and maintain competent and effectively organized teaching and administrative staff; shall supervise regular and thorough reports to the Board on all areas of the life and work of the Seminary and make appropriate recommendations to the Board as the need arises; shall be responsible for the development and maintenance of the material resources of the Seminary, including the preparation of an annual budget for approval by the Board; shall sign, with the chair of the Board, all diplomas awarded by the Seminary; shall be responsible for reports to governing bodies of the PCUSA and other agencies and shall be the principal representative of the Seminary to all agencies, associations and councils; shall have such other duties and responsibilities as are incident to the office; and may delegate any of the foregoing to such vice presidents, officers, assistants, committees and/or employees as the President may deem appropriate.

### **DEAN OF FACULTY/EXECUTIVE VICE PRESIDENT**

The Dean of Faculty shall be the executive vice president of Seminary. Ordinarily the Dean of Faculty shall be an ordained officer of the PCUSA. The Dean of Faculty shall be elected by and subject to the oversight of the Board. The election of the Dean of Faculty shall ordinarily occur upon the recommendation of the president at a regularly scheduled meeting of the Board, after prayer for divine guidance, and shall require the affirmative vote of three-quarters of the trustees present and voting. The Dean of Faculty may be removed at any time by the affirmative vote of no less than three-quarters of the trustees present and voting at any regular or special meeting of the Board called for such purpose.

In the absence or disability of the president, the Dean of Faculty/Executive Vice President shall exercise the duties of and shall have all authority granted to the president as detailed in the Bylaws and Plan of Government.

The Dean of Faculty gives careful attention to the concerns and nurture of the faculty, to the quality of scholarship and teaching among the faculty, and to the structure and staffing of the

Seminary's curricular offerings. The Dean is a voice for the faculty within the Seminary's administration and, when requested, before the Board. As a member of the faculty, the Dean is to demonstrate a love for teaching, primarily in the administration of academic affairs but also in the teaching of an occasional course. In addition, the Dean is expected to pursue scholarship that is broadly engaged with the issues of theological education and deeply informed by one of the disciplines of a theological seminary.

## **TREASURER**

Under the general direction of the president, the Treasurer shall have charge of the finances of the Seminary and shall be responsible for the receipt and disbursement of its funds. All deposits of Seminary funds shall be in the name of the Seminary, and shall be held, invested and appropriated, as the Board shall determine. An appropriation made by the Board shall be paid by the Treasurer only in accordance with procedures established by the President with the concurrence of the Board.

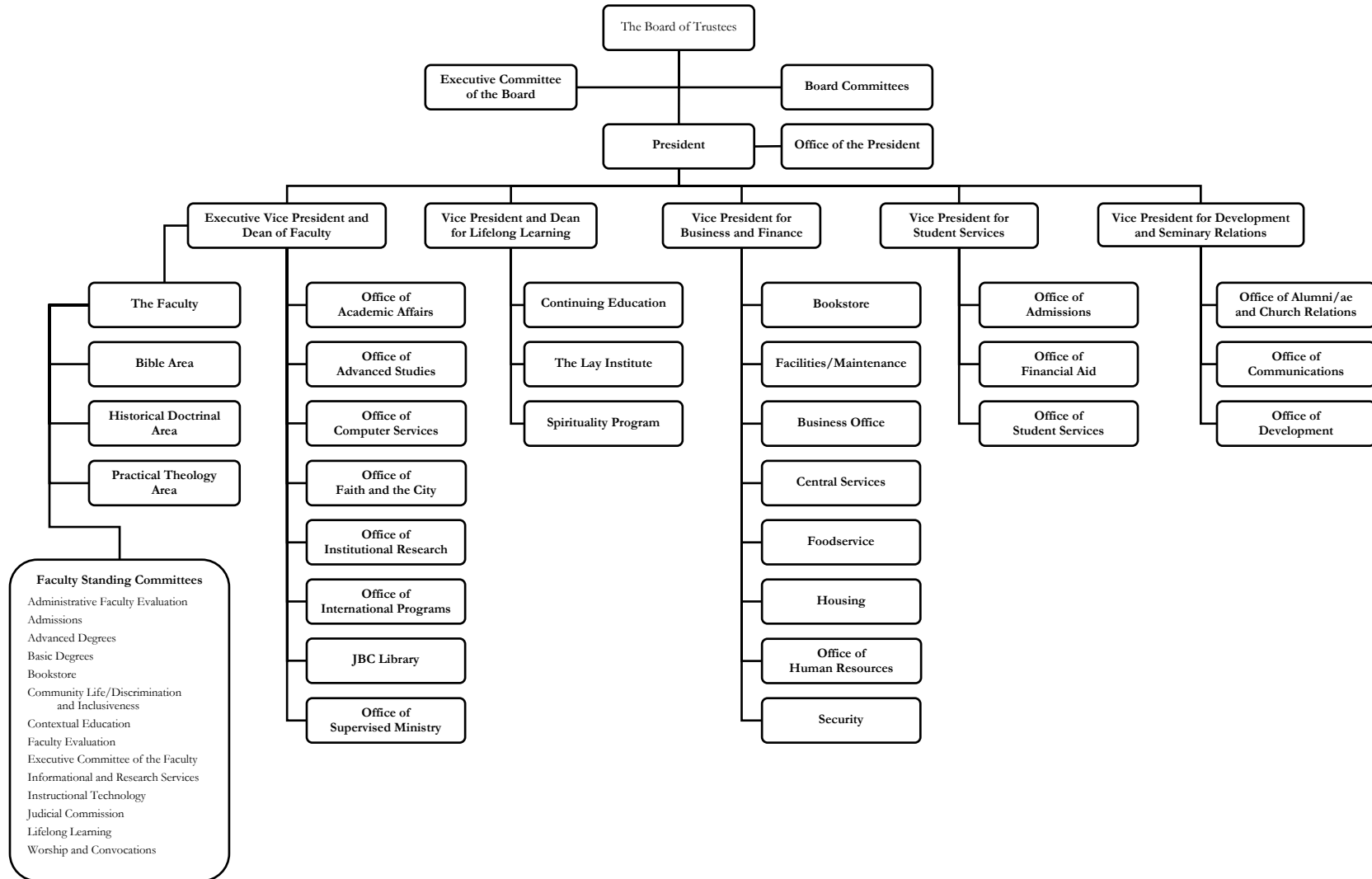
The Treasurer shall be elected by the Board upon the recommendation of the President, and shall serve at the pleasure of the President.

## **VICE PRESIDENTS AND ASSISTANT OFFICERS**

The Board may from time to time upon recommendation of the President elect such vice presidents and assistant officers as it may deem necessary or appropriate, each of who shall serve at the pleasure of the President. The Treasurer may hold the additional office of Vice President upon the recommendation of the President and election by the Board.

Vice presidents and assistant officers shall have such duties as are assigned to them by the President.

## Organizational Chart for Columbia Theological Seminary



## **CATEGORIES OF EMPLOYMENT**

Full-time employees: employees who normally work 35 or more hours per week in one of the following categories:

Buildings and Ground Staff  
Staff  
Faculty (including administrators with faculty status)  
Administrators without faculty status

Faculty, including administrators with faculty status, is governed by policies and procedures set forth in the Columbia Theological Seminary Faculty Handbook. The Columbia Theological Seminary Administrator Handbook provides administrators without faculty status an overview of Seminary's policies, employment practices and benefit programs. The Columbia Theological Seminary Staff Handbook provides staff employees an overview of the Seminary's policies, employment practices and benefit programs.

Part-time employees: employees who work fewer than 35 hours per week. Part-time employees are not eligible for employee benefits.

## **FEDERAL/STATE CLASSIFICATIONS**

Exempt or Non-exempt: It is the Seminary's responsibility to determine whether or not each lay employee's job is exempt or non-exempt. Such determination is made according to provisions of Federal (Fair Labor Standards Act) and state legislation.

1. Exempt: Employees are classified as exempt if the position is as an administrator or has management responsibilities. Evening or weekend work may be required to fulfill the job expectations without overtime pay. An exempt employee is required to keep on file at the Seminary a complete record of the time taken off from work for vacation, illness, or any other reason.
2. Non-exempt: Generally administrative assistants, staff associates, secretarial and maintenance positions are classified as non-exempt under federal and state wage laws. A non-exempt employee is required by law to keep a daily account of hours worked and are entitled to overtime compensation or compensatory time off as provided herein.

## **EVALUATIONS**

The Seminary encourages employees and their supervisors to initiate regular times for communication and feedback on a regular basis. Performance can be reviewed relative to job descriptions and mutually agreed-upon goals. The purpose of this process should be to document job performance; to encourage two-way communication regarding both positive job performance and performance problems; to discuss any other issues related to the quality of Seminary life; and to set and document goals.

For additional information, please refer to the Columbia Theological Seminary Employee Performance Evaluation form. A copy of this form may be obtained from supervisors or from the Human Resources Administrator.

## **RESIGNATION/RETIREMENT**

Employees may terminate their employment with the Seminary at any time. Provided a minimum of two weeks notice is given by an employee, prorated accrued vacation for the calendar year of termination will be included in their final paycheck. Payment for one-half of accumulated sick leave days over 60 will also be due the employee. The employee will not receive severance pay. Upon termination of employment, an exit interview with the Vice President for Business and Finance will be held. Prior to departure, the departing employee will make arrangements with the Human Resources Administrator for the return of Seminary keys and other property.

## **DISMISSAL**

Involuntarily termination of an employee *is the responsibility of the President and is done in consultation with the employee's supervisor.*

The Seminary for any reason may dismiss employees, unless prohibited by law. The employee will normally be given oral and written communications regarding job-related problems and appropriate opportunities to change. This may not occur if the employee poses a risk to the safety of persons or property of the Seminary, or in other situations where, at the discretion of the Seminary, immediate dismissal, with or without prior notice, is appropriate.

Upon termination of employment, an exit interview with the Vice President for Business and Finance may be held. The return of Seminary keys and other property will be coordinated with the Human Resources Administrator.

## **HIRING GUIDELINES**

The Seminary will structure its employee selection policies and procedures so as to achieve the best possible match between applicants for jobs and open positions.

It is our policy to encourage and promote the professional growth of each employee. Based upon qualifications, consideration will be given to current employees in filling available positions.

