

ARKANSAS-LOUISIANA CONFERENCE OFFICE OF EDUCATION

CONDITIONS OF EMPLOYMENT

For Non Exempt Employees and Salaried Employees Whose Salary is based on an Hourly Rate

Nondiscrimination Exception Employment Policy (ARKLA Ed Handbook 0115; SWUC Code 600; NAD Policy FEA 05 30)

For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions, one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.

School boards shall, officially and in practice, abide by the following policies relating to employment:

- 1. Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status (single or married), or prior military service.*
- 2. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles.*

Definition of Classified Employees (SWUC Code 3210)

Classified employees are school personnel for whom denominational certification is not deemed an essential part of the job description.

Qualifications of Classified Employees (SWUC Code 3222)

- 1. Spiritual**—Classified personnel shall be members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They shall maintain membership in constituent or academy churches and are expected to participate in church activities, programs and finances. Exemptions to this requirement may be granted by the conference board of education or academy board when an employee requests such exemption in writing, showing good reasons for maintaining church membership elsewhere.

2. Personal—Classified personnel must have personal, moral, and other qualifications to instruct or associate with children and young people in an educational institution. Support Adventist education including the enrollment of personal school-age children in the K-12 constituent school. Exceptions to this policy have to be considered according to local conference policy.

Salaried Classified Employment Policies (SWUC Code 3226)

The general employment policies are applicable to salaried classified personnel employed by a conference or academy.

Individuals given an offer of employment in a classified position will be required to provide documentation of examination for any testing required by the state or employing organization (i.e., tuberculosis) within the preceding 60 days.

Classified employees may be required to submit to a job-related medical examination during their employment by a licensed physician where such a job-related medical examination is justified. The results of a job-related medical examination will be considered by the employing organization in compliance with applicable laws.

Employees shall immediately inform the superintendent/principal upon discovery of a contagious or communicable disease. All medical records will be maintained by the employing organization as confidential, separate from employee personnel or service records.

The employing organization reserves the right to test for alcohol, tobacco, and illegal substances.

Qualifications for Employment (ARKLA Ed Handbook 0130; See also, ARKLA Working Policy p. 4-5)

Employees of the Conference are expected to possess certain characteristics and to maintain the standards of the organization listed below:

1. A personal relationship with Jesus Christ, membership in the Seventh-day Adventist Church, and unreserved commitment to its objectives.
2. Full acceptance and total support of Seventh-day Adventist fundamental beliefs as indicated in the 28 points adopted by the General Conference of Seventh-day Adventists.
3. A careful adherence to fundamental Bible teachings and standards of the Seventh-day Adventist Church which forbids the following:
 - a. Use of alcoholic beverages and tobacco;

- b. Illegal possession and/or misuse of drugs;
 - c. Use of profanity;
 - d. Immoral conduct, including but not limited to adultery, fornication, and homosexuality;
 - e. Immodest dress, inappropriate use of cosmetics or jewelry; (See Section 0170)
 - f. Gambling, lotteries, and other chance-type games; or
 - g. Physical or emotional abuse of students.
- 4. A high professional and ethical standard of integrity and confidentiality.
 - 5. Consistent loyalty and cooperation.
 - 6. A faithful steward in matters of tithe, time, and talents. Tithing practices may be audited annually.
 - 7. Careful management of personal finances and meeting all just obligations on a current basis.
 - 8. An unreserved commitment and fidelity to Christian service.
 - 9. Avoidance of conflicting interests and enterprises.
 - 10. A willingness to resolve conflicts, disputes, complaints, and grievances in a timely professional manner.
 - 11. A willingness to comply with all policies of the Seventh-day Adventist Church.
 - 12. To support Seventh-day Adventist Education by enrolling their children in the schools of the church, unless otherwise recommended by Education professionals and Conference officers and approved by the Conference Executive Committee or Board of Education. (See also ARKLA Ed Handbook pp. 71-74; ARKLA Working Policy pp. 33-35)

Special Provision (ARKLA Working Policy p. 33, #3)

Employees who are not exempt from Federal and state wage and hour laws are also encouraged to have their children in denominational schools.

Separation, Divorce, and Remarriage (ARKLA Ed Handbook 0135; ARKLA Working Policy p. 12)

Employees whose homes are involved in separation or divorce proceedings may be terminated. Employment may be continued, provided approval is given by the Conference Executive Committee.

