

Bethany Lutheran College
Seasonal and Student Employee Handbook

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Section 1: Introduction

As a Christian institution, Bethany Lutheran College places utmost importance on spiritual affairs. It is the belief of the College that the Word of God is the "One Thing Needful" – it is the foundation on which Bethany stands.

ABOUT THIS HANDBOOK

The Seasonal and Student Employee Handbook contains excerpts from the Bethany Lutheran College Administrative and Staff Handbook that relate specifically to seasonal and student employment. Requests for the complete Administrative and Staff Handbook should be directed to the Human Resources Office (hr@blc.edu; 507-344-7840).

The Handbook is intended to acquaint employees with Bethany Lutheran College and provide them with basic information about working conditions, benefits, and policies. The Handbook documents policies and processes already in place and provides additional information designed to help employees complete their assigned duties and responsibilities in an efficient and effective manner.

Employment at Bethany Lutheran College is at the will of both the employee and the College, which means that either the employee or the College may terminate the relationship at any time. Therefore, this Handbook is not intended to, nor does it create, a contractual relationship between Bethany Lutheran College and any of its employees.

No employee Handbook can be written to anticipate every circumstance or question about policy. As Bethany Lutheran College continues to change, the need may arise to revise, supplement, or rescind any policies or portion of the Handbook as the College deems appropriate.

ABOUT BETHANY LUTHERAN COLLEGE

Bethany Lutheran College is a coeducational, residential liberal arts college owned and operated by the Evangelical Lutheran Synod. Since 1927, Bethany has been providing quality education. During that time, the statement of the objectives and philosophy of the College has reflected a consistent commitment to producing consecrated and intelligent citizens who demonstrate intellectual accomplishment, good judgment, and cultural awareness. Above all, it has been the goal of the College from its inception to provide students with a sound, Christian education in which the Gospel of Jesus Christ is central. Bethany Lutheran College thus seeks to be a community of faith and learning.

Mission Statement: Bethany Lutheran College, owned and operated by the Evangelical Lutheran Synod, is a private, residential, liberal arts college committed to the teachings of the Bible as set forth in the Lutheran Confessions. Bethany provides studies culminating in a Bachelor of Arts degree. The College serves Lutherans and others by offering a challenging, student-centered approach to education that fosters spiritual development, intellectual and creative growth, self-understanding, and responsible citizenship. In keeping with its heritage,

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Bethany aspires to produce students with a clear understanding of Christian vocation, which encourages students to make the most of their God-given talents.

Philosophy of the College: Bethany Lutheran College is a Christian liberal arts college. The College and the Evangelical Lutheran Synod are committed to the Holy Scriptures as the inspired and inerrant Word of God as the sole authority for faith and life. The Lutheran Confessions are accepted as the correct understanding of the teachings of the Holy Scriptures. This commitment is summarized by the Reformation principles: Grace alone, Faith alone, and Scripture alone.

Specifically, the College confesses that through faith in Jesus Christ the individual receives the forgiveness of sins and eternal life. Such faith is produced in human hearts by the Holy Spirit through the Word and Sacraments.

The Christian faith governs the entire educational process at Bethany. Christian education implies a unique perspective on the past, present, and future. It assumes a specific view of people and their relationship to God and to others. The College is committed to the position that these relationships are to be understood in the light of the knowledge that Jesus Christ is the Savior and the Lord of the universe.

The Campus: The Bethany Lutheran College fifty-acre campus, which sits on Mankato's hilltop area overlooking the Minnesota River and downtown Mankato, houses 18 buildings (go to www.blc.edu/facilities/map to see a map of the campus):

- Bethany Lutheran Theological Seminary (SE)
- Communication Center (classrooms, faculty offices, production studio) (CC)
- Edgewood Place (women's residence) (EP)
- ELS Office and Ottesen Museum (BC)
- Guest House
- Gullixson Hall (men's residence) (GH)
- Honsey Hall (academic building; under construction) (HH)
- Larson Hall (women's residence)
- Luther Hall (classrooms, faculty offices, The Lab, Business Club, Student Senate) (LH)
- Memorial Library (study rooms) (ML)
- Marvin G. Meyer Hall of Science and Mathematics (computer labs, classrooms, faculty offices, greenhouse, IT Services) (MH)
- Old Main (Administration, Admissions, Anderson Hall (women's residence), Bookstore, Financial Aid, Student Union) (OM)
- Physical Plant (maintenance) (PL)
- President's Hall (Development, Public Relations, Alumni Relations) (PH)
- Sports and Fitness Center (SC)
- Teigen Hall (men's residence) (TH)
- Trinity Chapel (TC)
- Ylvisaker Fine Arts Center (YC)

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STANDARDS FOR THE BETHANY LUTHERAN COLLEGE COMMUNITY

Webster describes community as “a group of people living together as a smaller social unit within a larger one, and having interests, work, etc. in common.” Individuals living in such a community bear responsibility for their behavior as it affects not only them, but also other individuals and the community as a whole. The standards and policies set forth in this Handbook, designed to safeguard the satisfaction and wellbeing of employees, were formulated using the following guidelines:

- Federal, state, and local laws
- College rules and regulations as stated in this Handbook
- The answer given by Christ himself when asked for the greatest commandment:

Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments. (Matthew 22:37-40)

The overriding guide in the Bethany community is the third, the law of love as expressed in the Scriptures. This standard, admittedly of the highest degree, is intended to help Bethany’s employees achieve the goal of creating an optimal work environment. Bethany employees are expected to evaluate their actions and decisions in the light of such questions as:

- Does the action glorify God and/or benefit my neighbor?
- Are my actions in accord with God’s loving will as revealed in the Holy Scriptures?
- Has, or will, the action harm me, another individual, or the community as a whole?

WORKING RELATIONSHIPS IN THE CAMPUS COMMUNITY

Good working relationships with everyone who is directly or indirectly associated with Bethany Lutheran College are important. The people with whom employees may normally have contact include:

- Students – people enrolled and pursuing an academic degree
- Faculty – people employed to teach in the academic programs
- Senior administration – salaried employees who oversee the College’s overall operations
- Administration – salaried employees who coordinate and manage operational services
- Professional staff – salaried employees who provide technical support to the administrative staff
- Support staff – hourly employees who provide various services to support the academic and administrative needs of the College
- Alumni – people who attended and/or graduated from the College
- Visitors – people not affiliated with the College who come to campus

WHO’S WHO

This section briefly describes the College’s governing structure and senior administrative positions and responsibilities.

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Board of Regents: The seventeen-member Board of Regents manages the affairs of Bethany Lutheran College; five of the members serve in an advisory capacity. Directory information for the current Board of Regents can be found in Appendix B.

President: The president of the College exercises leadership of the College. He is the institution's spiritual leader, administrative head, and primary financial officer. He also serves as liaison between the Board of Regents and the College. All communications from the Board of Regents to the administrators and support staff and from the administrators and support staff to the Regents are to be channeled through the president's office.

Vice President for Academic Affairs: The vice president for academic affairs heads the educational enterprise of the College and serves as acting president when the president is absent from campus. He provides academic leadership and seeks to effect the continual intellectual stimulation and growth of both faculty and students. The vice president for academic affairs assists the president in faculty selection. His responsibilities include setting course loads and teaching assignments for the faculty. With the assistance of the division chairpersons and appropriate faculty committees, he administers the instructional programs, prepares academic reports, and initiates instructional studies.

Vice President for Student Affairs: The vice president for student affairs oversees the entire student life program (Student Services, Admissions, Financial Aid, Athletics), chairs the Enrollment Management Committee, and serves as acting president when both the president and vice president for academic affairs are absent from campus.

Chief Financial and Administrative Officer: The chief financial and administrative officer oversees the College's budgeting process; cash management, both long- and short-term; short-term investments; and audits; and serves on the College Investment Committee. The CFAO directs the activities of security services, maintenance, housekeeping, grounds, secretarial, and human resource staff, and oversees the physical plant, vehicle management, capital improvements and purchases, and employee relations.

Chief Advancement Officer: The chief advancement officer manages all activities related to fundraising, deferred giving, Reserve Fund development, scholarship funds, as well as alumni and constituency relations. The chief advancement officer also oversees the marketing efforts of the College.

Director of Campus Spiritual Life: The director of campus spiritual life is responsible for developing and implementing a comprehensive spiritual life program on campus, including nurturing spiritual life on campus, developing and coordinating spiritual outreach and service opportunities for Bethany students, and serving as Bethany's spiritual liaison with the ELS synod, churches, pastors, and youth ministries.

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Section 2: General Information

Section 2 conveys general information (in alphabetical order, by title) about employment at the College and some specific employment policies of which all employees should be aware.

To ensure equality and fair treatment and to conform to state and federal law, the College follows these guidelines and expects employees to comply with certain regulations. For more specific information, contact your supervisor, division/department head, or the Human Resources office (hr@blc.edu; 507-344-7840).

ATTENDANCE

Employees are expected to meet the attendance requirements of their positions. Planned absences must be pre-approved by the appropriate supervisor. Unplanned absences (e.g., illness) should be reported to the supervisor at the beginning of the scheduled work day. The College may require a doctor's certification for absences that last more than three consecutive work days. Three or more unexcused consecutive absences will be considered to be a voluntary quit.

DRESS (see PERSONAL APPEARANCE in this section)

EMERGENCIES (revised 8/14/07)

Call 911 (9-911 from on-campus) for **life-threatening** emergencies.

For **non-life-threatening** emergencies, call campus security (x888).

EMPLOYEE SERVICES COMMITTEE

The Employee Services Committee deals with health care, retirement, and compensation issues as well as other types of benefits or emergency assistance for all eligible staff and faculty and their families. The Committee maintains communication with the faculty and staff to gather their input into issues of concern, develops recommendations for the Administration, and reports back to the staff and Faculty Assembly about decisions that have been made.