Openings are announced throughout the Seminary. We also go outside the Seminary to seek applicants and may do so simultaneously with the internal announcement.

Ordinarily the Seminary will not employ relatives of current employees. If relatives are simultaneously employed, it is within these guidelines:

1. One family member shall not work within the same office, nor directly supervise the other.
2. Family members shall not process or audit the work of other family members.
3. Spouses will not have a preference in employment. Employment will be based strictly on which candidate has the best qualifications for the position.

## **ELIGIBILITY FOR EMPLOYMENT VERIFICATION**

The Seminary is committed to providing employment opportunities to people from a variety of backgrounds. The Seminary also is committed to following state and federal regulations in spirit and intent. For this reason, all employees, at the time they are hired, must present appropriate documentation to prove that they may work legally in the United States.

The Seminary may perform criminal background or credit checks on its employees or prospective employees.

## **WORK SCHEDULE/OFFICE HOURS**

Ordinarily, the Seminary observes office hours of 8:30 a.m. to 4:30 p.m. Monday through Friday. Seminary staff members are expected to work 35 hours per week during this time, with one hour lunch breaks daily. Buildings and grounds employees work from 7:00 a.m. to 3:00 p.m. Monday through Friday with 30 minute lunch periods. Part-time and temporary employees work hours determined by supervisors. It is understood that some offices/departments (such as the library) will need to vary from the above hours in order to serve constituencies. Working through lunch hours on a regular basis to insure time off later is not permitted.

The Seminary is required under the provisions of the Fair Labor Standards Act to keep an accurate record of time worked by each employee. Non-exempt employees must complete weekly time sheets. Vacation, sick leave, personal leave days, holidays, and compensatory time should be shown on the time sheets. Building and grounds employees are required to submit time cards. Exempt employees must submit time denoting time away from work, including vacation and sick time. These records will remain on file for a period of time specified by law, and are subject to audit by various regulatory agencies.

Normally each full-time staff employee is granted two fifteen minute breaks each day, one in the morning and one in the afternoon. The time of the breaks is determined by one's supervisor. Buildings and grounds employees receive one 30-minute break daily. Employees on break should be mindful of the workloads of those around them. Breaks should not be shifted to lengthen a lunch hour or skipped to shorten the length of the workday.

The Seminary expects its employees to be prompt and to have good attendance records, in order that the mission of the Seminary can be accomplished. Attendance and punctuality are factors considered in granting salary increases and promotions and in making decisions regarding termination.

## **OVERTIME**

It is the expectation at Columbia that staff will not work more than their regularly scheduled hours. Whenever possible, supervisors are encouraged to accommodate informally, to the extent permitted by law, an occasional need for a staff person to work more than their regularly scheduled hours with equal time off for personal business or medical appointments within the same time period. When overtime is necessary, it must be approved by a supervisor in advance. In accordance with state and federal requirements, nonexempt employees are paid for all hours worked. Payment for overtime is based on the regular hourly rate for up to 40 hours working time per week and at one

and one half times the regular hourly rate thereafter. In lieu of cash payments for overtime an employee may be granted time off for hours worked up to 40. Such compensatory time must be taken during the same pay period in which the overtime was worked or no later than the end of the succeeding pay period. Compensatory time is calculated as one hour off for each hour worked between 35 and 40 hours in a week (37 1/2 and 40 for buildings and grounds employees). Compensatory time may not be used for time in excess of 40 hours per week. Such time will be paid at one and one half times the regular rate of pay.

## **PERSONAL APPEARANCE**

The impression generated by a businesslike appearance is important in dealing with those both inside and outside the Seminary community. Therefore, employees are expected to use good taste and judgment in matters of dress and appearance. Clothing should be appropriate at all times for the position and work areas while being both comfortable and safe. If in doubt about what is acceptable attire, the employee should consult their supervisor.

## **SMOKING**

In accordance with the City of Decatur *Clean Air Ordinance*; smoking is *strictly prohibited in all public places and places of employment within the City of Decatur*.

Smoking may occur outdoors but no less than twenty (20) feet from any entrance.

Seminary owned vehicles are designated smoke-free.

Smoking means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other combustible substance in any manner or in any form.

## **PERSONAL BUSINESS**

It is the Seminary's intention to maintain a pleasant working environment where rules and regulations are interpreted with some flexibility and the needs of the individual are considered. However, a Seminary employee must remember their first commitment during the workday is to Seminary responsibilities. Personal business should be conducted on personal time.

The Seminary's name, letterhead, supplies, copiers and postage meter may not be used for personal business. Telephones are to be used for Seminary business. Personal calls are to be limited. Spending excessive time on personal calls is grounds for dismissal from the Seminary. Absent an emergency, long distance calls should be business in nature.

The Seminary toll-free (800) numbers operate as a convenience for prospective students, donors, alumni and other important friends of the Seminary. They are not to be used to receive personal calls.

Seminary fax machines are to be used for Seminary business; personal faxes can be sent at posted rates from the machine in the mailroom on the ground floor of Campbell Hall.

Personal mail is not to be received at the Seminary.

Employees are not to pursue any other employment, business or profession during the hours they are engaged by the Seminary, nor shall such employment engaged in after-hours interfere with the employee's work at the Seminary.

## **SEMINARY VEHICLES**

The Seminary currently owns several cars that are maintained by the Development Office primarily for its use, but that are also available for wider institutional use. Arrangements for their use should be made with the Development Office at least one week prior to use. Cars should be returned on time with a full tank of gasoline.

Seminary cars may be reserved and used for the following reasons:

1. Local travel of staff of administrative offices and of program departments.
2. Airport pick-up and delivery of institutional guests: Board members, President's Advisory Council, Alumni/ae Council, Colloquium leaders, guest speakers, seminary consultants, etc.

These cars are not available for extended periods of time or for non-Seminary business use. For invitations received from churches, presbyteries, synods, guild organizations, or educational institutions, the employee should not plan to use a Seminary car unless this does not conflict with other requests. Most of these invitations will include personal travel expense reimbursement. Any mileage reimbursed by a third party for the use of a Seminary vehicle should be submitted to the Business Office.

The Seminary also owns two small trucks that are used by Buildings and Grounds employees. Use of these trucks for personal purposes is forbidden.

## **EXPENSE REIMBURSEMENT AND TRAVEL POLICIES**

The Seminary appreciates the efforts of those who travel and/or incur other expenses on Seminary business. Employees should be comfortable while traveling, understand all related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep costs within reasonable limits and to follow consistent reimbursement procedures.

All trips taken for the purpose of conducting Seminary business should be approved by a program director, a Vice President, or the President prior to the booking of travel arrangements. Failure to obtain such approval may result in the denial of reimbursement for said travel expenses. Once approved, travel plans are to be made by those individuals who will be traveling or their assistants.

Employees are expected to spend Columbia Theological Seminary funds prudently. Business travel and other business related expenses are paid by the Seminary if they are reasonable, appropriately documented, properly authorized, and within the guidelines of this policy. Individuals who incur business expenses should neither gain nor lose personal funds as a result.

For specific information related to the Seminary's travel policies, please refer to the Columbia Theological Seminary Expense Reimbursement Policies.

## **CONFIDENTIALITY**

Much of the business of the Seminary involves confidential information. It is essential that employees exercise the utmost discretion whenever discussing any job-related matter with anyone, including coworkers, so that mutual trust between the Seminary and those it is designed to serve is not jeopardized.

## **WHISTLEBLOWER PROTECTION**

Any employee who wishes to report any information regarding conduct the employee reasonably believes to constitute financial fraud or violation of applicable laws and regulations is encouraged to do so without fear of retaliation. It is unlawful to discharge, demote, suspend, threaten, harass, or discriminate against any employee who reports such information.

## **DEALING WITH THE NEWS MEDIA**

From time to time, employees are called upon to offer comment and analysis on various subjects. Employees may not speak to the media on behalf of the Seminary without permission of the Vice President of Development and Seminary Relations or the President.

## **SEMINARY NAME AND SEAL**

The name and seal of Columbia Theological Seminary are the property of the institution and may not properly be used by other individuals or organizations without its consent.

## **CONFLICT OF INTEREST**

All Governing Trustees, Faculty, and Administrators are required to review, sign, and adhere to the Columbia Theological Seminary Conflict of Interest policy. Under this agreement, no employee shall accept any gift, gratuity, grant, service or any special favor from any person or persons, agents or businesses which provide or receive goods and services or which seek to provide goods or services to or from Columbia Theological Seminary. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business decisions may be received.

In addition, if any employee is called upon to participate in a decision in which the interests of the employer conflict with his or her personal interests, the employee shall abstain from participating in the decision.

Employees who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties. Any questions regarding this shall be reviewed with the appropriate supervisor.

All employees shall avoid even the appearance of conflict of interest, special interest or any other inappropriate conduct. If an employee discovers potential personal involvement in a conflict of interest, this should be immediately reported to the supervisor.

Supervisors who discover that someone under their supervision may be in a position of conflict of interest shall report this conflict to the Vice President for Business and Finance.

## **EMERGENCY SITUATIONS**

Emergency instructions are posted throughout the Seminary in prominent places. These provide information for dealing with fire, severe weather, injury, and similar emergencies.

For specific information, please refer to the Columbia Theological Seminary Crisis Management document, and the Columbia Theological Seminary Crisis Communication Plan.

## **ACCIDENTS AND INJURIES**

All of us within the Seminary community have a responsibility to assist in the maintenance of a safe working environment. The Seminary makes every effort to remedy an unsafe situation as soon as possible.

To help in this process, the employee should notify their supervisor and/or the Business Office without delay of any unsafe situation is encounter.

If an accident or injury occurs at work, immediate attention should be given to the injured person regardless of how minor the incident may appear. If an employee is injured on the job, a worker's compensation form must be completed within 24 hours. This is important to do whether or not medical treatment or medication seems to be required. Worker's compensation forms are available from the Human Resources Administrator.

## **EMPLOYEE BENEFITS**

Compensation is paid to Seminary employees semimonthly, on the 15<sup>th</sup> and last day of each month. Should a pay date fall on a weekend or holiday, payday will be the previous business day. Direct deposit processing is encouraged and made available, as are payroll deduction capabilities in order to make contributions to Columbia or the United Way.