Hiring Persons With Non-SDA Spouses (ARKLA Working Policy p. 12)

Applicants whose spouses are non-Seventh-day Adventists, shall not be employed unless approval is granted by the Conference Executive Committee.

Marriage of a Non-Adventist (ARKLA Ed Handbook 0140; ARKLA Working Policy p. 12)

An employee who marries a non-Seventh-day Adventist may be terminated unless approval is granted by the Conference Executive Committee.

Spouse to Move with Mate (ARKLA Ed Handbook 0142; ARKLA Working Policy p. 13)

When an employee from outside the immediate area of his or her assignment is hired by the Conference, the employee's spouse must join the employee within 90 days. If the spouse fails to move, the employee will no longer be employed by the Conference when the 90 day time period ends. Additional time may be granted or the policy waived by the Conference Executive Committee.

"At-Will" Employee (SWUC Code 3230)

All hour-time classified employees are considered "at-will" employees, employed for a term of employment of indefinite duration terminally at will by either the employer or employee without notice or requirement of cause. However, termination of all such employees shall be by vote of the employing board.

Probationary Period (SWUC Code 3232)

Before being eligible for any benefits and allowances including vacation and sick leave pay, an employee must work satisfactorily for 90 days. Holidays will be granted during this probationary period. Vacation and sick leave time will accrue during the 90 days.

Benefits For Hourly-Rate Employees (ARKLA Working Policy p. 60)

Eligibility – Full-time hourly-rate employees are eligible for medical coverage under the denominational medical policy. Part-time employees are not eligible for this benefit.

Educational subsidy is not available to hourly-rate or salaried employees whose salary is based on an hourly rate.

Physical Examination for Classified Employees (SWUC Code 3248)

Individuals given a conditional offer of employment will be required to provide documentation that he/she has been examined for tuberculosis within the preceding 60 days and that the results of that examination/test are satisfactory to the employing organization.

Individuals who refuse to provide documentation regarding the tuberculosis examination to the employing organization will be ineligible for employment. The results of this examination/test will be considered by the employing organization in compliance with applicable laws.

Classified personnel may not be confirmed for employment until completion of the medical examination as required by the employing organization.

Current employees shall be required to provide documentation of a tuberculosis examination/test at least every four years.

Records regarding tuberculosis examination/test will be maintained by the employing organization as confidential medical records separate from employee personnel or service records.

This requirement may be waived in the sole discretion of the employing organization for an employee who is to be employed for a time period less than a full school year or whose job functions do not require frequent or prolonged contact with students.

Classified employees may be requested to submit to a job-related medical examination during their employment by a physician selected by the employing organization or selected by the employee where such a job-related medical examination is justified by business necessity or a direct threat of harm to self, co-workers, or students.

Custodial, maintenance, or other personnel who may work directly with asbestos shall be required to wear protective clothing, respirators and other safety devices in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and the Occupational Safety and Health Act (OSHA) and applicable regulations. The employing organization may require job-related medical examinations at no expense to the employee for those employees who wear respirators.

Duties and Responsibilities (SWUC Code 3912)

General responsibilities of educational personnel include areas such as, but not limited to, the following:

1. Provide a dynamic environment for Christian living and effective learning.
2. Participate in church and community activities.
3. Develop effective relationships with parents, patrons and colleagues.
4. Secure and maintain adequate records that are required by the school administration and the conference and Union Office of Education.
5. Participate in Home and School Association activities where applicable.
6. Implement policies of the school and administration and conference and Union Office of Education.
7. Report for duty as stipulated by the school administration and conference.
8. Fulfill responsibilities as outlined in the faculty handbook and/or by the principal of the respective school.
9. Maintain a working knowledge of the Southwestern Union Education Code.
10. Carry out reasonable job assignments and follow a supervisor's reasonable orders, directives and recommendations, direct or implied.