The committee consists of three (2) Faculty Assembly members and three (3) staff employees serving staggered terms of three (3) years each. The three staff employees shall be from three separate departments. The Chief Financial and Administrative Officer serves as a permanent member. The Manager of Employee Relations serves as an ex-officio member. The chairperson of the committee is elected by the committee.

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EMPLOYMENT AT-WILL

Minnesota state law states that employment with Bethany Lutheran College is at-will, which means that the employment relationship may be terminated with or without cause, or with or without notice at any time, at the option of either the employee or the College. The College is not required to provide an employee with notice or warning of performance or other work-related problems before terminating him or her.

EMPLOYMENT LAW POSTERS

Posters with employment law information (workers compensation, etc.) are located on the bulletin board in the hallway across from the student mailboxes in Old Main (OMN 120).

ENERGY CONSERVATION

Bethany Lutheran College asks its employees to assist in conserving energy resources by turning off computers and monitors; office, hallway, and restroom lights; and other non-essential electronic equipment when leaving campus for the day. Some buildings have sensors that turn off the lights when no activity is detected for a certain length of time, but many rooms still require that the lights are turned off via a switch.

During the summer, the College participates in a program to reduce consumption of electricity when an energy alert is called by the city of Mankato. When an alert is called, air conditioning will be rationed or shut down and employees asked to turn off all non-essential lighting and electronic equipment.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal opportunity and advancement opportunities to all individuals, Bethany bases its employment decisions on merit, qualifications, and abilities. The College does not discriminate in employment opportunities or practices on the basis of sex, color, religion, age, national origin, marital status, disability, veteran status, status with regard to public assistance, or other categories protected by law, except where allowed by Bethany's status as a religious institution.

Bethany will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the College. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate supervisor, the Manager of Employee Relations, or the Chief Financial and Administrative Officer. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Title IX (gender equity in education): The College adheres to the requirements of Title IX of the 1972 Educational Amendments, Sec. 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990. Concerns regarding Title IX should be directed to the College's Title IX

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Officer: Dr. Ted Manthe, 236 Old Main; 1-507-344-7745; titleIX@blc.edu. The College is authorized under federal law to enroll non-immigrant international students.

EQUIPMENT USE

When using College property in accomplishing job duties, employees are expected to exercise care, perform required maintenance, and follow all safety standards, operating instructions, and guidelines.

Employees should notify their supervisors if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and needed repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about employee responsibility for maintenance and care of equipment and vehicles used on the job.

HOURS OF OPERATION

Normal hours of operation for College offices are 8 a.m. to 5 p.m., Monday through Friday, during the academic year. Summer hours of operation are determined by senior administration on an annual basis and will be posted at www.blc.edu/hr, *Summer Schedule*.

INJURIES

Employees should take all necessary precautions to perform their work duties in a safe manner. On those occasions when an employee is injured while performing work-related duties, the employee, or any employee who witnesses the injury, should immediately report the injury to the supervisor/department head or to the Human Resources office (x840).

Supervisors should consult with Security Services and/or their division heads when deciding whether to transport the injured employee to medical care or to call for an ambulance.

Supervisors/department heads should report the injury to the Human Resources office so that the state-required paperwork can be completed. Check with the Human Resources office about which types of injuries need to be reported.

Sick and/or personal leave should be taken for any time missed, up to three days (24 hours). When the injury results in three or more days away from work and/or medical treatment, the employee is entitled to workers' compensation (1-800-342-5354; www.doli.state.mn.us). Contact the Human Resources office (x840) for additional information.

LIABILITY

Bethany Lutheran College encourages employees to personalize their working spaces within the limits of their positions. However, the College is not liable for any employee personal items brought to campus that may be lost or damaged due to theft, fire, water damage, etc.

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LOST AND FOUND

A lost-and-found collection is maintained in each building. Items are kept for the duration of the academic year and then are disposed of through recycling, donation to thrift store, or however the College sees fit.

PARKING (see Section 7, Safety and Security)

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image that Bethany Lutheran College presents to students, parents, alumni, and visitors. During working hours, employees are expected to present a clean, neat appearance and to dress according to the requirements of their position. Employees should consult with their supervisors if they have questions about appropriate attire.

Employees who report for work inappropriately dressed may be sent home and directed to return to work in proper attire.

Employees should also be considerate of any co-workers who may be sensitive to perfumes, colognes, hair spray, and other chemicals.

PERSONAL BUSINESS

All employees should limit conducting personal business during working hours, including the use of College equipment. Long-distance phone calls are allowed only for emergency purposes, and the employee must reimburse the College for long-distance charges (see TELEPHONE USE AND ETIQUETTE in this section for additional information). Copy and fax machines may be used by employees for personal business, as long as the use does not interfere with the completion of employee responsibilities and the employee reimburses the College for use of the equipment (see COPYING and FAX in this section for additional information).

PERSONAL PROPERTY

Bethany Lutheran College is not responsible for lost, stolen, or damaged property belonging to employees. To guard against theft, employees should shut and lock their office windows and doors when leaving for the day and place personal items out of sight in their vehicles.

PERSONNEL FILE

Bethany maintains an official personnel file for each employee. In most circumstances, the file contents are kept confidential; however, circumstances may arise which require the College to release information from the file (e.g., subpoena).

Review: An employee may review her/his own personnel file in the presence of the Manager of Employee Relations every six months by submitting a written request to the Manager of Employee Relations. The Human Resources office must comply with the request within seven work days, if the records are located in Minnesota. If the records are located outside of Minnesota, the Human Resources office has fourteen days to produce the

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records. The Human Resources office will set up an appointment during normal business hours for the review. Employees may request that information in their files be removed or revised. If the College does not agree to remove or revise the disputed information, the employee may submit a letter (1-5 pages in length) to his or her personnel file contesting the accuracy of a particular record that the College has refused to change.

Terminated employees may review their personnel file within one year after the date of termination by submitting a written request to the Manager of Employee Relations. Former employees also have the right to request a copy of their personnel records.

Maintenance: To ensure that personnel files are up-to-date at all times, employees should notify the Human Resources office of any changes in name, telephone number, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contacts, etc.

PROFESSIONAL CONDUCT

All College employees are expected to conduct themselves in a professional manner as deemed appropriate by senior administration.

RECYCLING

Bethany Lutheran College supports environmental awareness by encouraging waste management and recycling, which includes a commitment to purchase, use, and dispose of products and materials in a manner that minimizes the negative impact on the earth's environment. Special recycling receptacles have been set up to promote the separation and collection of recyclable materials. The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. However, documents that contain personal information or financial data must be shredded before they are recycled.

SERVICE TO THE COMMUNITY AND CHURCH

One of the objectives of Bethany Lutheran College is to direct students "to become responsible citizens, aware of social realities." In keeping with this objective, all Bethany employees are encouraged to be good citizens at the federal, state, and local levels.

Employees are encouraged to become active in their local congregations. Employees who are members of the ELS are encouraged to serve the Synod when their skills and judgments can be well used and when participation will not lessen work performance effectiveness or attention to campus obligations.

Finally, employees are encouraged to join professional and/or civic organizations that are compatible with their duties at Bethany. Again, participation in such organizations should enhance and not reduce work performance effectiveness or attention to campus obligations.

SNOW EMERGENCIES (see Section 7, Safety and Security)

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SPIRITUAL LIFE

Bethany Lutheran College places a high priority on helping its employees cultivate their spiritual life by providing opportunities for worship and bible study. Employees may contact the Director of Campus Spiritual Life, Chaplain Don Moldstad (x312), with concerns of a spiritual nature.

Chapel services provide the opportunity for employees and students to gather together as a community to hear, ponder, and benefit from the teachings and events of the Bible. A time for a devotional response through prayers, hymns, etc., is also provided. Departmental offices are closed from 10-10:15 a.m. to allow employees to attend the daily services during the academic year. Chapel services are held Monday through Friday during the academic year and on Wednesdays during the summer months.

Vespers services, offered every Wednesday from 5:30-6 p.m. during the academic year, provide spiritual refreshment during the middle of the week.

Bible study sessions are conducted by the religious faculty during the academic year. Employees are welcome to attend these sessions.

STUDENT DRIVERS (see VEHICLE USE, this section)

STUDENT WORKERS (see Section 3)

TELEPHONE USE AND ETIQUETTE

The College provides telephones for employees to use in conducting official College business. To ensure effective telephone communications, employees should use an appropriate greeting (e.g., good morning, Bethany Lutheran College, Susan/Sam speaking) and speak in a courteous and professional manner.

The College provides employees with identification codes for long-distance calls. When employees need to make long-distance calls for personal emergency purposes, the employees must reimburse the College for any charges from the call(s).

Employees who are traveling on official College business are allowed one (1) phone call per day to their homes, for a reasonable length of time.

Bethany's 1-800 telephone number is only for business calls and should not be used by employee family members.

TRAFFIC SAFETY (see Section 7, Safety and Security)

VEHICLE USE

The College maintains a fleet of cars and minivans that employees may use to conduct College business off-campus. Reservations for vehicle use must be made with the Information Specialist in the administrative wing of Old Main (x0). On those occasions

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where a College vehicle is not available, employees may use their personal vehicles with prior approval of the department head or supervisor. The College will reimburse the employee at the rate of 32¢ per mile.

Student drivers: The College allows Bethany students to drive the College's vehicles for approved College-related business purposes and, on occasion when a College vehicle is not available, to drive the student's personal vehicle to an approved College-sponsored event. All student drivers must be familiar with the student driver policy and sign a contract.

Student drivers who are **participating** in the activity will not be paid to drive either a College vehicle or their own personal vehicle. Student drivers who are **not participating** in the College-related or sponsored activity will be paid \$9.65 per hour for travel within a 120-mile radius of Mankato and \$10 per hour for trips between 121-250 miles radius from Mankato. Any trip that exceeds the 250-mile limit must be approved in advance by Bethany's Chief Financial and Administrative Officer. The driver will be paid for drive time only, with a minimum of two hours of pay.