The Seminary provides health insurance, pension contributions, disability and death benefits to all full-time employees through the Presbyterian Church (USA)'s Board of Pensions. Continuation of coverage is provided for 30 days after discontinuing of employment. In addition, optional benefits for dental, life, and disability insurance are available for purchase. The Seminary pays the employer's share of Social Security premiums for all non-ordained employees, and all employees are covered by workers' compensation insurance.

For additional information, please refer to the Policies and Procedures Manual available in all administrative offices.

## **HOLIDAYS**

The Seminary typically recognizes the following paid holidays:

New Year's Day

Martin Luther King, Jr. Holiday

Good Friday

Memorial Day

July 4 (and the preceding Monday or following Friday if the 4<sup>th</sup> is a Tuesday or Thursday)

Labor Day

Thanksgiving and the following Friday

Christmas Eve

Christmas Day and the following day if it is a weekday

New Year's Eve

A minimum of 12 holidays is recognized annually. A schedule of calendar year holidays is distributed to all employees prior to the beginning of each year.

## **VACATION**

Vacation benefits accrue only to full-time employees of the Seminary. The vacation year begins January 1 and ends December 31. Vacation days cannot accumulate from one calendar year to the next. Employees may not be paid for unused vacation time in cash, except to the extent that unused accrued vacation exists for a year in which the employee ceases to work at the Seminary. Vacations must be taken in increments of no less than one-half days.

Vacations are scheduled as mutually agreed upon by the employee and the supervisor. Normally vacations will not be granted during the busiest times in the annual cycle of a particular department.

Staff and buildings and grounds employees hired in the first six months of the calendar year receive five days of vacation in that calendar year. Such vacation cannot be taken before the employee has worked six months unless the employee is hired in May or June, in which case the week of vacation

can be taken anytime in that year after November 1. Staff and buildings and grounds employees hired in the last six months of a calendar year do not receive vacation until the next calendar year. Vacation is ten days for the calendar years in which the first, second and third year anniversaries of one's hire date occur. Vacation for the calendar years in which the fourth, fifth, six and seventh anniversaries occur is fifteen days. Vacation for the calendar years in which the eighth and greater anniversaries occur is twenty days. Absences caused by illness or injury and approved leaves of absence shall not be considered interruption of continuous service in calculating employees' years of service.

Beginning in the second calendar year of one's employment, an employee accrues 1/12<sup>th</sup> of their annual vacation days each month employed. Paid vacation taken in advance of its accrual is owed back to the Seminary in the event of termination, and can be netted versus the employee's final paycheck. An employee continues to accrue vacation while on vacation, paid sick leave, parental leave, personal leave, holidays, bereavement leave, jury duty, temporary military duty and during up to twelve weeks of family medical leave.

An employee who resigns without giving two weeks notice or who resigns without having completed 12 months of continuous service will not be paid for accrued vacation.

## **PERSONAL LEAVE DAYS**

Full-time non-exempt staff are entitled to two paid days of personal leave per calendar year. These days may be taken as either full or half days, at the discretion of the employee. Leave days should be approved in advance with the employee's supervisor. Personal leave days, if not taken, do not carry over to subsequent calendar years.

## **SUMMER FRIDAYS**

During, June, July, and August of each year, full-time non-exempt staff are entitled to take a total of three Friday afternoons off with pay (in addition to regular vacation and holidays). Staff may leave their jobs after working four hours on the three Fridays of their choice. Schedules for these days must be coordinated with supervisors.

## **SICK LEAVE**

Full-time non-exempt staff earn one day of sick leave for each month of employment. The Seminary allows employees to accumulate sick leave for income protection in the event of a serious injury or illness, with no cap on the number of days accrued. An accumulation of 60 days would enable an employee to maintain full salary until the Board of Pensions' long-term disability plan coverage begins. Upon termination from employment, an employee is entitled to compensation for one-half (50%) of the sick days accrued in excess of sixty (60). Compensation will be at the rate in effect for that employee immediately prior to termination.

Employees without accumulated sick leave days will not be paid prior to the commencement of disability benefits during an extended illness.

Sick leave may be used for: 1) the illness/injury of the employee; b) the employee's routine appointments with a physician, dentist, hospital, physical therapist or optometrist; c) the illness of any relative living in the home or serious illness of parents or children, whether they live in the home or not; d) grandparental leave to attend the birth/adoption of a grandchild (up to five days).

An employee who must take sick leave is expected to notify his/her immediate supervisor at the earliest possible time, and must keep the supervisor informed of plans to return to work. A supervisor may require a physician's certification affirming that an employee is unable for medical reasons to perform work. Staff employees receiving worker's compensation payments will not be eligible for sick leave.

## **LEAVE WITHOUT PAY**

Under certain circumstances, a leave of absence without pay (other than a leave pursuant to the Family and Medical Leave Act of 1993) may be granted to an employee with the concurrence of the supervisor and the President. After thirty- (30) days of an unpaid leave of absence, the Seminary will no longer pay for Board of Pension benefits.

For additional information, please refer to the Policies and Procedures Manual available in all administrative offices.

## **BEREAVEMENT LEAVE**

The purpose of bereavement leave is to provide the employee with paid time to attend the funeral of an immediate member of their family (brother, child, father, father-in-law, husband, mother, mother-in-law, sister, stepbrother, stepchild, stepfather, stepmother, stepsister, wife, or persons living in the same household) and to handle personal affairs.

In the event of a death of an immediate family member, an eligible employee is entitled to a leave of absence with pay of up to three consecutive or intermittent working days. An additional two days of leave with pay may be granted by the supervisor for extensive traveling, making funeral arrangements or settling estate matters.

For additional information, please refer to the Policies and Procedures Manual available in all administrative offices.

## **JURY DUTY**

The Seminary recognizes that jury duty is an important civic obligation. An employee should notify his/her supervisor at the time of receiving a jury summons, and keep the supervisor informed regarding duty status. Salary and benefits are continued during an employee's service as a juror. The employee is permitted to keep any compensation received by virtue of performing jury service.

## **PARENTAL LEAVE**

The Seminary grants parental leave at full compensation to its employees for the period immediately preceding and following the arrival of a child by birth, adoption, or guardianship. The

employee should submit a request in writing no later than one month or as soon as possible in advance of the expected arrival of the child, specifying the amount of time desired and the projected starting and ending date of the leave. Parental leave will normally be granted for up to six weeks.

If both parents are employees of the Seminary, only one parental leave can be granted. However, the two parents may share the leave. In such cases, supervisors of both employees must be consulted in scheduling the leave.

Benefit coverage will continue during the entire leave, with the costs of benefits paid by the Seminary.

## **FAMILY MEDICAL LEAVE**

The Seminary provides unpaid leaves of absences to eligible employees pursuant to the Family and Medical Leave Act of 1993 (FMLA). In general, this law provides unpaid, job-protected leave to eligible employees for certain family and medical reasons.

For additional information, please refer to the Policies and Procedures Manual available in all administrative offices.

## **SECTION 125 CAFETERIA PLAN**

The Seminary maintains a Section 125 Cafeteria Plan. This plan allows full-time employees to reduce their taxes by paying un-reimbursed medical and certain dependent care expenses with pre-tax dollars.

Information concerning this plan can be obtained from the Human Resources Administrator.

## **RETIREMENT SAVINGS PLAN**

Employees may shelter a portion of their compensation from income taxes by contributing funds to a section 403(b) annuity. Information concerning such annuities can be obtained from the Human Resources Administrator.

## **SEMINARY COURSES/WORKSHOPS**

The Seminary does not charge full-time employees, their spouses or children to attend courses on campus, whether or not the courses taken are for credit. Employees who attend classes are expected to do so during non-work hours. Provisions such as space availability and faculty approval may apply.

## **STAFF TRAINING OPPORTUNITIES**

A limited budget exists enabling employees to attend seminars or training meetings that will contribute to improving their job performance. In addition, some in-house opportunities are made available during the year. Supervisors should be contacted for approval prior to attending such a meeting.

## GENERAL INFORMATION

### BOOKSTORE

The Columbia Bookstore is located on the first floor of the Richards Center. It seeks to meet the needs of the Columbia Theological Seminary community with respect to textbooks and publications of significance in the Reformed tradition.

Books are priced at a discount except when publishers do not discount their publications to the bookstore. Mail orders and special orders usually do not receive discounts. The bookstore does not maintain special charge accounts for customers.

Books in saleable condition may be returned for credit within two weeks of purchase if accompanied with sales receipt.

Bookstore hours are as follows:

10:30 a.m. - 2:30 p.m.	Monday -- Friday	September through December; and February through May
10:00 a.m. - 2:00 p.m.	Monday -- Friday	January, July, and August
Closed	During chapel, student holidays and breaks	

### BULLETIN BOARDS

*A Forum for Free Speech* is a bulletin board for the entire seminary community. Located on the first floor of Campbell Hall, anyone may place a personal statement or an article on the board as long as it is signed (first and last name - initials are not enough) and dated. Responses may be written and posted on the wall, but each one must be signed and dated. Out of respect for the contributor, no opinion is to be arbitrarily removed. However, each item will be removed after seven days. Announcements of any kind are not to be posted on *A Forum for Free Speech*. Bulletin boards for general announcements are generously located throughout campus. These boards are available for posting promotion and events pertinent to the Seminary community. Please do not attach any material to any surface on campus other than the bulletin boards or the sign holders on doors. This restriction includes doors, walls and other surfaces in public areas in all of the buildings on campus.

### BUSINESS OFFICE

Personal checks not exceeding \$25 may be cashed during regular Business Office hours. Checks should be made payable to Columbia Theological Seminary with "cash" noted in the memo line.

### CAMPUS CALENDAR

The Facilities Coordinator in the Business Office maintains the master calendar of the Seminary and must be informed of all meetings and activities on campus. The campus calendar can be accessed via the Seminary intranet at <http://email/vemslite/>.

## **CLOTHES CLOSET**

The Clothes Closet at Mission Haven is operated exclusively for missionaries and the Seminary community. Selections are to be made only for Seminary employees, students and members of their immediate families. The Clothes Closet is open according to the schedule announced by the Human Resources Administrator and published in *THIS WEEK*.

Employees should bring Seminary identification to identify themselves as a member of the Seminary community. It is not permissible to bring children under age 12 to the Clothes Closet.

