

GENERAL INFORMATION

INTRODUCTION

So that we may effectively work together, the Handbook seeks to acquaint you with the policies and procedures of Southwestern Christian University (SCU) and to provide a fair understanding of our mutual expectations. These policies and procedures are not contractual obligations and, of course, may be changed from time to time to suit the needs of our employees or to respond to changes in our business environment. This Staff Handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Employment at SCU is a voluntary relationship and nothing in this Handbook constitutes an expressed or implied contract of employment. While we hope to have a long and mutually beneficial working relationship, regardless of anything which may appear in this or any other SCU publication, policy or statement, you have the right to terminate your employment relationship for any reason, at any time. SCU reserves the right to do the same.

INSTITUTIONAL HISTORY

Southwestern Christian University was birthed in the fall of 1946 through the vision of the late Dr. R.O. Corvin and others including Rev. Oral Roberts. Established as Southwestern Bible College, its goal was to train men and women for leadership in the ministry. Located on the outskirts of Oklahoma City in the "Abe Hale" nightclub, the University grew to a bustling campus during the 1960's and 1970's.

In the 1960's, the student body expanded, and studies in various junior college programs were developed. The junior college was accredited in 1964 by the Oklahoma State Regents for Higher Education. In 1973, the junior college received accreditation by North Central Association of Colleges and Schools. SCU was approved in 1979 by North Central as a four-year baccalaureate level degree-granting college in the field of religion.

In 1981, the University moved to its current location in Bethany, Oklahoma and the name was changed to Southwestern College of Christian Ministries. On October 26, 2001, the name changed again. The new name, **Southwestern Christian University**, more adequately defines the school's vision. *Southwestern* relates to its heritage and past; *Christian* reflects its heart, purpose and principle; and *University* focuses on its future progress. Southwestern Christian University remains dedicated to scholarship, spirit, and service, preparing young people and leaders to impact their generation with the gospel of Jesus Christ in the power of the Holy Spirit.

Southwestern Christian University is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools, and the Oklahoma State Regents for Higher Education. It enjoys the full endorsement of the General Department of Church Education Ministries of the International Pentecostal Holiness Church as an approved educational entity for training ministers, missionaries,

and Christian workers to serve the church around the world. SCU is approved by the United States Department of Justice for the admission of international students and is approved by the State Accrediting Agency of Oklahoma for the admission of eligible veterans.

SCU is also approved by the Association of Christian Schools International (ACSI) to offer Bible and theology courses for teacher certification for Christian day schools.

EMPLOYMENT

Equal Employment Opportunity

It is the policy of SCU to afford equal opportunity for employment to all individuals regardless of race or ethnicity, color, sex, marital status, national origin, age, disability, or ancestry. Due to the specific religious nature of our work, only applicants who understand and respect our Articles of Faith and our Lifestyle Statement will be considered. (See Addendum)

Principles of equal opportunity will be observed in all matters related to hiring, promotion, compensation, training and all other items and conditions of employment.

Application

All persons desiring employment (full-time, part-time, and temporary) at SCU must complete an application form available from the Human Resources Director or departmental head prior to interview or consideration for any position. A resume of past experience, education/training and current references will be expected, along with a statement of faith including the applicant's salvation experience and relationship with Christ.

- Applications must be filed with the HR Director or departmental head.
- A preliminary interview and personal evaluation by the appropriate departmental supervisor may be administered before the application will be placed on file.
- Applications will remain active for six (6) months from the date they are filed.
- To keep applications active, applicants should contact the Business Office at the end of the six (6) month period and request their file remain active.

Vacancies

When an opening for employment becomes available at SCU, either by creation of a new position or the vacancy of an existing position, all qualified applicants will be considered.

Interviews of applicants actively considered for employment are conducted by the immediate supervisor responsible and/or the HR Director and/or the President.

Upon the hiring of an applicant, new employees will be provided:

- A Staff Handbook
- Payroll procedure information
- Insurance information
- A follow-up review of the Staff Handbook's policies and procedures
- Retirement plan

Normal Work Week

As a full-time employee you are required to work at least eight hours per day or a total of at least forty (40) hours per week.

Operational hours are 8:30 A.M. to 4:30 P.M. An effort should be made within every department to create a flexible schedule among employees that will allow for the telephones to be attended during all of the operational hours.

If you are a part-time or temporary employee, your work schedules will be established by your immediate supervisor.

All requests for the use of leave require a reasonable written notification to the immediate supervisor prior to the start of the leave. The use of all leave is subject to the approval of the immediate supervisor. Absence Report forms must be submitted through the immediate supervisor to the HR department in any pay period an absence takes place.

Job Review and Evaluation

An annual review and evaluation of your experience, skills, performance, and training will be conducted by the immediate supervisor in conjunction with the employee.