Students who are asked to drive a 15-passenger van must first pass a certification test. Contact the Old Main Receptionist (x0) for details about the test.

Employees and student drivers are expected to be familiar with and to obey all traffic and driving laws while operating College vehicles. Moving-violation fines will be the responsibility of the employee or student driver.

VIDEO SURVEILLANCE

Protection of employees, students, and visitors is a top priority for Bethany Lutheran College. In keeping with that priority, the College has installed video cameras in public areas throughout the campus.

WEATHER-RELATED CLOSINGS

On the rare occasion that the College closes due to inclement weather, an announcement will be broadcast on local radio stations, sent to Bethany voice mail subscribers, and placed on the College network community list.

WORK ORDERS

The work order process is to be used for repairs and special requests that fall outside the normal duties of maintenance and housekeeping staff (e.g., changing light bulbs, painting walls, fixing furniture, hanging wall decorations, etc.). To request special assistance of this kind, email workorders@blc.edu. Orders are completed in the order in which they are received.

Completion of the requests depends upon the workload of the maintenance and housekeeping staff, with the exception of emergency situations (e.g., overflowing toilet) which take priority over routine requests.

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Section 3: General Policies and Processes

Section 3 provides information about policies and processes that affect all Bethany Lutheran College employees. Employees should use this information to guide their personal and work-related behavior while in service to the College.

ALCOHOL (see DRUGS AND ALCOHOL in this section)

CLOTHING ALLOWANCE

The College provides a clothing allowance only for:

- Residential advisors, Admissions staff members and tour guides, and athletic coaches for clothing to be worn at appropriate events
- Physical plant staff
- Laboratory apparel

The College does not purchase clothing from any national, regional, or state tournaments. Clothing can be purchased through an agency account for special events and other fundraising programs.

CONFIDENTIALITY

Employees, as part of their job-related duties at Bethany Lutheran College, may have access to confidential College, employee, and student information. As a condition of employment, new hires will be asked to sign a confidentiality agreement that will be placed in their official personnel file.

Confidential internal College business is to be discussed with coworkers only on an as-needed basis and is not to be disclosed to any external parties, except as authorized by College officials or to governmental authorities as required by law. Unauthorized disclosure of any confidential College information during employment with Bethany Lutheran College is subject to disciplinary action, including immediate termination.

The federal Fair and Accurate Credit Transactions Act (effective June 1, 2005) requires the destruction--shredding or burning or smashing or wiping--of all paper or computer disks containing personal information that is derived from a consumer report before it is discarded. See PROTECTION OF PERSONAL INFORMATION in this section for additional information.

CORRECTIVE ACTION AND DISCIPLINE

It is important that all Bethany employees perform to the best of their abilities at all times as outlined in STANDARDS in Section 1 of this Handbook. There may be occasions, however, when an employee performs at an unsatisfactory level, violates a policy, or commits an act that is inappropriate. Examples of inappropriate acts include, but are not limited to:

- Refusal to accept or uphold the mission of the College
- Violation of College policy

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- Conduct or job performance inconsistent with accepted professional or moral standards
- Neglect or unwillingness to perform assigned duties
- Unacceptable quantity or quality of work
- Incompetence or ineffective service
- A felony conviction
- Tardiness/absenteeism

Bethany Lutheran College may exercise its discretion to utilize forms of corrective action and/or discipline depending upon the individual case. Examples of corrective action and/or discipline include oral warnings, written warnings, probationary status, suspension, demotion, and termination. Although one or more of these forms of corrective action/discipline may be taken in connection with a particular employee, no formal order or process is necessary for appropriate action. The College may also terminate the employment relationship without following any particular series of steps whenever it determines, in its own discretion, that such action should occur.

A record of all corrective and/or disciplinary actions taken will be kept on file in the Human Resources office. Employees will be given a copy of all corrective/disciplinary actions taken, which the employees must sign to indicate that they received the document and read and discussed it with their supervisor. By signing the document, employees are not acknowledging that they agree with its content, only that they received the document and discussed its content.

DRUGS AND ALCOHOL

Bethany Lutheran College is committed to maintaining a safe, healthy work and educational environment, free from the unlawful use of alcohol and drugs. We are also committed to complying with the requirements of the Drug Free Workplace Act of 1998 (DFWA) and Drug-Free Schools and Communities Act of 1989 (DFSCA).

The DFSCA requires that the College certify that it has adopted and implemented a drug and alcohol policy as a condition of receiving federal funds. This policy is included as Appendix C.

The drug and alcohol policy also contains requirements for complying with the DFWA. Bethany Lutheran College conducts a biennial review of its alcohol and drug program to determine its effectiveness, implements changes if they are needed, and ensures that the sanctions are consistently enforced.

Standard of conduct: The unlawful or unauthorized possession, use, consumption, sale, or distribution of illicit drugs and/or alcohol by any Bethany Lutheran College employee or student on College property or as part of the College's activities is strictly prohibited. All College employees are asked to report illegal activities (observed incidences and circumstantial evidence) to Security Services, Dean of Student Services (students), Human

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Resources office (employees) or to any senior administrator.

Disciplinary sanctions: Employees and students who violate the drug and alcohol policy will be subject to appropriate disciplinary action that may include, but is not limited to, counseling, mandatory participation in an appropriate rehabilitation program, oral warnings, written warnings, probationary status, suspension, demotion, and referral to the proper law enforcement authorities for prosecution.

Drug and alcohol counseling: Employees may voluntarily request assistance in dealing with drug or alcohol issues. The following local facilities, programs, or counselors provide drug and alcohol counseling, assessment, treatment and/or rehabilitation programs:

- Addiction Recovery Technologies of Mankato; 507-345-4670
- Alcoholics Anonymous and Alanon; 507-388-8989
- Alano; 507-387-2772
- House of Hope; 625-4373
- Mankato Family Focus; 507-625-3372

Additional listings can be found in the green and yellow pages of your local phone book.

Alcohol use at events sponsored by the College: The College will not purchase or reimburse employees, for alcoholic-related expenses or activities undertaken in the course of their work, with the exception of the president, Board of Regents or trustees, any activity sponsored by or in conjunction with the Development Office or Alumni Affairs, or any activity sponsored by the president of the College or by the College in general. This policy is in no way intended to limit a person from consuming alcohol while representing the College.

E-MAIL

Bethany provides all College employees and students with an electronic mail (e-mail) account which is the official means for distribution of electronic communication. E-mail messages, including personal e-mail messages, are monitored in an attempt to control spam and viruses.

EMPLOYEE PROTECTION (whistleblower)

Bethany Lutheran College attempts to ensure equality and fair treatment for all employees and conforms to all laws and regulations that apply to the College. The Employee Protection Policy (Appendix H) was developed as mandated by federal legislation known as the Sarbanes-Oxley Act of 2002 (SOX). This Act spells out protection that is to be given to employees who report unethical or unlawful conduct.

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EMPLOYMENT OF CLOSE RELATIVES

Bethany Lutheran College avoids hiring, transferring, or promoting close relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist. Therefore, close relatives of persons currently employed by Bethany may not be hired or promoted into a position that would place that person in a supervisory relationship with another close relative. If already employed, close relatives cannot be transferred into such a reporting relationship. This policy will be administered in accordance with applicable laws.

For the purposes of this policy, a close relative is defined to include spouse, parents (including in-laws), children (including in-laws), brothers and sisters (including in-laws), step-parents, step-siblings, and step-children.

GRIEVANCE POLICY AND PROCESS

Bethany Lutheran College expects that its employees and students will conduct themselves with Christian love and respect and in accordance with College policies as they interact with others in the Bethany community. If the occasion arises where an employee or student feels that he/she has been illegally discriminated against and where the issue (e.g., sexual harassment) is not addressed elsewhere in the faculty handbook, administrative and staff handbook, or student guidebook, the employee or student may use the grievance process outlined in Appendix G to seek resolution of the issue.

HARASSMENT (see SEXUAL HARASSMENT in this section and Appendix E)

HIPAA (see PROTECTION OF PERSONAL INFORMATION in this section)

LOGO

Use of the Bethany logo for any reason must be approved by and meet the standards developed by the College's Marketing and Public Relations Department (x427).

PROTECTION OF PERSONAL INFORMATION

Bethany Lutheran College exercises the utmost care in protecting employee personal information, including social security numbers, home address and phone number, dependent information, and banking information. Employees have access to other employees' personal information on a need-to-know basis related to the performance of their job duties.

Bethany does not sell employee personal information nor distribute it to any outside person or agency without the express written consent of the employee or in accordance with a court order.

Health information: Bethany Lutheran College is required by the Health Insurance Portability and Accountability Act (HIPAA) to implement policies and procedures to protect the privacy of employee personal health information as it relates to Bethany's Section 125 Flexible Benefits Plan. This Act was put in place to prevent employers from using personal health information to make job-related decisions.

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In order to be in compliance with the Act, Bethany appointed Stacey Dawley as its Privacy Officer. Stacey (x756) is responsible for enforcing policies and procedures established to safeguard protected health information against inappropriate access, use, and disclosure.

The Notice of Privacy Practices provides further information about Bethany's policy, which took effect April 14, 2004 (www.blc.edu/hr, *Policies*).

Disposal of personal information: The federal Fair and Accurate Credit Transactions Act (effective June 1, 2005) requires the destruction--shredding or burning or smashing or wiping--of all paper or computer disks containing personal information that is derived from a consumer report before it is discarded. The Act also covers personal information maintained in College files.

RETALIATION

Bethany Lutheran College expressly prohibits retaliation against any individuals who make formal complaints (e.g., harassment) against the College, its witnesses, supporters, and any advisors, regardless of the outcome of the complaint. If a member of the campus community believes that he or she is experiencing retaliation, the individual may pursue a grievance through the Human Resources office.