## **COMMUNITY DIRECTORY**

The Seminary publishes a community directory each fall. Employees and members of their families are encouraged to have their pictures taken for the directory by the professional photographer who is on campus for that purpose in early September. Photographs may be purchased directly from the photographer, but there is no obligation to do so.

## **COMPUTER LAB**

The library operates a computer lab for students, employees and visitors to the campus. The lab, which is located on the second floor of the library, has several IBM compatible computers as well as a laser printer. Students, faculty, staff, and their spouses are encouraged to become authorized users by attending one of the lab orientations offered at the beginning of each term.

## **COPIER POLICY AND GUIDELINES**

A number of copy machines are located throughout campus, each office building containing at least one high volume copier for general use. In addition, localized copiers have been placed in offices for low-volume copying and convenience. Departments are issued five-digit copier codes required for copier access as well as usage tracking. Please be advised that operation of copier equipment is limited to Seminary business, and commercial use is prohibited. Personal copying by students, faculty, and staff may be done only on the Library machines.

For additional information, please see the Central Services Coordinator. Copier access codes and general assistance are available from department supervisors and the Central Services Coordinator.

## **ENERGY STEWARDSHIP**

Members of the Seminary community have a moral obligation to conserve energy. Employees can help in this effort by keeping the temperature in rooms, offices, classrooms, etc. at 75 degrees or above in the summer, and 69 degrees or below in the winter. Lights should be turned off when a room is not in use. In addition, computers should be turned off at the end of the day. When possible, turn off computer monitors when not in use.

## **FACILITIES RESERVATIONS**

Columbia Theological Seminary facilities are primarily for use by Seminary programs and groups. All requests for classroom and non-classroom space, including dining facilities, must be made to the Facilities Coordinator in the Business Office. Any meetings or activities should be put on the campus calendar as soon as they are scheduled in order to avoid conflicts in meeting times and space. Seminary programs and groups may schedule events up to three years in advance, with a minimum advance notice of 10 days required for requests involving meals or refreshments.

For additional information on facilities reservations and use, please see the Columbia Theological Seminary Facilities Policies.

## **FAX MACHINE**

A fax machine is available in the mailroom on the ground floor of Campbell Hall for sending faxes. Cost per page is as follows:

Local	Free
Long Distance (domestic)	\$ .25
International	\$1.00

Assistance may be obtained from and payment given to the Central Services Coordinator in the mailroom.

## **FOOD SERVICE**

Meals in the refectory/dining hall are provided on a subsidized basis as a service to the Columbia community. The dining hall has traditionally been an important part of the Seminary's life, providing a place for employees, students, friends and guests to meet and share meals together.

Dining Hall Hours:

<b>MONDAY --FRIDAY</b>	
Breakfast	7:30 - 8:15 a.m.
Lunch	12:30 - 1:15 p.m.
Dinner	6:00 - 6:30 p.m.
<b>SATURDAY</b>	
Breakfast	8:00 - 8:30 a.m.
Lunch	12:30 - 1:00 p.m.
<b>SUNDAY</b>	
Breakfast	8:00 - 8:30 a. m.

The dining hall is closed during Spring Break and other times when the Seminary is not in session.

Food is not allowed in the library, chapels or classrooms.

## **FREQUENTLY REQUESTED FORMS**

Forms for Check Request, Travel Expense Reimbursement, Missing Receipt Voucher, Maintenance Request, and Facilities Request are located in the Business Office. Each form should be filled out in its entirety and submitted to the designated department for approval and processing. As forms are updated, a new copy will be distributed to all faculty and staff.

## **GRIEVANCE PROCEDURE**

Employees with grievances related to their life and work at the Seminary are asked to be in conversation with the person causing the grievance or the administrator who oversees the policies which are seen as problematic. When it is unclear as to whom one should turn, the employee should consult one of the Vice Presidents or the President.

## **GUEST ROOMS**

Guest rooms of the Seminary are available first of all to official guests of the institution. When not needed for this purpose, employees may reserve rooms for the convenience of relatives or friends for \$26 per person per night, double occupancy. A person requesting a private room will be charged \$40 per night provided other guest rooms are available on campus. Applications for use of guest rooms should be made to the Facilities Coordinator in the Business Office.

## **IDENTIFICATION CARDS**

Identification cards with pictures are made each year during orientation. They are required when using the Seminary library and the libraries of the University Center of Georgia and are a helpful means of identification for the security personnel on campus and the Clothes Closet. They are valid for one year.

## **LIBRARY**

### Hours:

When classes are in session:

Monday-Thursday	8:30 a.m. - 10:00 p.m.
Friday	8:30 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	7:00 p.m. - 10:00 p.m.

At other times of the year the library is open 8:30 a.m. to 4:30 p.m. on weekdays. During Greek School, 8:30 a.m. to 6 p.m. Monday-Thursday. Any changes in schedule are posted on the library door and on the library website: <http://www.ctsnet.edu/library/index.asp>.

Circulation services end 15 minutes before the library closes.

### Information Services:

The library has an online catalog CALVIN (<http://web2.ctsnet.edu>) that is accessible from any computer in the library building and on or off campus from the library's web page: <http://www.ctsnet.edu/library/index.asp>.

The library also provides access to several other online and database resources, particularly GALILEO, Georgia's Virtual Library and ATLA, the American Theological Library Association's Religion Index. Wireless access is also maintained in the library. For all access information, please ask the librarian on duty at the Reference Desk (404-687-4620 or [ref-desk@ctsnet.edu](mailto:ref-desk@ctsnet.edu)).

### Loans:

In order to check materials out of the library, all library users must present a JBCL library card obtainable at the circulation desk.

For faculty and staff, books are due June 1st or the closest weekday for regular circulating books. Books are subject to recall after 28 days if requested by another library user. Due dates are stamped in the back of a book. Videocassettes may be checked out for 7 days and are not renewable. Audiotapes may be borrowed for 28 days and are renewable. Materials checked out may be renewed two times, unless requested by another library user. Renewals may be phoned in to a Circulation Desk worker (404-687-4610), but no voice mail renewals can be guaranteed. When checking out, please present a valid JBCL library card.

Reference works and periodicals, which ordinarily do not circulate, may be checked out overnight in special cases with permission of either the circulation or reference librarian.

### Reserve:

Materials placed on reserve by faculty are indicated as such in the library's online catalog CALVIN (<http://web2.ctsnet.edu>) and are available at the Circulation Desk. Reserve lengths are determined by the instructor and are as follows: Closed Reserves (pink slips) are available for two hours in the library building only; Overnight Reserves (yellow slips) may be checked out of the library but are due 30 minutes after opening the following day; Two-day Reserves (orange slips) may be checked-out and are due back before closing two days later.

### Fees:

Lost books: cost of replacement copy plus \$20.00 processing fee.

### Photocopiers:

Copies are 5 cents each. The library uses a CopyGuard system with its two copiers. CopyGuard cards cost 50 cents. The CopyGuard encoder accepts 1, 5, 10, and 20 dollar bills and does not give change.

### Telephone:

The library circulation desk may be reached through the switchboard or directly at 404-687-4610. The number for the reference desk is 404-687-4620.

The library does not page patrons. A message will be taken only in an emergency.

There is a public phone in the lounge area of the library.

#### Interlibrary Loans:

Materials from another library may be borrowed either through the interlibrary loan (ILL) system or by obtaining an interlibrary use card (ILU) and going to another participating library. Requests for ILU permission cards must be made at the reference desk. Interlibrary loan requests (ILL) may be made online from certain databases or with the appropriate forms available at the reference desk or through email requests to the reference desk (ref-desk@ctsnet.edu). Materials requested through the interlibrary loan system usually arrive within two weeks.

#### Additional Information:

The resources, policies, and procedures of the library are more fully available in the *LIBRARY HANDBOOK*.

### **LOST AND FOUND**

Inquire about lost items or turn in found items in the Business Office.

### **MAIL**

Proper return address formats for Columbia Theological Seminary boxes:

(Name)  
Columbia Theological Seminary # \_\_\_\_  
P.O. Box 520  
Decatur, GA 30031-0520

The street address of the Seminary (701 S Columbia Drive, Decatur, GA 30030) should not be used for a return address. Its inclusion merely serves to delay the delivery of mail.

U.S. Mail is usually in student and employee boxes on weekdays by 8:30 am and can be accessed by using a post office box key. Employees should not enter the Business Office to access mailboxes, as this can be disruptive to employees working there. Packages may be picked up in the mailroom on the ground floor of Campbell Hall.

Out-going mail is picked up from the U.S. Mail slot across from the Seminary boxes at 2:00 p.m., Monday-Friday.

Inter-office mail for employees and students should be placed in the slot near the Business Office door by using box numbers on all inter-office mail. Inter-office mail is delivered to boxes by 8:30 a.m., 10:30 a.m. and 3:00 p.m. Monday through Friday by work-study students. Items of a confidential nature should be placed in envelopes.

Mass mailings of any kind through the inter-office mail are prohibited. Such information should be distributed through *THIS WEEK*. Only a Vice President or the President can make exceptions.

## **MAINTENANCE**

Notices pertaining to needed repairs should be made in writing on a maintenance request form and submitted Box 47F. Forms are available outside the Business Office.

Should an emergency arise during regular business hours, the Business Office should be notified. Should there be an emergency at other times, contact the Facilities Manager. If unsuccessful in doing so, the Vice President for Business and Finance should be contacted.

## **MEDIA SERVICES**

The Media Services Office videotapes all chapel services making them available to interested parties and chapel participants. Copies are made for \$5 per videotape, \$5 per DVD, \$4 per audio CD and \$3 per audiotape, with request forms available in the chapel recording booth or at the library circulation desk. The master tapes are retained for one month before they are erased. The copies are usually available for pick up within a week.

The specific media services available to faculty/staff/administration & students include:

### **Production Services**

- Audio recording
- Video duplication (duplication of sermons)\*
- Audio duplication\*
- DVD duplication/production\*
- CD ROM production
- Video production and editing facilities (VHS, S VHS, DVC Pro, DVD)
- Reformatting of materials (audio, video, PC)\*
- Video standards conversion (NTSC to PAL, SECAM and vice versa)\*
- Satellite programming recording
- Cable TV programming recording
- Teleconferencing (video and audio)
- Audio editing
- Copystand work (still and video)
- Graphics production
- Lamination\*
- Color transparencies\*
- Large format color printing (posters and banners)\*
- PC based multimedia presentations
- Streaming video/audio
- Training or orientation

(\* there is a charge associated with this service.)