The evaluation process will be impartial and fair to all employees. The objective of the process is to encourage continued excellence in the performance of your job and to reward you for progress when it is budgetarily possible.

Employee Training and Development

In the pursuit of excellence, SCU is committed to the continued training and development of all our employees. Because of rapid technological and periodic organizational changes that occur in our workplace, training is essential and may be required for upgrading and improving our on-the-job skills. When the training is required, it will be funded by SCU.

You may request training. Such requests should be related to your immediate job responsibilities. Requests beyond your area of responsibility will not be approved. Requests will be approved at the discretion of your immediate supervisor who will consider schedule and budget constraints in his/her decision.

In addition to training opportunities outside SCU, in-house training on designated subjects requiring attention may be scheduled.

Student Records. All staff members will receive initial FERPA (Family Educational Rights & Privacy Act) training and must complete annual training in order to maintain current knowledge of federal privacy requirements as they relate to educational student records. This training is provided in August each year prior to the beginning of the fall semester.

Staff Meetings

A monthly staff meeting is conducted for information and employee input to SCU's objectives and goals.

Personnel Files

A confidential file for each employee, including employment application and other pertinent information, is maintained by the Business Office. These records are used for compliance with government regulations, to provide information for payroll deductions, to determine individual eligibility for insurance, benefit programs, pay increases, and other personnel related matters.

All information is kept confidential with only authorized personnel having access. You may review your own file at any time during normal office hours. Please notify the Business Office promptly of changes in the following information:

Legal name	Person to notify in case of emergency
Address	Number of children
Telephone number	W-4 information
Social Security number	Insurance beneficiary
Insurance status	Marital status
Selective Service status	Spouse's name
Items listed in COBRA NOTIFICATION	Education or training

This information will be maintained as part of your personnel records. No information will be provided to services outside of SCU without your prior written permission. SCU will confirm telephone information from authorized credit bureaus and other lending institutions, with the exception of salary data which will be confirmed only upon your specific written approval. You should also advise the Business Office in writing of any important achievements in order for such data to become part of your personnel file.

Parking

The University is not responsible for any theft or damage to your vehicle or its contents while parked on SCU property.

EMPLOYEE DUTIES AND REGULATIONS

Loyalty

It is our hope that you will consider your employment at SCU a personal ministry. The Mission Statement of SCU should be reflected in your job performance, demeanor, and your relationships to fellow employees.

You should remain active in the local church of your choice. We encourage you to participate in the ministries of the local church and to generously support the local church with your tithes and love offerings.

Extreme care should be taken to avoid situations in which the priorities of the local church and SCU are brought into conflict. In conversation, the internal policies and activities of SCU should be referenced with due discretion. In order to maintain a spirit of trust and cooperation, every effort should be made to reflect positively on the personnel and policies of SCU.

You, as an SCU employee, will be expected to understand and respect the Articles of Faith and the Covenant of Commitment of the International Pentecostal Holiness Church. (See Addendum)

Even though you will be an employee with specific responsibilities, you will be expected to be knowledgeable regarding the function, structure, personnel and objectives of other positions within SCU. Such awareness demonstrates a commitment to the broad principle of organizational teamwork.

Personal Appearance

In recognition of the vital role that you and fellow employees of SCU play in the overall ministry of SCU, we ask that you covenant to regard the issue of your dress and appearance with respect to the following principles:

As **Christians**, we are committed to maintaining a disciplined lifestyle in the area of our dress. Our desire is to practice modesty defined by neatness, decency, mutual respect and self-control in outward appearance.

As **professionals**, we are committed to presenting to our public an image of dignity through our dress. This will encourage confidence in our ability to fulfill their expectations.

As **servants**, we must be sensitive to our constituency. Our dress should not become a barrier to our ability to serve.

Though our dress code is not intended for monitoring or judging one another in the workplace, we do offer the following guidelines with regard to dress:

- Faculty and staff are required to dress in a professional manner. Professional attire does not include jeans, T-shirts, athletic wear, or shorts.
- Exceptions may be designated for days of casual dress to encourage SCU “Spirit”.

Chapel/Staff Meeting Attendance

Chapel sessions are scheduled on Tuesdays and Thursdays. Monthly staff meetings are scheduled on Wednesdays at 12:00 noon. These events will be duly noted on monthly calendars. You are to make every effort to arrange your work schedule so that you are able to attend and participate. Your immediate supervisor is supportive of your participation. You should, in turn, maintain all of your responsibilities so that your office is not impaired by your attendance. The Chapel/Staff meeting sessions are a great opportunity for us to reinforce our corporate sense of teamwork and spiritual growth. You will be notified by memo of required attendance at other university activities.

Standard of Employee Behavior

We all must maintain a standard of behavior that demonstrates our respect and concern for ourselves, for each other and for the people we serve. We have identified several types of behavior that indicate a severe lack of judgment or disregard for SCU, its employees and its constituency. The list below contains examples of such behavior, but it is not intended to be an exhaustive list.