SEXUAL HARASSMENT

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of unlawful harassment. The College's policy regarding sexual harassment applies to all employees, student employees, and students, and to all on- and off-campus College-sponsored activities.

Sexual harassment is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual harassment is prohibited under Minnesota and federal law, and it will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by sexually harassing others are guilty of misconduct and are subject to immediate corrective action that may include discipline, termination of employment, or expulsion from the College. Other instances of misconduct include individuals who permit employees or students under their supervision to sexually harass others, and individuals who retaliate or permit retaliation against an employee or student who reports such sexual harassment.

Employees and students are not to be penalized for proper use of the sexual harassment complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

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Employees and students are advised that consensual romantic or sexual relationships between faculty and students, administrators and students, or supervisors and employees, are inappropriate, with pre- or extra-marital sexual relationships being contrary to God's moral law. The power differential inherent in such relationships compromises one's ability to decide freely. Employees who enter into a romantic or sexual relationship with a student or a subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is made, it will be exceedingly difficult to prove mutual consent.

The complete policy and reporting process can be found in Appendix D.

SEXUAL VIOLENCE

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sexual violence. The College's policy regarding sexual violence applies to all employees, student employees, and students in both on and off-campus College-sponsored activities.

Sexual violence is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual violence is also unlawful and will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by committing acts of sexual violence against others are guilty of gross misconduct and are subject to immediate corrective action that may include discipline, termination of employment, or expulsion from the College.

Employees and students are not to be penalized for proper use of the sexual violence complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

The complete policy and reporting process can be found in Appendix E.

SMOKING (see Tobacco-Free Buildings, this section)

SOLICITATION

Employees: Generally, solicitation of employees is not allowed on-campus. However, Bethany Lutheran College frequently receives promotional offers directed at employees that may benefit them in a non-compulsory way. It is our policy to make available to employees only the offers that come from organizations with which Bethany has an ongoing, working relationship (e.g., MAYSO, MAYBA, Art Guild, Chamber of Commerce, etc.).

Students: Solicitation of students of any kind is not allowed on-campus. All such activity should be reported to the dean of student services.

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STORAGE - PERSONAL ITEMS

Employees may place personal items in their personal work space, but should exercise good judgment in the items they bring on campus. The College is not responsible for any personal items that are lost due to damage or theft. Storage of personal items elsewhere on campus is not permitted.

STUDENT EMPLOYEES

U.S. Students: The Human Resources office coordinates the hiring and orientation process for student employees.

International Students: Federal law places many restrictions on our international students:

- They may work only up to 20 hours per week during the academic year (40 during the summer), regardless of the number of jobs they hold. Any hours worked beyond 20 (40 in summer) in one week will not be paid.
- Stipends must be included in the 20 hours (40 in summer) per week maximum allowed by law. A per-hour rate will be used to calculate the number of hours the student may work; this information will be sent to the supervisors.
- The student must work on campus. Bethany employees should be aware that hiring international students to work at off-campus locations and paying them with cash is a violation of federal law and could result in a fine for the College.

Supervisors must obtain approval from the Chief Financial and Administrative Officer before hiring any international students for summer work.

All student employees are subject to the policies and procedures found in the Administrative and Staff Handbook, which is available from the Human Resources Office (507-344-7840).

TECHNOLOGY

Information Technology Services (ITS) supports the mission of Bethany Lutheran College by seeking to provide students, faculty, staff, and the larger campus community with the knowledge, skills, and technical resources to learn, teach, work, and excel in an increasingly technological campus and world. The information in this section is a summary of the College's technology policy which can be found in its entirety at <http://www.blc.edu/itpolicy>

Bethany Lutheran College owns the computer hardware, software, and servers that it provides employees to use in accomplishing their job-related duties. Use of these resources is a privilege, and only appropriate uses are permitted. Accepting an account and/or using any College information system will be considered an agreement by the user to abide by and be bound by the provisions of Bethany's technology policy. All users of College technology are expected to observe the highest standards of responsibility and ethics and to comply with policies and applicable laws regulating appropriate use of these systems.

Bethany Lutheran College's sexual harassment policy (Appendix E) applies fully to the use of the Internet, and any violation of this policy is grounds for discipline as outlined in the

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corrective action and discipline policy found in this Handbook. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or otherwise in violation of Bethany's policies may not be downloaded from the Internet or displayed or stored in Bethany-owned computers.

Personal use of computer resources is allowed as long as it does not interfere with College operations or a user's responsibilities as a College employee. Employees must also keep in mind that e-mail messages, including personal e-mail messages, are monitored in an attempt to control spam and viruses.

Employees who abuse their right to use Bethany's computer resources will be subject to disciplinary action in accordance with the corrective action and discipline policy found in this section.

Complete information about the Information Technology Services policy, terms, and conditions for use can be found at <http://www.blc.edu/itpolicy/>.

TOBACCO-FREE BUILDINGS

The use of tobacco in all its forms, in keeping with federal, state, and local laws, is not permitted on the Bethany campus except where noted in the next paragraph. The "campus" is defined as all property owned by Bethany Lutheran College, both inside the buildings and the outside common areas, as identified on the campus map found at www.blc.edu/facilities/map.

Tobacco products may be used within 10 feet of the posted *designated smoking area* signs, on city-owned property adjacent to Bethany, and in personal vehicles parked in accordance with Bethany's parking regulations. Anyone using tobacco products in designated areas is asked to dispose of cigarette butts and other trash in the receptacles provided.

USE OF COLLEGE PROPERTY

Bethany Lutheran College owns many types of property (equipment, land, buildings, etc.) that its employees may use in accomplishing their job-related duties. Use of these resources is a privilege, and only appropriate, College-related uses are permitted.

WHISTLEBLOWER (see Employee Protection in this section)

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Section 4: General Employment Process

Section 4 describes the general process used to hire seasonal and student employees.

Seasonal employees work fewer than nine months per year and are not eligible for benefits. The Human Resources office works with department heads to fill open positions throughout the calendar year.

Student employees work only during the academic year and are not eligible for benefits. The Human Resources office coordinates the hiring and orientation process to fill student employment positions available at the College.

Both seasonal and student employees are classified as non-exempt employees and are covered by the Fair Labor Standards Act, are paid by the number of hours worked, and are eligible for overtime pay for time worked over 40 hours in a work week.

Medical exams: To help ensure that employees are able to perform their duties safely, a medical examination and/or a drug test may be required after an offer has been made to an applicant. The medical examination or drug test may be performed, at the College's expense, to ensure that the applicant is physically able to perform the essential functions of the job. The examination will test only for job-related criteria. The assignment to duties is contingent upon satisfactory completion of the exam.

Information about an employee's medical condition or history will be kept separate from other employee information and maintained in a confidential manner, with access to this information limited only to those who have a legitimate need to know.

IMMIGRATION LAW COMPLIANCE

Bethany Lutheran College is committed to employing only United States of America citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bethany within the past three years or if their previous I-9 is no longer retained or valid.

ORIENTATION

Human Resources will work with the appropriate supervisor/department head to provide a thorough orientation for all new employees.

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PERFORMANCE EVALUATION

Supervisors are expected to discuss performance expectations with employees when they begin their jobs, train the employees so that they can be successful in their jobs, and evaluate employee performance on a periodic basis.

SEPARATION

Separation from employment may occur either voluntarily through resignation or involuntarily through layoff or termination or an inability to perform the duties and responsibilities of the position held.

Final paycheck

Voluntary resignation: Minnesota Statute 181.13 requires that wages earned and unpaid at the time of resignation shall become due and payable on the next regularly scheduled payday following the employee's final day of work or within 20 calendar days, whichever comes first.

Involuntary quit: Minnesota Statute 181.13 requires that any wages actually earned and unpaid at the time of separation shall become due and payable within 24 hours of the employee's demand for wages. It is recommended that the request for final pay be submitted in writing.

Deductions: Minnesota Statute 181.79 restricts Bethany from making any deduction, directly or indirectly, from employee wages for lost or stolen property, damage to property, or to recover any other claimed indebtedness running from the employee to Bethany unless the employee has signed a voluntary authorization to make the deduction.

Rehire: Employees in good standing at the time of their separation from employment may be eligible for rehire.

Employment references

The Human Resources office will respond to written and telephone employment references for current and former employees. Responses will confirm only dates of employment, wage rates, and position(s) held unless the individual who is the subject of inquiry has completed a written authorization and release form.

Unemployment benefits

The Federal-State Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own (as determined under state law) and who meet the state requirements for wages earned or time worked during an established (one year) period of time referred to as a "base period."

Terminated employees should contact the Minnesota State Unemployment Insurance Agency as soon as possible after becoming unemployed to initiate the benefits process (<http://www.state.mn.us>).

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Section 5: Compensation and Payroll

Section 5 of the Handbook provides information about issues related to compensation as well as the payroll process for hourly (non-exempt) employees.

OVERTIME

Occasionally hourly support staff may need to work additional hours to meet deadlines or to assist with evening or weekend events. Employees should discuss the need for overtime hours with their supervisors before the time is incurred to make sure that the overtime is authorized.

All hours worked, including overtime hours, must be recorded on the College's time-clock system. Hourly employees are paid at the rate of time-and-a-half for all hours worked over 40 per week, based on actual hours worked.

PAY PROCESS

Time-Clock

All employees paid on an hourly basis must record their time worked, as well as any leave taken, on the College's official time-clock system in place. Supervisors must approve the hours before pay can be issued. Failure to use the official time-clock system to record hours worked and leave taken may result in corrective action or discipline.

Paydays

Seasonal employees: Payroll is direct deposited into employee bank accounts every other week. Seasonal employees can opt out of direct deposit by completing the direct deposit opt-out available from the Human Resources Office (205 Old Main). If a seasonal employee opts out, he/she (or his/her spouse) must pick up the paycheck in person at the Business Office during normal office hours.