## Equipment

- Interactive whiteboard system
- Multimedia based presentation/instruction systems
- Video projection system
- DVD video player
- PC based presentation system
- Laptop PC (used in conjunction with above)
- Digital still camera
- Videocassette recorders (VHS and S VHS)
- Camcorder (VHS and digital video)
- Classroom televisions
- CD ROM production (audio, video and PC-based)
- Overhead projectors
- Slide projectors (35mm)
- Microphones (wired and wireless)
- P/A system (wired and wireless)
- Audiocassette recorders (mono and stereo)
- CD audio player
- Color flatbed scanner

Requests for Media Services should be made at least 24 hours prior to projected use (48-hour notice is preferred). Requests are to be made to the Media Specialist via email or through the use of a form available at the library circulation desk.

## **PARKING**

All Seminary faculty, staff and students must register their vehicles with the Office of Student Services and place a Seminary parking sticker on the rear window of each vehicle. There is no cost to obtain a sticker.

The visitor parking spaces in front of Campbell Hall are to be used during business hours only for the purpose for which they were designed.

Agnes Scott College's Department of Public Safety is responsible for ticketing and/or towing those vehicles parked in violation of the Seminary's parking regulations.

Tickets will be placed on vehicles 1) parked in yellow curb areas, fire lanes or other areas marked "no parking"; 2) parked in faculty/staff slots between 8:00 a.m. and 5:00 p.m. Monday-Friday without proper identification; 3) with Columbia Theological Seminary decals parked in visitor slots between 8:00 a.m. and 5:00 p.m. Monday-Friday; and 4) without proper identification in parking slots for the handicapped. Tickets will also be issued to those employees or students whose vehicles without Columbia Theological Seminary parking stickers are parked in visitor slots. Parking fines (for offenses other than parking in fire lanes) will be \$25. Each violator will receive one ticket annually between July 1 and June 30 that will serve as a warning without a fine.

Unauthorized vehicles parked in handicapped spaces will be ticketed and fined according to the City of Decatur Parking Violation Policies and Procedures. Please note current policies call for mandatory court appearance for unauthorized parking in handicapped spaces.

Vehicles parked in fire lanes will be towed at the owner's expense and fined according to City of Decatur rates. No warnings will be provided those whose vehicles are towed from fire lane areas.

For additional information, please see the City of Decatur Parking Violation Policies and Procedures available through the City of Decatur offices.

## **RECREATION**

The student Directors of Athletics and Recreation plans a comprehensive program of activities for all members of the Seminary community each year. Announcements appear weekly in *THIS WEEK*.

Questions regarding the use and maintenance of the athletic field should be directed to the Facilities Coordinator.

## **REFRESHMENTS**

Drink and snack machines are located on the first floors of Campbell Hall and the Richards Center, and on the ground floor of the Harrington Center. A coffee break is held in the dining hall or on the Richards Center patio Monday through Friday, 10:30 - 11:00AM when school is in session. Food and drinks are available for a nominal fee.

## **SAFETY**

The Agnes Scott College Department of Public Safety, the City of Decatur fire and police departments, and the Seminary's insurance company work very closely with the school in an effort to see that no one is injured while on campus. Please help by observing the following:

1. Be familiar with all fire exits and evacuation procedures. These are posted on the official bulletin board on the first floor hall of Campbell Hall.
2. The Seminary's insurance carrier and the city's fire code require that all public areas, especially the halls and stairways of all buildings (including apartment buildings and dormitories), be kept free of personal property.
3. The Seminary's insurance carrier and the city's fire code consider all doors leading from stairways to halls or rooms to be fire doors. These doors absolutely must not be tied or secured open in any way.

## SECURITY

Columbia Theological Seminary has one of the most beautiful campuses of any seminary in the country. Though the campus is park-like, it is also an urban campus and, as with any urban area, there can be problems with the security of property and personal wellbeing. Personal security is the community's responsibility. Each member must play a part for the safety and security of all.

The Seminary contracts with Agnes Scott College to provide campus security. Its Department of Public Safety is a state-certified police force. An Agnes Scott security guard is on duty 24 hours a day. The Agnes Scott and Decatur police also make rounds each day.

A direct telephone line to the Agnes Scott College Department of Public Safety exists for the Seminary community members to call should a security emergency arise. That number is 404-471-6900. If for any reason the Agnes Scott number is inoperative, the Decatur police or fire department should be called at 911. Suspicious or harmful activities should be reported to the Agnes Scott College Department of Public Safety. Do not intervene directly.

The campus security guard is equipped with a vehicle and is available to provide motorist assistance to members of the community experiencing difficulties such as being locked out of a vehicle or needing a battery charged.

The Seminary abides by the provisions of the Crime Awareness and Campus Security Act of 1990.

Questions or suggestions about campus security should be directed to the Vice President for Business and Finance.

### Routine security precautions:

1. Do not leave packages or other valuables in parked vehicles at any time (even for a few minutes).
2. Never leave pocketbooks or other valuables unattended.
3. At night, always walk with a friend.
4. The locks on the exterior doors of Florida and Simons-Law Halls, Campbell Hall, Richards Center and the Harrington Center have been installed for safety reasons. **Do not leave doors propped open.**

Exterior building doors are locked as follows when school is in session:

	WEEKDAYS	WEEKENDS
Campbell Hall:	9:00 p.m.--7:00 a.m.	24 Hours
Simons-Law/Florida Halls	24 hours	24 hours
Richards Center	7:00 p.m.- 7:00 a.m.	5:00 p.m. Saturday – 7:00 a.m. Monday
Harrington Center	4:30 p.m. - 8:00 a.m.	24 hours

## **SOLICITATION**

Solicitation is against the law in the City of Decatur, and solicitors are not allowed on campus. If someone is observed soliciting on campus, please contact Agnes Scott College's Department of Public Safety, at (404) 471-6900. If the solicitor has a genuine personal need, the authorities can direct him or her to the appropriate relief agency.

## ***THIS WEEK***

The campus newsletter, **THIS WEEK**, is distributed electronically each Friday during the academic year. Official Seminary announcements are published in **THIS WEEK**. Such publication is considered due notice to all members of the Seminary community.

Material for inclusion must be submitted by noon on Wednesday for publication on Friday. Electronic submission of all content is required. Announcements should be emailed to [ThisWeek@ctsnet.edu](mailto:ThisWeek@ctsnet.edu) and must include the name and phone number of the person submitting the information.

## **UNEMPLOYMENT**

As a non-profit, religious organization under the IRS guidelines, the Seminary is exempt from state unemployment taxation.

## **WEATHER**

In the event of inclement weather, community members may find out whether classes are in session and Seminary offices open by calling the Seminary's weather line at 404-687-4501. Should the Seminary's telephone system be out because of an extended power outage, please listen to 750 WSB AM or B-98.5 FM for this same information. Information may also be available on 11Alive, WXIA-TV.

## **WELLNESS PROGRAM**

Columbia Theological Seminary offers a Wellness Program through the Student Services Office. The program is designed to create awareness of processes and techniques which are conducive to healthy, balanced, centered, and connected lifestyles; stimulate conversation about theological and faith understandings of health and wholeness; and use the Health Risk Appraisal (HRA) survey to create an individual and community health profile.

## **WORSHIP AND CONVOCATIONS**

The Seminary community gathers for worship each regular class day to express its thanksgiving for and need of God's grace, to hear God's word, and to pray for the church and the world. Students in their final year of the Master of Divinity program, faculty, staff, others from the Seminary community, and invited guests lead worship for the community.

The sacrament of the Lord's Supper is celebrated each Friday. An offering is received each week for a designated ministry/organization that has been approved by the faculty upon the recommendation of its Worship and Convocations Committee.

Included in worship each Wednesday is a forum that leads the Columbia community into consideration of significant issues for the church in the world, exposes it to persons from other denominations and parts of the world, or directs it in spiritual formation. A majority of the forums are designed and led by student organizations.

In addition to regular worship services, the Seminary community gathers for convocations and other special services several times during the year. Employees are encouraged to attend these events: Convocation, Convocation luncheon, faculty/staff Christmas luncheon and faculty/staff spring luncheon. Employees should use their normal one-hour lunchtime for those events with lunch. Any additional time needed for these events are considered part of the normal workday.

For other events to which the community is invited, attendance should be cleared with department supervisors. Normal work schedules and reporting requirements apply.

## **OTHER POLICIES**

### **AIDS**

Recognizing that AIDS (acquired immunodeficiency syndrome) and the human suffering that goes with it are increasing parts of the life of our world, we also recognize that the reality of AIDS is a part of the life of the Columbia Theological Seminary Community.

Students and Faculty involved in hospital and alternative context courses regularly encounter persons living with AIDS and their significant others. Members of this community and/or their extended families may have to deal more personally and socially with the HIV (human immunodeficiency virus), asymptomatic or symptomatic. It is important, therefore, for all members of the Seminary community to express their prayerful concerns for those who are in any way associated with the reality of AIDS.

It is the policy of the Seminary that persons living with AIDS and those close to them be offered the pastoral and social/societal care and concern so important for anyone suffering the anxiety, stress, and isolation that almost always are associated with life threatening illnesses.

We further recognize the importance of members of the Seminary community having up-to-date information on the facts about AIDS and the resources of Biblical, theological, ethical and pastoral studies. Therefore, we recommend occasional forums and course information on these matters.

Moreover, because of the anxiety associated with AIDS, it is particularly important that careful ethics and appropriate confidentiality be observed.

It is the policy of the Seminary that persons living with AIDS, like those with any other physically disabling condition, should have access to all academic and other benefits of the Seminary community. It is the policy of the Seminary also to seek to protect all persons from any known dangers.

Adopted by the Faculty  
April 12, 1990

### **ALCOHOL AND DRUG POLICY**

It is the policy of the Board of Trustees that no alcohol is served at official functions in campus buildings.

Columbia Theological Seminary is committed to the health and wellbeing of the members of our community. In the spirit of this commitment and in compliance with the United States Department of Education's Drug Prevention Program, this policy statement regarding controlled substances is being issued. This policy pertains to all employees (including work-study students) as well as to all students taking courses at the Seminary for credit.