Tithing/Personal Finance (ARKLA Ed Handbook 0155)

TITHING:

Tithing is a basic Biblical principle, which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond, which results between a person and his Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

Because of the importance of the tithing principle and all that it represents as a basic tenet of the Church, it becomes a clear condition of employment for all credentialed/licensed employees. Consequently, at the time of employment, each individual who is eligible for a credential/license shall be informed in writing of the basic requirements and conditions of

employment, including the expectancy of a regular tithing program. Employees shall also be informed that their tithing practices may be audited annually. A statement acknowledging this condition of employment and giving the Conference permission to conduct the audit shall be signed by the employee and kept on file in the personnel office of the Conference.

If it should be discovered and verified that this requirement is not being satisfied, it becomes a signal of significant spiritual concern. Discussions with the employee shall be of a pastoral concern with the view of helping the individual understand that he/she is depriving himself/herself of a blessing and is following a course that will be harmful to his own relationship with his Creator.

If a favorable change has not occurred within a reasonable time, the matter must then be referred to the appropriate administrative body for resolution. If efforts at this level prove to be unsuccessful, the employee has thereby disqualified himself for continuing denominational employment. The terms and conditions of this termination should be clearly outlined.

The chief executive officer or his designee shall be responsible for implementing this policy.

PERSONAL FINANCE:

It is also expected that employees will refrain from all business enterprises that will interfere with their work. It is inappropriate for our employees to seek personal gifts or discuss personal finances with members of the church. Employees are expected to pay their just obligations, and arrange for financial obligations to be paid before transferring.

Personal Appearance (ARKLA Working Policy p. 12)

The Arkansas-Louisiana Conference believes that modesty, good taste, and professional appearance should govern the dress of all employees working in the Arkansas-Louisiana Conference.

Clothing worn while on duty should be neat, clean, of conservative style, and in good taste.

All extremes should be avoided. The wearing of jewelry and the use of colorful cosmetics and extreme coiffures are not considered good taste and are not accepted standards of proper professional appearance.

The North American Division has determined that the wearing of the wedding band in North America is not to be regarded as an ornament. In districts where the wearing of the wedding band is an issue the employee should demonstrate sensitivity to this concern. *“Let us not therefore judge one another anymore; but judge this rather, that no man put a stumbling block or an occasion to fall in his brother’s way.” Romans 14:13 KJV*

“Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit which is of great worth in God’s sight.” 1 Peter 1:3-4 NIV

Confidentiality (ARKLA Ed Handbook 0175; See Also, ARKLA Working Policy p. 10; SWUC Code 3610)

Privileged information is strictly confidential and may not be disseminated unless authorization to do so has been granted by the appropriate individuals or as allowed by law.

Side Lines (ARKLA Ed Handbook 0550; See Also, ARKLA Working Policy p. 25)

Conference and institutional employees shall refrain from any side lines, business or activity, either denominational or extra-denominational which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

Automobile Insurance (ARKLA Working Policy p. 25)

Teachers and all school or church appointed drivers must carry on their vehicle the minimum automobile insurance requirements as follows:

Bodily Injury Liability	\$100,000/300,000
Property Damage Liability	\$50,000
<i>(Optional \$300,000 single limit policy is acceptable)</i>	
Medical payments	\$5,000
Comprehensive and Collision	Employee choice

Background Check Policy/Verified Volunteer (ARKLA Working Policy p. 22)

All new employees of the Arkansas-Louisiana Conference are required to go through a Verified Volunteer training and agree to a background check, which includes, but is not limited to, searching federal, state, county and parish criminal records, motor vehicle checks, and social security checks. All volunteers working with minors shall and must go through a Verified Volunteer training and agree to a background check.

The Arkansas-Louisiana Conference is responsible for the cost of all background checks for individuals funded by the Arkansas-Louisiana Conference. Local entities are responsible for the cost of all background checks for individuals who are locally funded.

All individuals who are employed by the Arkansas-Louisiana Conference but funded by local church, elementary school, academy, or who are volunteers who are regularly in contact with children/students, shall also be required to agree to a background check and supply the required information to the conference office. The conference office will facilitate the background search; however, the local church/school is responsible for the cost of the search(es). The local church/school will be notified of the completion of the background search; however, the documents will be kept on file in the conference Human Resource office. It must be renewed after 3 years.

ACKNOWLEDGEMENT

I acknowledge and agree to practice these basic requirements and conditions of employment and give the employing organization permission to conduct annual title audits and periodic background checks.

Print Name

Signature

Date

Please sign and return this entire document, keeping a copy for your records.