Student employees are paid per month and must pick up their paychecks from the Business Office during normal office hours.

Pay calculation

All seasonal and student employees are paid for actual time worked during a regular 40-hour work week (Sunday through Saturday). In general, the maximum number of paid hours should not exceed 40 hours per week when pre-approved overtime is not involved.

Pay corrections

The College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. However, in the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll and accounts specialist (hourly employees) or director of accounting (salaried employees) so that corrections can be

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made as quickly as possible. Also, Bethany reserves the right to correct any clerical error in a pay disbursement.

Payroll deductions

Federal and state statutes require that the College make certain deductions from every employee's compensation, including federal and state income taxes and Social Security taxes.

In the event that garnishment or other similar order is instituted against an employee, the College will deduct the required payment from the employee's paycheck. Employees who are involved in a garnishment situation should discuss the issue as promptly as possible with the director of accounting (x756) (salaried employees) or the payroll and accounts specialist (x425) (hourly employees).

TIME-CLOCK

All employees paid on an hourly basis must record their time worked on the College's official time-clock system in place. Supervisors must approve the hours before pay can be issued. Failure to use the official time-clock system to record hours worked and leave taken may result in corrective action or discipline.

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Section 6: Benefits

Section 6 describes the benefits that Bethany Lutheran College provides to seasonal and student employees.

WORKER'S COMPENSATION

Employees should take all necessary precautions to perform their work duties in a safe manner. On those occasions when an employee is injured while performing work-related duties, the employee, or any employee who witnesses the injury, should immediately report the injury to the supervisor/department head or to the Human Resources office.

Supervisors should consult with Security Services and/or their division heads when deciding whether to transport the injured employee to medical care or to call for an ambulance.

Supervisors/department heads should report the injury to the Human Resources office so that the state-required paperwork can be completed. Check with the Human Resources office about which types of injuries need to be reported.

Sick and/or personal leave should be taken for any time missed, up to three days (24 hours). When the injury results in three or more days away from work and/or medical treatment, the employee is entitled to workers' compensation (1-800-342-5354; www.doli.state.mn.us).

Employees who are receiving workers' compensation will continue to accrue paid leave benefits for 30 calendar days from the date that the income replacement benefits begin.

Contact the Human Resources office (x840) for additional information.

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Section: Safety and Security

Section 7 provides information about employee safety and security while on Bethany's campus.

The Security Services office focuses on the protection and safety of persons and property on campus by patrolling buildings and grounds, issuing security alerts, providing escort services, conducting daily security checks, and reporting safety hazards and repairs. A listing of services can be found on Campus Security's home page (<http://www.blc.edu/security>). In addition to having an on-duty security officer during the day, Bethany Lutheran College has contracted with Securitas, Inc., to provide evening, night, and weekend security coverage throughout the year.

The cooperation of all members of the Bethany community is essential for campus safety. Please be alert to your surroundings. Call 911 (9-911 from a campus phone) when there is a medical emergency, fire, or some other emergency or situation that you believe requires 911 assistance. After calling 911, also contact Campus Security (x888) to assist emergency personnel before and after their arrival and to document the situation.

ANNUAL SECURITY REPORT

Bethany Lutheran College's annual security report is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The document describes the College's security policies for on-campus housing, access to facilities, notification of threats to the community, alcohol and drug use, etc. Statistics reported over the past three years for crimes that occurred both on-campus and the surrounding community are also included. Employees can access the report at www.blc.edu/security or obtain a paper copy by contacting the Security Services office at 507-344-7000.

CRIME AWARENESS/JEANNE CLERY CAMPUS SECURITY ACT

The Crime Awareness and Jeanne Clery Campus Security Act requires that crime statistics for the campus be recorded, posted, and distributed to all employees. In order to be in compliance with this Act, Bethany Lutheran College requires that all criminal activity on-campus be reported immediately to Campus Security (x888).

The crime statistics for the previous three years can be accessed at www.blc.edu/security and through the United States Department of Education, Office of Post Secondary Education webpage (<http://ope.ed.gov/security>; OPE ID#: 00233700). Definitions of the terminology and categories can also be accessed at that site.

EMERGENCY EVACUATION

On occasion, buildings may need to be evacuated immediately. When the fire alarm sounds, employees and students should move down the stairs or fire escapes in an orderly manner.

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Employees should also be aware of the special needs of any physically challenged individuals on-campus and provide assistance when appropriate.

EMERGENCY PHONES

Emergency phones are located in student parking lots. Courtesy phones are also located on the second floor of the glass entry of Anderson Hall, inside the glass entry of Teigen Hall, Gullixson Hall, Edgewood Place, and outside the upper entrance to Larson Hall. Dial 888 for Campus Security or 911 (9-911 from campus telephones) for police and fire. Additional courtesy phones are available at all work-study building monitor locations on campus.

ESCORT SERVICE

Campus Security Services provides students, employees, and visitors with an escort to and from any location on campus outside of business hours. Escorts may be requested by phoning extension 888 (344-7888).

INJURIES

Employees should take all necessary precautions to perform their work duties in a safe manner. On those occasions when an employee is injured while performing work-related duties, the employee or witness to the incident should immediately report the injury to the supervisor or to the Human Resources office in the supervisor's absence. If the supervisor or Human Resources cannot be reached, the employee or witness should use good judgment and take the appropriate measures, including contacting Campus Security (x888) or 911 (slight delay occurs before ringing begins).

Supervisors should consult with Security Services and/or their division heads when deciding whether to transport the injured employee to medical care or to call for an ambulance.

Supervisors/department heads should report the injury to the Human Resources office so that the state-required workers' compensation paperwork can be completed. Check with the Human Resources office about which types of injuries need to be reported.

PARKING SERVICES

General information: Bethany Lutheran College assumes no responsibility for the care or protection of any vehicle or its contents while operated and/or parked on-campus. Parking regulations are in force 24 hours a day, 7 days a week, year-around. All vehicles parked illegally may be cited and/or towed at the owner's expense (All American Towing, 465 Poplar Street, 345-5005). Employees should secure valuables out of sight and lock their vehicles when they are left unattended. All thefts and crimes should be immediately reported to Campus Security (x888).

Motorcycles/mopeds do not require a parking permit but must be registered. Motorcycles and mopeds must park in regular vehicular parking stalls and must abide by all parking and traffic regulations.

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All disabled vehicles should be reported to Campus Security in person or by phone (x888) to prevent citations and/or towing.

Visitor parking: General visitors to campus during the workday may park in posted visitor parking areas (<http://www.blc.edu/facilities/parking/>) without registering their vehicles. When attending large, scheduled events during the day (Monday through Friday), visitors may use staff parking areas as posted by Campus Security or the Coordinator of Campus and Community Services. Off-campus students are not considered to be visitors.

Long-term visitor parking (overnight or between 2 a.m.–7 a.m.) requires a visitor parking permit displayed on the rear-view mirror. Permits require a license plate number and state and vehicle make, model, and color. Permits may be obtained from any of the following:

Business Office (x304; 211 Old Main)
Information Secretary (x0; 210 Old Main)
Security Services (x888; 110 Luther Hall)

Violations and sanctions: Parking in non-posted areas on the campus, including curbside, will result in warnings, fines, immobilizations, or other sanctions as described on the Security webpage (<http://www.blc.edu/security>). Parking citations are issued to the registered owner on file, and fines must be paid to the Business Office (Old Main 211) within 14 business days from the time and date of issue in order to avoid immobilization and/or towing.

Employees who believe they received a ticket from Campus Security in error, or who feel that there is a good reason they should not have received the ticket, should immediately contact the Manager of Security Services (x888).

The Manager of Security Services has the authority to revoke any parking permit or to tow a motor vehicle when a pattern of noncompliance of parking rules and regulations is observed. Also, vehicle owners who have been cited more than 12 times within a school year will have their on-campus parking privileges revoked.

SECURITY ALERTS

Security will post “Security Alerts” whenever there is a situation that concerns the general Bethany community. These alerts will be posted in the Daily Bulletin, at key locations on campus, via e-mail, and on the Security webpage (<http://www.blc.edu/security>).

SEVERE WEATHER

When a severe weather (e.g., tornado) warning is issued or threatening weather approaches, employees should move to a designated shelter (listed below) or an interior room or hallway on the lowest level. Floor maps with directions to shelter areas are posted on all levels in each building.

- Anderson Hall - Chapel tunnel, first floor restrooms by the Viking Village, base of steps by the Viking Village

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- Communication Center - restrooms, additional space in Gullixson Hall basement
- Edgewood Place - basement
- Gullixson Hall - basement
- Larson Hall - lower level laundry room
- Luther Hall - Chapel tunnel, first floor restrooms by the Viking Village, base of steps by the Viking Village
- Memorial Library - tunnel, lower level interior halls
- Meyer Hall - tunnel, computer labs on lower level
- Old Main - Chapel tunnel, first floor restrooms by the Viking Village, base of steps by the Viking Village
- Presidents Hall - basement
- Sports & Fitness Center - north gym locker rooms, first floor restrooms
- Teigen Hall - first floor interior hall, first floor restrooms and laundry room
- Trinity Chapel - tunnels, lower level restrooms and classrooms
- Ylvisaker Fine Arts Center - first floor restrooms, basement (NOT in the theater)

SNOW REMOVAL AND EMERGENCIES

The College may need to call a snow emergency from time to time in addition to a City of Mankato snow emergency. Snow emergencies called by the College will be announced in the Daily Bulletin and via e-mail. In addition, a bright yellow informational poster with the heading “Bethany Snow Emergency” will be placed in strategic locations around campus.