The unlawful possession, use or distribution of illicit drugs or alcohol by employees or students on seminary property or as part of seminary activities is strictly prohibited. Participation in such activities may subject employees or students to criminal prosecution under Federal, Georgia or local laws, which provide for substantial terms of imprisonment and fines. Terms of up to life imprisonment as well as fines up to \$4,000,000 may result from violating such statutes. Whereas

alcohol is a legal substance, this policy applies to the unlawful manufacture, distribution, dispensing, possession or use of alcohol, i.e., unlawful activities involving alcohol, including by or with underage persons.

Any employee who violates the above prohibition or who illegally uses controlled substances before reporting for work will be subject to corrective disciplinary action and penalties up to and including immediate discharge from employment at Columbia Theological Seminary. As a condition of employment at the Seminary, each employee will (a) abide by the terms of this statement; and (b) notify his or her supervisor and the Vice President for Business and Finance of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Columbia Theological Seminary will at least annually distribute to all employees and students a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, as well as a description of drug or alcohol counseling, treatment, or rehabilitation programs that are available to employees or students.

The Seminary provides a compiled list of counseling centers for referral with respect to these matters. The list is available to the community in the Student Services Office and through students' advisors.

Columbia Theological Seminary conducts a biennial review of its drug prevention program to determine the program's effectiveness and any necessary changes. Such review also serves to ensure that the disciplinary sanctions under the program are consistently enforced.

## COMPUTING

### Network Computing Policy:

Columbia Theological Seminary is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by a panel judiciary board called upon to investigate network abuses.

The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in criminal action against the offender by the proper authorities or civil liability. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the legal process.

### General Computing Policy:

Once a user receives a *username* to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that *username*.

- ❑ Applying for a *username* under false pretenses is a punishable disciplinary offense.

- ❑ Sharing your *username* and *password* with any other person is prohibited. In the event that you do share your *username* and *password* with another person, you will be solely responsible for the actions that other person undertakes.
- ❑ Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- ❑ Attempts to evade or change resource quotas are prohibited.
- ❑ Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- ❑ Use of facilities and/or services for commercial purposes is prohibited.
- ❑ Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

#### Electronic Mail Policy:

Whenever you send electronic mail, your name and *e-mail address* are included in each mail message. You are responsible for all electronic mail originating from your *e-mail address*.

- ❑ Forgery (or attempted forgery) of electronic mail messages is prohibited.
- ❑ Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- ❑ Attempts at sending harassing, obscene and/or other threatening email to another user is prohibited.
- ❑ Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

#### Network Security:

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks).

- ❑ Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- ❑ Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
- ❑ Decryption of system or user passwords is prohibited.
- ❑ The copying of system files is prohibited.
- ❑ The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- ❑ Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
- ❑ Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.
- ❑ The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.

## **DISABILITIES**

It is the hope of the Seminary community to be open to all people who might find the Seminary's programs and services valuable to them. Consistent with this hope, which is rooted in the inclusive vision of Jesus Christ and the spirit of the American with Disabilities Act (ADA), the Seminary declares as its policy and practice:

- ❑ To undertake to make all new construction on campus completely accessible to those in wheelchairs and the visually impaired, and to modify existing structures when they are renovated to provide the maximum accessibility that can reasonably be afforded.
- ❑ To provide library services to all patrons irrespective of their mobility, including the provision of personal library aides to locate and secure books and other materials. The library also makes available an on site illuminated magnification device for visually impaired patrons working with written material.
- ❑ To assign, and reassign classes and meetings to rooms where necessary to accommodate persons with disability - based special needs.
- ❑ To allow visually impaired persons to take class notes via audiotape and hearing impaired individuals to have an ASL interpreter present at their own expense.
- ❑ To seriously consider all requests for modifications of existing policies and practices that may limit access to the Seminary's program.
- ❑ To continue to admit students to its degree programs solely on the basis of academic preparation and promise and fitness for ministry.
- ❑ To employ persons on the basis of individual qualifications without discriminating on the basis of abilities and disabilities unrelated to specific job performance requirements.

Persons with requests or concerns involving the Seminary's accommodation of persons with disabilities are directed to speak with the Vice President for Business and Finance, the campus' designated officer for ADA compliance issues.

## **SEXUALITY**

Living as men and women in Christian community at Columbia Theological Seminary, we reflect in our relationships our honor for and our understanding of God and what it means to be male and female. We live and love in covenanted relatedness to God and each other as sexual beings, aware that there are sexual dimensions to all human caring and that by grace our sexuality enables us to relate to others as God intends. Therefore, we affirm that our sexuality is inseparable from our humanity and is good.

At Columbia Theological Seminary we recognize that the way we relate to each other in this community is a preview of how we will relate in ministry beyond seminary.

The Gospel's stress on love and caring and the minister's position as one who shares the deep experiences of life with others invite the minister into close personal relationships marked by affection. This intimacy rightly involves our sexuality...but never sexual intimacy at the expense of our unity with Christ. Columbia Theological Seminary seeks to foster in its members a sense of wholeness so that sexuality may be experienced and expressed as an integrated part of faithful discipleship.

We affirm that the covenanted relationship which God intends for marriage is the appropriate context for full sexual expression. Admitting that we all fall short of God's vision for us, we strive to be a caring community, like the church which we seek to serve, where people find encouragement, support and grace in making decisions and in living out their sexuality.

Adopted by the Faculty  
April, 1984

## **COLUMBIA THEOLOGICAL SEMINARY**

### **Policy and Procedures on Prevention of and Response to Sexual Misconduct**

#### **I. PREAMBLE**

Columbia Theological Seminary (the “Seminary” or “CTS”) is a seminary of the Presbyterian Church (USA). The Seminary shares in and seeks to reflect the tenets of the Christian faith and the Reformed tradition which include an abiding respect for all persons as creatures of God. While maintaining its integrity as a stand-alone institution with the right to craft its own policies regarding sexual misconduct, the seminary recognizes its commitment to the church and will align those policies with those of the Presbyterian Church (USA) and other denominations represented on its campus to the best of its ability.

Columbia Theological Seminary is committed to providing members of the Seminary community, including students, staff, faculty (including supervised ministry supervisors), administrators, and trustees, with an environment where they may pursue their studies, work, careers, and social interactions without being sexually harassed or exploited. Sexual harassment, exploitation and assault are prohibited by law, are a violation of the Christian ethical vision which informs the life and mission of this Seminary, and are incompatible with the standards of CTS for its members and professional leaders. These forms of sexual misconduct harm not only the victims and aggressors but also the entire Seminary community. The Seminary has an obligation to investigate allegations of such misconduct that are brought to its attention. Sexual harassment, exploitation, and assault are serious offenses and unacceptable conduct. False accusations, intentionally made, also constitute unacceptable conduct and will be subject to Seminary discipline. The Seminary shall take such action as it deems appropriate to prevent, correct, and, if necessary, discipline behavior which violates this policy, up to and including dismissal. Sexual harassment, exploitation or assault by a vendor, contractor, or other third-party individual or entity having an agreement or contract with the Seminary may be grounds for the abrogation of such agreement or contract.

Justice and healing are the goals of the Seminary’s policy. To the extent that the Seminary retains jurisdiction over the investigation and remediation of an incidence of sexual harassment, exploitation, or assault, the achievement of these goals will be sought through truth-telling, reconciliation, and restoration of right relationships, between the persons involved or affected, and within the Seminary community.

This Policy and Procedures shall be published in the Student Handbook, the Faculty Manual, and the Staff Handbook and shall be reviewed periodically by the Sexual Misconduct Response Team (SMRT) and a qualified attorney.

#### **II. DEFINITIONS**

**SEXUAL HARASSMENT** comprises unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s hire, continued employment, promotion, enrollment, or successful academic work; or (2) non-submission affects adversely the individual’s hire, continued employment, opportunity for promotion, enrollment, or academic experience; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s study or work performance or creating an unreasonably intimidating, hostile, or

offensive academic or working environment from the standpoint of a reasonable person of the same sex as the complainant.

Examples of such conduct include, but are not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, slurs, or verbal or graphic expressions or physical conduct relating to an individual's gender in the absence of a valid educational purpose. However, verbal expression or physical conduct need not be overtly sexual to constitute sexual harassment. Under certain circumstances, for example, repeated unwelcome invitations to lunch, dinner, or other social engagement may constitute sexual harassment.

**SEXUAL EXPLOITATION** occurs when a person in a dominant position engages in or attempts to engage in non-marital intimate sexual relations with a member of the community in a subordinate position.

Non-marital sexual relationships between parties in unequal positions of power (for instance, between faculty and students, and between faculty/staff and those they supervise) are not permissible. The person in the dominant position is responsible to see that such behavior does not occur. The apparent consent of the subordinate person is not a defense.

**SEXUAL ASSAULT** is unwanted sexual contact and includes the acts of genital, anal, and oral rape (including acquaintance rape and statutory rape), forced penetration by a foreign object, and non-penetrating acts such as touching an unwilling person's sexual parts, whether clothed or not, or forcing an unwilling person to touch another's sexual parts. Force here includes not only the use of physical aggression but the threat of physical aggression.

### III. EDUCATIONAL CONCERNS AND RESPONSIBILITIES

Education of the community is essential to eliminate sexual harassment, exploitation, and assault.

The Community Life/Diversity and Inclusiveness Committee, established under the Plan of Government of CTS, has the responsibility for offering education on sexual harassment, exploitation, assault and related issues to the Seminary community. The committee shall provide regularly for a seminar, retreat, or other educational opportunity within the Seminary community regarding the nature and incidence of sexual misconduct within the Church and including information about the policies and procedures of the General Assembly and other governing bodies.

The SMRT has the responsibility of regularly educating its members on issues of sexual misconduct.

The Chair of the SMRT shall periodically request the President and the Board of Trustees to encourage the teaching faculty of the Seminary to include discussion of the ethical and pastoral issues involved in cases of sexual harassment, exploitation, and assault at appropriate points in their classes.

An "easy-to-follow" document is available to assist any person who believes he or she might initiate or be otherwise involved in any of the processes discussed herein. This document will be available to the Seminary community through the student, faculty and staff handbooks, as well as through the President of the Seminary, the Dean of Faculty, and the Dean of Students. The document also includes information about the availability of advocates, pastoral care and other assistance for persons involved in such processes.