The City of Mankato has a 24-hour snow emergency hotline (507-387-9001) which provides up-to-date snow emergency information for all public streets in and around the campus. Employees who park on public streets are responsible for knowing the city’s snow emergency restrictions. The College is not responsible for providing on-campus parking during a city snow emergency.

When a College snow emergency is called, the following guidelines apply:

1. Bethany will attempt to give a 24-hour notice before calling a snow emergency.
2. Bethany will try to have the snow emergency on Saturdays. Snow emergencies that must be called on weekdays will be in effect after 5 p.m.
3. Employees must move their vehicles out of the staff parking lots during the snow emergency timeframe posted. Vehicles may be parked in designated parking areas as well as on city streets, providing there is no city snow emergency. Once the parking lots are cleared, vehicles may be returned to staff parking lots.
4. The College will treat a snow emergency the same way as the City of Mankato. Vehicles not removed during the snow emergency will be towed by All American Towing, 465 Poplar Street, Mankato; 345-5005. Employees who must leave their vehicles on-campus overnight should notify Security Services and park in Employee Lot 7 near student parking.
5. Security Services and maintenance employees will assist employees with moving vehicles if necessary (jump start, etc.). Employees who are not able to move their vehicles should have another employee or friend move the vehicle.

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TRAFFIC SAFETY

The on-campus speed limit is 15 mph. Employees should drive with caution as there may be pedestrians moving from one campus location to another. Minnesota state law requires that vehicles stop for pedestrians in all crosswalks.

VEHICLE ASSISTANCE

Security Services officers are equipped with and trained to use vehicle lockout tools, which will unlock most cars, and can also provide vehicle jumpstarts when needed. These services are provided free of charge and only while on the Bethany campus; however, vehicle owners assume responsibility for damage to their vehicles during unlocking or jumpstarting.

WEAPONS

Bethany bans guns on its premises. The College prohibits the possession or use of any cannon, gun, ammunition, pistol, or other firearm, bow and arrow, firecracker, rocket or other fireworks, air gun, air rifle, or other similar device commonly referred to as a BB gun. Other prohibited, dangerous weapons include:

- explosives of any kind
- slingshots
- Chinese throwing stars
- Nanchakus
- sand clubs
- metal knuckles
- daggers, dirks, stilettos, or other similar devices of the type commonly known as a “switchblade” knife
- spring blade knives
- push-button knives
- butterfly knives
- double-edged knives or swords
- knives with a blade four or more inches long
- hatchets
- axes
- decorative weapons
- any other dangerous article or substance used unlawfully as a weapon against another person
- toy guns

Replicas of any of the above are also banned from the campus.

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Appendix C: Drug-Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988 (Public Law No. 100-690, 5151-5160), effective August 17, 2006, Bethany Lutheran College is hereby notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Bethany Lutheran College and in the course of any activities performed in conjunction with the employee's work-related responsibilities. Although the Drug-Free Workplace Act requires that only those employees "directly engaged in the performance of work pursuant to the provisions of the federal grant or contract" abide by this policy, Bethany Lutheran College has elected to include all employees under this policy.

Controlled substances are defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and are further defined by regulations at 21 DFR1300.11 through 1300.15. It is important to note that not only is the use of illegal drugs unlawful, but also the illegal dispensing of legal (prescription) drugs. Alcohol and tobacco are not included in this law.

As a condition of employment at Bethany Lutheran College, all employees will abide by the terms of the College's Drug-Free Workplace Policy and will notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Employees found in violation of the prohibitions set forth in the policy will be subject to disciplinary actions which may include suspension or dismissal.

Employees who are convicted of a violation in the workplace or while engaged in work-related responsibilities may be required to participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Appropriate personnel action shall be taken against such convicted employee, up to and including termination of employment, within 30 days of the College's receiving notice of conviction.

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Appendix D: Sexual Harassment

Introduction

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of unlawful harassment. The College's policy regarding sexual harassment applies to all employees, student employees, and students, and to all on- and off-campus College-sponsored activities.

Employees and students are not to be penalized for proper use of the sexual harassment complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

Definitions

Sexual harassment is defined by law as 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 a condition, either explicitly or implicitly, of obtaining employment or education; 2) submission to or rejection of that conduct or communication by an individual is used a factor in decisions affecting that individual's employment or education; or 3) such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. The use of a position of authority as a way to accomplish any of the above may also constitute sexual harassment. The subjective belief of an employee or student that the behavior is offensive does not, in itself, constitute sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or sexually graphic content in a workplace or academic environment
- An offer for some "benefit," such as a grade, or a bonus in exchange for sexual favors
- Suggestions or threats that refusal of sexual favors might result in "negative" consequences or hinder one's academic career or professional standing
- Continuous unwelcome efforts to change a casual friendship or professional relationship into a romantic one
- Unwelcome, persistent, and offensive sexually-oriented jokes and comments
- Unwanted frequent physical contact such as touching, patting, or pinching

Sexual violence is any act of violence or force committed against a person, without his or her consent, for the purpose of satisfying sexual or aggressive impulses. Complaints of sexual violence are addressed under the Sexual Violence Policy found in this Handbook (Appendix E).

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Policy

Sexual harassment is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual harassment is prohibited under Minnesota and federal law, and it will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by sexually harassing others are guilty of misconduct and are subject to immediate corrective action that may include discipline, termination of employment, or expulsion from the College. Other instances of misconduct include individuals who permit employees or students under their supervision to sexually harass others, and individuals who retaliate or permit retaliation against an employee or student who reports such sexual harassment.

All charges of sexual harassment will be promptly investigated by the College. All employees and students are expected to cooperate with sexual harassment investigations. Any employee or student who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment or expulsion from the College.

All complaints will be handled as discreetly as possible, although the College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if discipline, termination, or expulsion is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

Employees and students are advised that consensual romantic or sexual relationships between faculty and students, administrators and students, or supervisors and employees, are inappropriate, with pre- or extra-marital sexual relationships being contrary to God's moral law. The power differential inherent in such relationships compromises one's ability to decide freely. Employees who enter into a romantic or sexual relationship with a student or a subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is made, it will be exceedingly difficult to prove mutual consent.

Reporting Procedure

Employees and students who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should:

1. Tell the offending person, if comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately. If there is a concern for physical safety, call 911 and Campus Security (x888).
2. Report the incident as soon as possible to one of the following:

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Ted Manthe
Dean of Student Services
Office: 344-7745

Don Moldstad
Director of Spiritual Life/Chaplain
Office: 344-7312
Home: 387-5456

Mary Jo Starkson
Manager of Human Resources
Office: 507-344-7840

Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible sexual or other unlawful harassment are also required under this policy to take prompt action. Minimally, this means offering assistance to the person and immediately reporting the harassment to Dean of Student Services (student) or Manager of Human Resources (employees).

Resolution

All charges of sexual harassment will be promptly investigated by the College. In general, the following individuals will conduct the investigation in accordance with the *Corrective Action and Discipline* policy (administration and staff), *Right to Continuation* policy (faculty), or Student Guidebook (students).

Situation

- student harassing student
- student harassing faculty or staff
- faculty harassing student
- staff harassing student

Investigator/Decision Maker

Dean of Student Services
Dean of Student Services
Vice President for Academic Affairs
Senior administrator in charge of department

The investigatory process may be adjusted as dictated by circumstances.

Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of alleged sexual harassment or inappropriate workplace or academic environment behavior or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact one of the individuals listed under *Reporting Procedure* above.

Counseling

Students may contact the Christian Family Counseling (800-438-1772) for a confidential referral if one is needed; employees may contact the Human Resources office (507-344-7840).

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Appendix E: Sexual Violence

Introduction

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sexual violence. The College's policy regarding sexual violence applies to all employees, student employees, and students in both on- and off-campus College-sponsored activities.

Employees and students are not to be penalized for proper use of the sexual violence complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

Definitions

Sexual violence is any act of violence or force committed against a person, without his or her consent, for the purpose of satisfying sexual or aggressive impulses.

Sexually violent acts include, but are not limited to, contact of a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas, or the use of threat or force or coercion which requires the person to commit or submit to any kind of attempted sexual act. This includes a physical act that is sexual or aggressive in nature, is intentional, and is committed either by

1. physical force, violence, threat or intimidation;
2. ignoring the objections of another person;
3. causing another person's intoxication or impairment through the use of drugs or alcohol in order to take advantage of that person; or
4. taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Consent is words or overt actions indicating a freely given present agreement to perform a particular sexual act with the initiator. In this context, *present* means at that particular time.

Consent can only be given or implied by someone who acts freely, voluntarily, and with knowledge of the nature of the act involved.

Consent cannot be given by someone who is 1) incapacitated by drugs or alcohol, 2) coerced into submission, 3) not conscious, or 4) physically or mentally incapacitated. Consent cannot be inferred from 1) permission for one particular act (a less intimate sexual act does not imply permission for a more intimate sexual act); 2) a prior sexual, romantic, or marital relationship; or 3) an existing sexual, romantic, or marital relationship.

Policy

Sexual violence is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual

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development of employees and students. Sexual violence is also unlawful and will not be tolerated by Bethany Lutheran College.

Human Resources and Student Services will undertake educational efforts to inform employees and students of their responsibilities regarding such behavior, as well as how to identify and eliminate potential sexual violence, and what steps can be taken if instances of sexual violence are experienced.

Individuals (employees or students) who violate this policy by committing acts of sexual violence against others are guilty of gross misconduct and are subject to immediate disciplinary action in accordance with the *Corrective Action and Discipline* policy (administration and staff), *Right to Continuation* policy (faculty), or Student Guidebook (students)

All employees and students are expected to cooperate with sexual violence investigations. Any employee or student who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment or expulsion from the College.

All charges will be handled as discreetly as possible, although the College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged aggressor is entitled to answer the charges, particularly if discipline, termination, or expulsion is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

The College will assist any employee or student who believes that he or she has experienced or witnessed sexual violence, as noted below.