The Chairs of the SMRT and the Community Life/Diversity and Inclusiveness Committee shall report to the Board of Trustees annually. At least annually the SMRT will report to the faculty the number and types of cases it has reviewed since the previous such report.

#### IV. SEXUAL MISCONDUCT RESPONSE TEAM (SMRT)

The SMRT shall comprise two persons from each of the following categories:

- a. Faculty
- b. Staff
- c. Student Body
- d. Board of Trustees

Each category shall elect its own representatives. The categories shall with all integrity attempt to select from the racial ethnic groups, genders, and ages of their members so as to effect a fair representation of the total membership of said group. **THERE MUST BE ONE FEMALE AND ONE MALE** representative from each category.

The Chair and Vice-Chair will both be members of the faculty. The faculty member serving the second year of her/his term shall be the Chair. The faculty member serving the first year of her/his term shall be the Vice-Chair. The Vice-Chair shall act in the absence or unavailability of the Chair. SMRT members and the chairs shall serve two-year terms. The terms of the members shall be two years, staggered, within each category, so as to ensure continuity. The Chair and the Vice-Chair shall be staggered terms. The list of the Chair and the members shall be maintained in the Office of the President, Dean of Students, and Dean of Faculty. Representatives may be re-elected for up to three terms.

It is the responsibility and duty of the Chair to identify resources to meet the needs of those involved in a report/complaint. This may include financial resources of the seminary and/or of the appropriate ecclesiastical bodies and the identification of persons in the seminary community or the broader community who are available to provide professional assistance. All communications of the SMRT shall be made through the Chair and shall be in writing or documented by a note to the file. **UNDER NO CIRCUMSTANCES** shall individual members of the SMRT provide therapeutic, legal, financial, or other professional assistance directly to a person or persons involved in the report/complaint.

#### V. REPORTING A COMPLAINT

##### A. IN GENERAL

Some forms of sexual misconduct, notably sexual assault, are not only contrary to seminary policy, they are illegal. If you have been physically assaulted or believe you have been physically assaulted, please seek help immediately and report the incident to the police.

It is important to recognize that some behavior and speech can be ambiguous, subject to different interpretations, welcomed by some, offensive to others. In questionable cases, the person offended is encouraged to make clear to the offender that such behavior and/or speech is offensive and unacceptable. If the behavior continues, it is much more clearly a reason to initiate the complaint

procedure. This may be an educational issue, and the person offended may use the SMRT to assist him or her in notifying the offender of the offensive behavior.

A member of the seminary community who experiences sexual harassment, exploitation, or assault or has reason to believe that sexual harassment, exploitation, or assault has taken place should report it immediately so that a remedy may be found at the earliest possible time, and the likelihood of injury to other persons will be reduced. Members of the seminary community who become confidants of alleged victims should offer to support and assist the alleged victim in bringing the complaint forward. Fear of retaliation should not hinder the reporting of an incident of sexual harassment, exploitation, or assault. Retaliation in any form is, in addition to the initial incident, subject to Seminary discipline. Individuals who report sexual harassment, exploitation, or assault do so as agents of the Seminary, and accordingly shall be defended legally by the Seminary for all such action taken in good faith, even if mistaken. False accusations, intentionally made, also constitute unacceptable conduct and will be subject to Seminary discipline.

A report of sexual harassment, exploitation, or assault may be made to the Dean of Students, Dean of the Faculty, Associate Dean of the Faculty, Vice President for Business and Finance, Faculty Members, President of the Seminary, or a member of the SMRT, who shall notify legal authorities when appropriate. This “trusted person” who receives the report of alleged sexual harassment, exploitation, or assault shall ordinarily, after attempting to confirm consent of the alleged victim to proceed, immediately notify the Chair or Vice-Chair, if the Chair is unavailable, of the SMRT and provide all available information. The Chair (or Vice-Chair when appropriate) shall evaluate the allegations and known facts and, after consultation with the president, determine whether to implement the procedures stated herein or to refer the matter to some other entity. A recommended timeline for implementing these procedures is appended to this policy. In either event, the President or Dean of Faculty may take such INTERIM STEPS as may be necessary for the safety and well-being of the community with or without the cooperation of the alleged victim.

Thereafter, all information regarding the report shall be held in confidence by the office or person initially receiving the report. All further investigation shall be by the SMRT.

**CONFIDENTIALITY:** It is the responsibility of the “trusted person” to maintain the complaint in confidentiality. It is further the intention of this policy that the matter be investigated and implemented with confidentiality as a main concern.

## B. WRITTEN COMPLAINT

The complainant shall ordinarily file a written complaint with the Chair of the SMRT. In most cases, complaints against different individuals in the community should be filed separately, not grouped together. Written complaints should state the alleged facts and circumstances of the alleged sexual harassment, exploitation, or assault and what, if any, method of conflict resolution the alleged victim wishes to pursue to remedy the allegations. The Chair will ordinarily provide a copy of the complaint to the respondent. The Chair shall give the respondent written notification that a complaint has been filed, as well as a copy of the complaint. The respondent may ask other members of the Seminary community for assistance in preparing a response. The Chair shall provide a copy of the response, if any, to the complainant.

## VI. ADJUDICATORY PANEL ON MATTERS OF SEXUAL MISCONDUCT

The Chair shall select from the SMRT five members to be called the ADJUDICATORY PANEL ON MATTERS OF SEXUAL MISCONDUCT (the “Panel”) to adjudicate the matter. The membership of the Panel will ordinarily remain the same until their work on a particular complaint is completed.

The Chair of SMRT shall select one member from each of the four categories on a case-by-case basis. The fifth member shall be appointed by the Chair from a category different than the complainant or respondent. Under no circumstances shall there be a panel of all women or all men. If, because of vacancies on the SMRT or disqualification of some member, it is impossible to appoint a Panel in compliance with this paragraph, the Chair of SMRT shall select an individual who is not a member of SMRT for service on the Panel in one particular case. The Chair will always seek the best gender balance possible in appointing the Panel within the constraints of this policy. Any material involvement in the case or close personal relationship with one of the parties to the relationship by a member of the Panel shall constitute a conflict of interest, and that person will be removed from the Panel. The Chair will provide the complainant and the respondent with written notification of the identities of all persons serving on the Panel.

The complainant and the respondent may file a written objection with the Chair regarding the service of any Panel member. Specific reasons for the objection shall be set forth. After reviewing a written objection, the Chair may, but need not, replace any member of the Panel with another member of the SMRT. The Chair shall make every effort to ensure that a fair, impartial, and representative Panel hears the matter.

Once the Adjudicatory Panel is constituted, they shall name one member to act as Presiding Member for the case and another member to serve as Moderator of an adjudicatory hearing, should the case proceed to adjudication. The Presiding Member for the Panel shall ordinarily be a faculty member (and therefore the Chair or Vice-Chair of SMRT), unless the complainant or respondent is a member of the faculty. If a Panel includes two faculty members, the entire Panel will ordinarily elect one of the two faculty members as its Presiding Member.

Once the Panel has been constituted and the Presiding Member selected, the Presiding Member in consultation with the President will designate another member of the Panel (the “SMRT Liaison”) to communicate all processes and policies regarding the case to both parties. This person will also be available to both parties to answer questions regarding processes and policies of the case as it proceeds.

During the review of the case and following its conclusion, members of the Panel are not prohibited from ordinary communication with parties involved in the case. It is not appropriate, however, for members of the Panel to discuss the substance of the case with either complainant or respondent outside the processes established in this policy. Confidentiality is to be a main concern throughout the implementation of this policy.

When the Panel has reviewed the case, it may recommend that the parties pursue one of the following methods for resolution of the complaint: negotiation, mediation, arbitration, or adjudication. The SMRT liaison will communicate the Panel’s recommendation to both parties, along with a full description of that process for resolution.

## VII. PROCESSES FOR RESOLUTION OF A COMPLAINT

### A. ALTERNATIVE DISPUTE RESOLUTION

1. **NEGOTIATION:** In the negotiation process, the parties to a conflict (or their intermediaries) are responsible for working out a solution which effectively resolves all issues and protects the interests of all concerned. For a negotiated settlement to be successful, all persons or groups affected by the outcome must be represented in the negotiation, and all issues substantially resolved. The negotiated settlement shall be signed by both parties and presented to the Presiding Member.

2. **MEDIATION:** In the mediation process, the parties to a conflict are enabled through the assistance of a trained mediator to work out their own agreement for resolving the dispute. Mediation differs from arbitration in that the parties retain the power to make the final decisions. The successful outcome of mediation is a function (among other things) of the willingness and ability of the parties to reach agreement and of the creativity of the mediator in helping to shape that agreement in the interests of all concerned.

If a case goes to mediation, the Chair shall provide the parties a list of qualified mediators. Each party will have the opportunity to remove any names from that list. The Chair will then select a mediator from the remaining names and will set up the initial contact between the two parties and the mediator. The President's office will arrange to pay for all such external services. A statement of the successful outcome of mediation shall be signed by both parties and presented to the Presiding Member.

3. **ARBITRATION:** In the arbitration process, all parties to a conflict agree to submit the dispute to an independent person or panel to determine the best resolution. The arbitrator should have extensive arbitration experience. The Chair will be responsible for identifying an appropriately qualified arbitrator or arbitration panel. All affected parties should have the opportunity to present their case to the arbitrator, and the arbitrator's decision may be final, or subject to appeal to an authority as agreed upon in advance by the parties, and subject to subsection 4 below. A statement of the successful outcome of arbitration shall be signed by both parties and presented to the Presiding Member.

4. **APPROVAL BY PANEL:** If a proposed resolution is reached by negotiation, mediation or arbitration, it shall not be final until approved by the Panel, which shall consider not only the interests of the complainant and the respondent, but also the interests of the Seminary community.

5. **RIGHT OF PARTIES NOT TO CHOOSE ALTERNATIVE DISPUTE RESOLUTION:** If one or both parties choose not to engage in alternative dispute resolution, they shall notify the Presiding Member of this fact.

### B. ADJUDICATION

1. **NOTICE:** If alternative dispute resolution has been eliminated as an option, whether by the panel or by the parties involved, the Presiding Member shall set a time and place for an adjudicatory hearing. Written notice shall be given to each party, and it shall be

postmarked or delivered at least five weekdays prior to the date of the hearing. The Presiding Member will also notify the Panel of the date of the hearing.

2. NOTIFICATION OF FACULTY: If a case goes to adjudication, the President will communicate this fact to the faculty. The President will also inform the faculty of the date of the hearing and the members of the adjudicatory panel involved. The names of the parties will not be shared with the faculty as a whole, but the President's office will facilitate communication between particular faculty members and particular persons in the hearing as needed so that they may be excused from classes or other responsibilities.

3. INVESTIGATION: The INVESTIGATION shall be exclusively the duty and responsibility of the Presiding Member of the Panel. The Presiding Member may: interview the complainant, the respondent, and other persons with relevant information; consult Seminary records bearing on the matter; gather such other statements, documents, or material as deemed appropriate; and make every effort to complete the investigation so that the matter may be submitted to the Panel for determination at the date of the hearing. Completion of the investigation shall take priority over all other of the Presiding Member's Seminary responsibilities. The complainant and the respondent are expected to cooperate fully with the Presiding Member by answering pertinent questions and supplying or authorizing release of relevant material when so requested. When this cooperation is denied, the Presiding Member shall so inform the Panel. If, during the course of the investigation, the Presiding Member uncovers other instances of misconduct unrelated to the case under investigation, the Presiding Member may, after consultation with the President, bring these instances to the appropriate reviewing or disciplinary committee.

Upon the conclusion of the Presiding Member's investigation, a summary of findings and a written outline of the conduct of the hearing shall be provided to the complainant and respondent by the member of the Panel designated to communicate with them (the SMRT liaison).

4. AMENDED COMPLAINT: The allegations set forth in the complaint may be amended with the permission of the Panel to include other alleged misconduct discovered by the investigation. The amended complaint should be immediately provided to the respondent. No alleged misconduct shall be presented at the hearing except that included in the complaint or amended complaint.

5. WITNESSES: In preparation for the hearing, the complainant and respondent shall submit to the Moderator of the Panel a list of witnesses who may be called. The Moderator will cooperate with the President's Office to communicate with faculty and/or supervisors the need for witnesses who are students and/or staff to be excused from their responsibilities during the course of the hearing. The Moderator will also inform the witnesses of the outline of the conduct of the hearing and their role in it.

6. CONDUCT OF THE HEARING: In conducting the hearing, the Panel is not required to adhere to strict rules of evidence. The Moderator shall arrange in advance for the accurate stenographic record of all testimony and oral proceedings using a certified court reporter. Before the hearing, the Panel shall receive and review the complaint, the response, the report of the Presiding Member, and other pertinent statements and/or documents. The Panel may interview the complainant, the respondent, and other witnesses in the presence of both parties. All proceedings shall be conducted with both parties and the entire Panel

present. The parties shall be given an opportunity to respond to each other's statements, to confront witnesses, and to present witnesses and evidence on their own behalf. However, it shall not be necessary to present evidence on factual matters which are not in dispute, and summary adjudication may be appropriate in cases where there are no disputes as to any material facts. The complainant and the respondent may each have a personal adviser, selected from among the members of the Seminary community, present to assist them during the Panel's hearing. Anyone invited to serve as a personal adviser should consider how involvement in the case may affect his or her ongoing relationships with and responsibilities to other members of the community involved with the case. Since the hearing is informal and strict rules of evidence are not in effect, it is the intention of the Seminary that attorneys representing respondent or complainant not be involved in the hearing. The findings, conclusions and recommendations of the Panel shall be based upon the GREATER WEIGHT OF THE EVIDENCE. No statements or admissions made during any prior alternative dispute resolution may be considered at the hearing. Throughout the hearing, the Moderator of the Panel shall be responsible to ensure appropriate conduct of all parties involved.

#### 7. DECISION OF PANEL:

- a. The Panel shall look at the totality of the circumstances, including the nature of the action and the context in which the alleged conduct occurred. Recommendations shall be made from findings of fact on a case-by-case basis in light of all relevant facts and circumstances.
- b. When, in the judgment of the Panel, the complainant and respondent have been equitably heard, the parties shall be excused and the Panel shall deliberate and reach its findings and conclusions by majority vote. The Panel shall prepare a written report of the hearing, consisting of findings of fact and conclusions, and a recommended disposition based solely on the record, pertinent institutional policies, regulations, procedures, and law of the land.
- c. In cases involving students as respondents, where there is a finding of guilt and a recommendation of punishment, the Panel's recommendation with the evidence submitted to the Panel will go to the Judicial Commission for decision. If there is no finding of guilt by the Panel, no report shall be made to the Judicial Commission. Pursuant to the provisions of the Bylaws and Plan of Government of CTS, when a recommendation of expulsion is made by the Judicial Commission to the faculty, the student shall be provided opportunity to present relevant information to the faculty at a meeting of the faculty. Further, a student who is expelled by the faculty may appeal in writing to the Board within the time prescribed by the Bylaws. (cf. Bylaws and Plan of Governance, Article V, Sections 4 and 5).
- d. In cases involving staff members as respondents, where there is a finding of guilt and a recommendation of punishment, the Panel's recommendation with the evidence as submitted to the Panel will go to the President for decision. Pursuant to the provision of the Staff Handbook of CTS, when a decision involves involuntary termination, the President will act in consultation with the employee's supervisor, the Vice-President to whom the employee is accountable, and the seminary's Human Resources Officer. (cf. Staff Handbook, "Dismissal" pp. 8 and 9).

e. In cases involving faculty as respondent, where there is a finding of guilt and a recommendation of punishment, the Panel's recommendation will go to the President. Pursuant to the Bylaws and Plan of Governance and the Faculty Handbook, in cases in which the recommendation includes the possibility of suspension or removal by the Board, the entire written report consisting of findings of fact and conclusions along with the recommendation will be placed by the President in the hands of a Faculty Investigative Committee (cf. Bylaws and Plan of Governance, Article IV, item 11). The Faculty Investigative Committee will review the material, conduct any further investigation it deems appropriate, and make a separate recommendation to the President. Having received these two recommendations, the President makes a recommendation to the Board, sharing with the Board the reports of the SMRT and the Faculty Investigative Committee.

8. **DISQUALIFICATION:** Throughout the process, including proceedings before the Panel, the Judicial Commission or the Faculty investigative Committee, any person who has been involved in the handling of a complaint, either as a complainant, respondent, trusted person, personal advisor, or counsel, shall be disqualified from deliberating or voting on matters related to that complaint.

9. **RECORD:** The complete record shall be maintained in the Office of the President. The President shall decide upon the appropriate notification to the parties involved.

10. **CONFIDENTIALITY:** After the resolution of any case through the procedures described in this policy, all parties involved will maintain confidentiality regarding the details of the case.

Approved by Faculty 11-2-06; Approved by Executive Committee of Board 11-7-06.

# COLUMBIA THEOLOGICAL SEMINARY

## CAMPUS SAFETY REPORT

### Introduction

In accordance with the Student Right-to-Know and Campus Security Act (P.L. 101-542), Columbia Theological Seminary is required to disclose campus security policy and campus crime statistics annually to all current students and employees and to any prospective students/employees upon request. The intent of this federal legislation is to promote awareness and to encourage responsible action in making the Seminary a safer place.

Members of the Seminary community are expected to act with respect for all rights, privileges, and sensibilities of others. Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses.

### Campus Security Responsibilities and Procedures

Columbia Theological Seminary has one of the most beautiful seminary campuses in the country. Though the campus is serene, it is also located in an urban setting. As with any urban area, there can be problems with the security of property and personal well-being. Personal security is the responsibility of the entire Seminary community. Each member must play a part for the safety and security of all.

The Seminary contracts with Agnes Scott College to provide security services. Agnes Scott has a state-certified police force that employs police officers with full powers of arrest. A security officer is on duty 24 hours a day, with Agnes Scott police officers also making rounds. The Decatur City Police Department provides patrols of the neighborhood and has concurrent jurisdiction with Agnes Scott Police.

Any crimes occurring on or around the Seminary property should be reported immediately to the Agnes Scott Police. Agnes Scott Police will investigate the complaint and, if additional assistance is required, they will notify the Decatur Police Department, Decatur Fire Department and/or DeKalb County Emergency Medical Services, dependent upon the circumstances.

Seminary residence hall exterior doors are locked 24 hours per day. In addition, the Library is locked during non-working hours. While school is in session, the Richards Center is locked from 7 pm to 7 am weekdays and from 5 pm Saturdays until 7am Mondays. When school is not in session, the Richards Center is locked 24 hours per day. Campbell Hall and Harrington Center are locked from 7 pm to 7 am weekdays and 24 hours on weekends. Locked doors should never be propped open.

Doors to residence hall rooms and apartments should be kept locked. If the door of your room or apartment is defective, please contact the Business Office. (If it can be opened with a credit card, the lock is defective.) Seminary office doors should be kept locked at all times when offices are vacant.

Packages and other valuables should never be left in parked cars. Pocketbooks and other valuables should never be left unattended.

If at any time you observe what you think may be harmful or suspicious actions on campus, report them to the Agnes Scott College Police. At night, always walk on campus with a friend.

Seminary administrators with significant responsibility for student and campus activities are classified as a campus security authority and must report any security violations in a timely manner. In the event that a campus security authority is notified of the occurrence of a crime for which statistics are provided below, the Seminary will warn the community in a timely fashion when it considers the events threatening to students/employees.

Campus security authorities will inform the Seminary community of crime prevention and security procedures and will encourage members to be responsible for their own security and that of others by publishing information in Seminary publications, including the Student Handbook and This Week, and by periodically providing such information in group settings (such as during orientation, forums, etc.).

Questions concerning campus security or suggestions for improving security should be directed to the Vice President for Business and Finance.

#### Emergency Information

Agnes Scott Police	404-471-6900 (CTS Direct Line)
Decatur Police	911
Fire Department	911
Ambulance	911

Emergencies requiring police, firefighters or an ambulance should be reported on the nearest available telephone. Courtesy telephones are located in the Harrington Center, Florida Hall, on the first floor of the Richards Center and first floors of Campbell Hall and the public lounge in the Library. Remember to always identify your location to emergency personnel.