Reporting Procedure

Employees and students who believe they have experienced sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should:

1. Get immediate help. Go to a safe place and call 911 or Campus Security (x888) or SAFELINE (1-800-630-1425).

Campus Security will call the Mankato Department of Public Safety. A law enforcement officer will respond and speak with survivors about their options for making a formal report of the incident.

2. Report the assault to one of the persons listed below as soon as possible.

Andy Schmidt
Dean of Student Services
Office: 507-344-7330

Don Moldstad
Director of Spiritual Life/Chaplain
Office: 507-344-7312
Home: 507-387-5456

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3. File criminal charges with the Mankato Police Department, if desired. The College, through its designated personnel, will help the employee or student in reporting the assault to the police and/or in filing a criminal charge. Designated staff members will also accompany the victim to the police station upon request.

The College will assist the employee or student, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with the incident, and in preserving any materials relevant to a College disciplinary proceeding.

The College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged aggressor, including transfer to alternative classes or alternative College-owned housing, if these options are available and feasible. Requests for transfer to alternative classes should be directed to the Registrar; requests for transfer to alternative College-owned housing should be directed to the Dean of Student Services.

Employees and students also have the right to obtain assistance from the Crime Victim Justice Unit:

Crime Victim Justice Unit
Office of Justice Programs
Bremer Tower, Suite 2300
445 Minnesota Street
St. Paul, Minnesota 55101
1-800-247-0390, extension 4
Website: <http://www.ojp.state.mn.us> (help for crime victims)

The Minnesota Crime Victims Reparations Board can also be contacted for assistance with out-of-pocket non-property-related expenses if the crime occurs in Minnesota and has been reported to the police. More information about this assistance can be obtained by calling 1-888-622-8799.

Employees and students who believe they have witnessed sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should call 911 and/or Campus Security (x888) when immediate help is needed, or one of the persons listed above as soon as possible.

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Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible sexual violence are required under this policy to take prompt action. Minimally, this means offering assistance to the person, calling 911 and Campus Security (x889) if needed, and reporting the incident to Dean of Student Services (student) or Manager of Employee Relations (employees) as soon as possible.

Resolution

All charges of sexual violence will be promptly investigated by the College. In general, the following individuals will conduct the investigation in accordance with the *Corrective Action and Discipline* policy (administration and staff), *Right to Continuation* policy (faculty), or Student Guidebook (students). The investigatory process may be adjusted as dictated by circumstances.

<u>Situation</u>	<u>Investigator/Decision Maker</u>
○ student against student	Dean of Student Services
○ student against faculty or staff	Dean of Student Services
○ faculty against student	Vice President for Academic Affairs
○ staff against student	Senior administrator in charge of department

The victim and the accused each have the right to participate, in the presence of the victim's attorney or other support person, at any campus disciplinary proceedings concerning a sexual violence complaint.

Both the complainant and the accused will be informed of the outcome of any campus disciplinary proceeding brought alleging sexual violence.

Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of alleged harassment or inappropriate workplace or academic environment behavior or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact one of the individuals listed under *Reporting Procedure* above.

Counseling

Students may contact the Christian Family Counseling (800-438-1772) for a confidential referral if one is needed; employees may contact the Human Resources office (507-344-7840).

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Appendix G: Grievance Policy and Process

As stated in the *Standards for the Bethany Lutheran College Community* found in Section 1 of this Handbook, individuals bear responsibility for their behavior as it affects not only themselves, but also other individuals and the community as a whole. Bethany employees and students should conduct themselves according to the law of love as expressed in the Scriptures:

Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments. (Matthew 22:37-40)

This standard, admittedly of the highest degree, is intended to help Bethany's employees achieve the goal of creating optimal work and learning environments for its employees and students. Bethany employees and students are expected to evaluate their actions and decisions in the light of such questions as:

- Does the action glorify God and/or benefit my neighbor?
- Are my actions in accord with God's loving will as revealed in the Holy Scriptures?
- Has, or will, the action harm me, another individual, or the community as a whole?

POLICY

Bethany Lutheran College expects that its employees and students will conduct themselves with Christian love and respect and in accordance with College policies as they interact with others in the Bethany community. If the occasion arises where an employee or student feels that he/she has been illegally discriminated against and where the issue (e.g., sexual harassment) is not addressed elsewhere in the faculty handbook, administrative and staff handbook, or student guidebook, the employee or student may use the grievance process outlined below to seek resolution of the issue.

The grievance process is restricted to complaints of discrimination as outlined in federal anti-discrimination statutes, state and local laws against discrimination, and College anti-discrimination policies, except where allowed by Bethany's status as a religious institution. This grievance process is internal to the College and applies to incidents that take place at the College and its affiliated off-site activities or that are related to College operations. Individuals who may use this grievance process are limited to current students and employees.

The College is committed to resolving complaints of discrimination in a timely manner. Students, faculty, and staff are expected to cooperate fully and in a timely way with all investigations into complaints of discrimination. Failure to do so may result in disciplinary action.

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Employees and students are not to be penalized or retaliated against for proper use of the grievance process. However, it is not considered proper if an employee or student abuses the process by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge as having no merit. The College encourages students and employees to use the internal grievance process. However, employees have the right to file a complaint with the Equal Employment Opportunity Commission (EEOC) and students have the right to file a complaint with the Office for Civil Rights (OCR), U.S. Department of Education, without first using the College's internal grievance process.

DEFINITIONS

For the purposes of the process outlined below, the following definitions apply:

Grievant: person filing the grievance

Respondent: person allegedly responsible for the illegal discriminatory behavior or action

PROCESS

Individuals who feel they have been illegally discriminated against may use either of the two methods described below within the given timeframes:

Employees	within 15 business days of the alleged incident(s)
Students	within 15 class days of the alleged incident(s)

If the alleged incident(s) occurs during the last 15 class days of the academic year, a 15 business-day timeframe will be used. For purposes of this policy, *class days* includes finals week.

Individuals who are unsure about how best to proceed should consult with the College's Chaplain prior to taking any action.

1. Private conversation with alleged policy violator

Individuals are encouraged to speak privately with the person allegedly responsible for the discriminatory behavior or action.

The matter may be concluded by mutual consent at this point, or if the matter is not resolved satisfactorily, the individual may proceed to Option 2 within 5 business days (employees) or 5 class days (students) after the private conversation occurs. If the private conversation occurs during the last 5 class days of the academic year, a 5 business-day timeframe will be used.

The College recognizes that speaking directly to the person may be inappropriate or ill advised, especially when the conduct is severe or when the person responsible for the alleged behavior holds a position of authority. Under those circumstances, the individual may proceed directly to Option 2 within 15 business/class days of the alleged incident(s).

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2. Grievance resolution process

Individuals may seek to resolve the grievance by contacting the Manager of Human Resources (507-344-7840; hr@blc.edu) within the timeframes given above. The Manager of Human Resources will serve as Grievance Process Coordinator as outlined below.

Policy Determination: The Grievance Process Coordinator will determine whether the conduct or behavior falls within the College's grievance policy. If the matter falls within the policy, the grievant may use either the informal or formal resolution process given below to resolve the matter. It should be noted that Bethany Lutheran College has the right to proceed with an investigation when the College believes it is necessary to do so.

If the grievance does not fall within the grievance policy, the grievant will be referred to the Chaplain, the Coordinator of Student Counseling, or an appropriate administrator for assistance with addressing the conflict.

Informal resolution

The supervisors or department heads of the grievant and/or respondent will be asked to help resolve the matter in an informal manner.

The supervisors/department heads will document the discussions(s) and any corrective action taken and forward the documentation to the Grievance Process Coordinator in a timely manner after the matter has been resolved.

If the matter is not resolved satisfactorily, the grievant may proceed to formal resolution within 5 business days (employees) or 5 class days (students) after all informal resolution efforts have ended. If the informal resolution attempts end during the last 5 class days of the academic year, a 5 business-day timeframe will be used.

The grievant can also choose to omit the informal resolution step and go directly to formal resolution.

Formal resolution

Individuals may file a formal grievance as described below. The College will investigate and render a decision in a timely manner. The individual can also withdraw the grievance at any time by giving written notice to the Grievance Process Coordinator.

Formal Resolution

Submission: Grievances must be submitted in writing to the Grievance Process Coordinator (Manager of Human Resources; 507-344-7840; hr@blc.edu) within the timeframes noted above. The grievance statement must include the alleged inappropriate conduct, date(s), event(s), and name(s), as well as the remedy sought. Students should use the *student complaint form* which is available from the Dean of Student Services.

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Dismissal: The individual can withdraw the grievance at any time by giving written notice to the Grievance Process Coordinator. However, it should be noted that Bethany Lutheran College has the right to proceed with an investigation when the College believes it is necessary to do so.

Policy Determination: The Grievance Process Coordinator will determine whether the conduct or behavior falls within the College’s grievance policy. If the grievance does not fall within the grievance policy, the grievant will be referred to the Chaplain, the Coordinator of Student Counseling, or an appropriate administrator for assistance with addressing the conflict.

If the grievance falls within the grievance policy, the Grievance Process Coordinator will notify the appropriate administrator(s) that a grievance has been filed and an investigation will be conducted. In the event that the administrator has been named in the grievance or the grievant reports directly to a senior administrator, the Coordinator will notify the appropriate senior administrator as shown below.

	<u>Administrator</u>	<u>Senior Administrator</u>
Students	Dean of Student Services	Vice President, Student Affairs
Staff employees	Department head	Chief Officer or Vice President
Faculty	Vice President, Academic Affairs	President
Vice Presidents	--	President
Chief Officers	--	President

Investigation:

The Grievance Process Coordinator will gather information relevant to the grievance by

- giving a copy of the complaint to the respondent who will be given an opportunity to respond in writing,
- interviewing the grievant, respondent, witnesses, and other persons involved, and
- reviewing relevant information or evidence submitted.

Both the grievant and respondent have the right to suggest witnesses and to furnish relevant documents to support their positions. Other College employees may be asked to participate in the investigation as deemed necessary.

Upon completion of the investigation, the Grievance Process Coordinator will summarize the information and submit the written findings and recommendations to the appropriate administrator(s).

Resolution: The appropriate administrator(s) will determine whether College policy has been violated and what, if any, corrective action is needed. The administrator(s) will notify the grievant and respondent of the decision in writing within a reasonable amount of time.

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The administrator will document the discussion(s) and any corrective action taken and forward the documentation to the Grievance Process Coordinator along with a copy of the notification to the grievant and respondent.

In the case where a vice president or chief officer has been named as respondent in the grievance and the president of the College is the appropriate administrator, the president's decision shall be final and no appeal provided.

Appeal

The grievant and respondent have the right to appeal the administrator's decision, with the exception of vice presidents or chief officers named in the grievance as noted above.

The written appeal, including the basis for the appeal, must be submitted to the Grievance Process Coordinator within 5 business days (employees) or 5 class days (students) after the grievant and respondent are notified of the administrator's decision. If the notification occurs during the last 5 class days of the academic year, a 5 business-day timeframe will be used.

A copy of the appeal will be sent to the grievant or respondent, as appropriate. The grievant or respondent will be given an opportunity to respond in writing and to provide additional evidence.

The Grievance Process Coordinator will forward the appeal and response to the senior administrator who will review the file. The administrator may elect to appoint an Advisory Committee consisting of five employees from various departments. The Committee would review the Grievance Process Coordinator's findings and recommendations and submit its findings and/or recommendations in writing to the senior administrator in a timely manner. At the discretion of the senior administrator and/or the request of the Advisory Committee, the Grievance Process Coordinator may be asked to provide additional information.

Upon review of the file and Advisory Committee findings/recommendations (when used), the senior administrator(s) will render a decision and notify the grievant and respondent in writing in a timely manner. The administrator will also give a copy of the notification to the Grievance Process Coordinator.

The senior administrator's decision shall be final.

The Grievance Process Coordinator will maintain official records of all grievances.

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Appendix H: Employee Protection (whistleblower) Policy

The overriding guide in the Bethany community is the law of love as expressed in Matthew 22:37-40 (Administrative and Staff Handbook, page 1-3). This standard, admittedly of the highest degree, is intended to help Bethany's employees achieve the goal of creating an optimal work environment. Bethany employees are expected to evaluate their actions and decisions in the light of such questions as:

- Does the action glorify God and/or benefit my neighbor?
- Are my actions in accord with God's loving will as revealed in the Holy Scriptures?
- Has, or will, the action harm me, another individual, or the community as a whole?

Individuals in Bethany's community bear responsibility for their behavior as it affects not only them, but also other individuals and the community as a whole. The standards and policies set forth in the Handbook are designed to safeguard the satisfaction and well-being of employees, and were formulated using the following guidelines:

- The answer given by Christ himself when asked for the greatest commandment (Matthew 22:37-40)
- College rules and regulations as stated in this Handbook
- Federal, state, and local laws

Bethany Lutheran College attempts to ensure equality and fair treatment for all employees and conforms to all laws and regulations that apply to the College. The Employee Protection Policy outlined below was developed as mandated by federal legislation known as the Sarbanes-Oxley Act of 2002 (SOX). This Act spells out protection that is to be given to employees who report unethical or unlawful conduct.

Policy

Bethany Lutheran College is committed to maintaining the highest ethical standards in all of its business practices. It accepts responsibility for the stewardship of resources and private support it receives, which enables the College to pursue its mission and strategic objectives.

Supervisors, managers, or other College officials shall not force or attempt to force faculty, staff, students, applicants for employment, or other College constituents to violate a law, statute, or College policy. At Bethany, accountability is the cornerstone of ethical business practice, and this policy is one of the mechanisms for assuring this institutional value.

Purpose

The general purpose of this policy is to encourage College faculty, staff, students, applicants for employment, and other constituents, who engage in good faith, to report an alleged improper activity (or make a protected disclosure) with reassurance they will be protected from retaliation or reprisal. More specifically, this policy:

- encourages faculty, staff, students, applicants for employment, and other College constituents to disclose breaches of conduct covered by College policies or relevant local, state or federal statute;

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- provides information about how an individual can make a protected disclosure and to whom;
- protects faculty and staff from retaliation or reprisal by adverse employment action as a result of having disclosed or reported an improper activity to College officials who can take corrective action, and
- provides individuals a fair process to seek relief from retaliation or reprisal when they believe they have been subjected to such prohibited acts.

Although not required, faculty and staff may report any protected activity to their immediate supervisor, department head, dean, or senior administrator who, in turn, shall follow the guidance of this policy. In the case of students, they may report such activity to the Dean of Student Services or the Vice President for Student Affairs. Nothing in this policy is intended to interfere with legitimate employment decisions.

Definitions

Business practices: Major management or internal control systems of the College, which includes, but is not limited to financial systems (e.g., accounting, auditing, contracting, procurement, timekeeping, and reporting), human resources, and workplace safety practices.

Improper activity: A serious violation of any applicable local, state, federal law or regulation, or College policy or procedure including, but not limited to those relating to corruption; malfeasance; bribery; theft of College property or assets; fraud; coercion; conversion; forgery; misappropriation or misuse of College assets or proprietary information; kickbacks; illegal discrimination; immigration or health and safety regulations; falsification or destruction of College records, including time reports; or misuse of one's official College position or authority for personal gain or for other non-college-related purpose except as provided under College policy.

Protected disclosure: A good faith communication about actual or suspected business or financial misconduct by a College faculty, staff, student, or other constituents which applicable laws and statutes or College policy prohibit. Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct.

Retaliation: Adverse action taken against an individual because he or she has made a protected disclosure or participated in an investigation, proceeding, or hearing involving an allegation of business or financial misconduct.

Whistle-blowing: An act that occurs when a faculty or staff member who complains about, reports, makes public, or threatens to make public the improper activity of the employer, its managers, faculty, or staff.

Baseless allegation: Any allegation made with reckless disregard for its truth or falseness. Individuals making such allegations may be subject to disciplinary action by the College up to and including dismissal, expulsion, and/or civil or criminal prosecution when warranted.

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Statutory Applicability

The State of Minnesota Whistleblower Act, Minnesota Statutes, applies to all faculty and staff who perform services for hire in Minnesota and to all employers with one or more employees in Minnesota. The Act prohibits Bethany Lutheran College from pursuing any adverse action against faculty or staff who, in good faith:

1. Reports a violation or suspected violation of any federal or state law, rule, or regulation;
2. Is requested by a public body or office to participate in an investigation, hearing, or inquiry; or
3. Refuses the employer's order to perform an act that the faculty or staff member has an objective basis in fact to believe violates any federal or state law, rule, or regulation.

In addition, the College complies with relevant provisions of the Sarbanes-Oxley Act of 2002 and has established an anonymous whistleblower claim submission process as discussed below.

Process for Making a Protected Disclosure

Faculty, staff, students, applicants for employment, or other College constituents may make a protected disclosure after witnessing or becoming aware of an improper activity.

There are several avenues for making a protected disclosure or retaliatory or reprisal action for making a protected disclosure. Faculty, staff, students, and other constituents may:

1. Report a potential improper activity or alleged retaliatory actions anonymously by submitting a printed statement to the Human Resources office. The statement should include the alleged improper activity, date(s), event(s), and name(s). The Human Resources office will forward the claim to the appropriate senior administrator who will review the claim and report it to the President.
2. Faculty, staff, applicants for employment, or other constituents may file a complaint with any of the senior administrators, the Chaplain, or the Human Resources office.
3. Students may contact the Dean of Student Services, the Vice President for Student Affairs, or the Chaplain.

When an individual reports a suspected improper activity to an appropriate College administrator, the report is known as a protected disclosure. The rights of that individual making the protected disclosure are covered by this policy as described below.

The College shall investigate all protected disclosures promptly and, where warranted, take appropriate and timely corrective action. To the extent possible, the appropriate College administrator will inform a claimant, in writing, of the disposition of an investigation into claims of improper activities.

Confidentiality

Protected disclosures, complaints of retaliation, and investigatory records will be kept confidential to the extent possible and consistent with the College's need to conduct an

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adequate investigation and in accordance with the Sarbanes-Oxley Act and Minnesota Whistleblower Act.

Retaliation

Faculty, staff, students, applicants for employment, or other College constituents are protected from interference with or retaliation for making or having made a protected disclosure or refusing to follow illegal orders or instructions as defined in this policy. Similarly, faculty, staff, College officials, or other College constituents may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices to interfere with the rights of an individual to make a protected disclosure to their immediate supervisor, manager, or another appropriate College official about matters within the scope of this policy. The College shall take whatever prudent action is needed to prevent and correct activities that violate this policy.

The objective of this provision is to resolve complaints of retaliation internally and swiftly. Any individual who believes he or she has been subjected to an adverse employment action based on a protected disclosure may contest the action by filing a written complaint with the Human Resources office, if the complainant is a faculty or staff member, or with the Dean of Student Services, if the complainant is a student.

Responsibilities

1. The President shall report any protected disclosure made through the whistleblower policy to the Board of Regents.
2. Senior administrators or their designee shall receive and investigate allegations of improper activities and report investigatory findings to the President. Similarly, the Dean of Student Services receives protected disclosures filed by students and works closely with appropriate College administrators and/or officials to report and investigate claims of improper activity.
3. Senior administrators are responsible for complying with and assuring compliance with this policy by faculty and staff within their respective divisions.
4. The Vice President for Students Affairs assures all protected disclosures filed by Bethany Lutheran College students are processed promptly and in ways consistent with this policy.