Dishonesty

Dishonesty includes but is not limited to:

- Lying
- Theft
- The unauthorized use or removal of property that belongs to SCU or fellow employees
- Operating equipment for personal benefit, unless authorized in advance
- Intentional waste of SCU supplies
- Falsification of records or related misconduct

Substance Abuse

The use of alcohol or any illegal substance is prohibited at SCU. If you report to work under the influence of alcohol or drugs, or use alcohol or illegal drugs on our premises, you are subject to immediate discharge. The use of tobacco, alcohol, or illegal drugs in any form is prohibited for employees of SCU.

Possession or Use of Firearms or Other Dangerous Weapons

Firearms or other dangerous weapons are not permitted on the premises of SCU except for authorized reasons. This policy does not prohibit firearms or other weapons from being legally transported in vehicles on SCU property, provided

the weapon is not removed from the vehicle or handled in the vehicle while on SCU property.

Sexual Harassment

We are committed to maintaining a workplace that is free of sexual harassment. Sexual harassment includes but may not be limited to: sexual innuendoes, jokes of a sexual or offensive nature, pornographic photographs, propositioning an individual, leering at an individual, stalking another individual, inappropriate touching, or more serious types of verbal or physical sexual conduct.

We will not tolerate any form of sexual harassment. If you violate this policy, you will be subject to appropriate disciplinary action up to and including dismissal.

If you observe or are a victim of sexual harassment, report it to your immediate supervisor and/or the President's office immediately. A prompt and full investigation will be conducted and appropriate action will be taken. Under no circumstances will your employment be jeopardized because you have reported what you perceive to be an incident of sexual harassment.

Disregard for Fellow Employees

In a professional work environment, there is no place for threats, profanity, verbal abuse or physical assault. These types of behavior destroy the working relationships that are essential for effective teamwork. Also, if you engage in misconduct on or off SCU property that severely limits your ability to work effectively with your co-workers, disciplinary action may result.

Intentional Destruction of Property

You should not destroy damage or deface property that belongs to SCU or a fellow employee.

Absenteeism

Your value to SCU depends upon your reporting to work daily and on time. It is important that you maintain a good attendance record.

SCU does recognize that there are times when you will be unable to report to work because of personal illness or injury or because of an emergency involving your immediate family. In these instances, you are expected to report to your immediate supervisor by 8:15 A.M. on the first day of absence. If you know in advance that you will be absent, you should notify your immediate supervisor as far in advance as possible. Failure to report your absence within three working days could result in your dismissal. Excessive lateness and absence, even though reported, may result in disciplinary action.

Weather related absences will follow these guidelines:

- The Provost, in consultation with the President, will make the decision to cancel classes for a given day.
- The Provost will notify the appropriate metro area television stations, so that the closing of the university will be on the school closing list at the earliest possible time. In some cases we may not be able to determine the conditions until the morning of the closure – between 5:30 and 7:00 A.M. on the day that classes will be cancelled. Area broadcasters will be informing the public during the morning news programs and running a listing of the closings during the other programming.
- A telephone network will be utilized to inform the staff of cancellations due to weather.

Tardiness

Habitual tardiness will not be tolerated. It is expensive, disruptive and places an unfair burden on other employees. If you are consistently late for work, you will be subject to disciplinary action. You are to be at your post of duty at your scheduled starting time and remain until the end of your work schedule.

Outside Employment and/or Business Interests

Since the staff member is considered a full-time professional at SCU, your first duties are to the university community. Outside employment and/or business interests must not diminish an employee's effectiveness as a staff member of the university. It must be clearly subordinate to the staff member's university service functions, and it must be held to a minimum during the calendar year.

The university expects a full-time staff member who desires to establish an outside employment relationship or business interest during the year to secure the written approval of the President. Since university needs may change, it is necessary to have such approval renewed each year.

This provision is not intended to restrain a staff member from fulfilling invitations to preach on weekends.

Visitors

Your friends and family may visit you at work provided the visits are occasional, brief, and do not interfere with your work or the work of others. Considering employee work loads and responsibilities, such visits are to be kept to a minimum.

Childcare

If you have children, you are expected to make arrangements for the care of your children outside of the workplace.

Physical Injuries

In the event of an accident or personal injury, immediately notify your supervisor immediately with the following details: description of accident/injury, date, time, location, physician report (if applicable), and related costs. Should your immediate supervisor be absent, the HR Director should be notified.

Telephones

Our telephones are for business and emergency use. Please limit calls to such and refrain from using the telephone for social calls. Calls to check on your children or to handle personal business that cannot be handled outside work hours are permitted, provided such calls are brief and are made only when necessary.

No personal long distance calls should be made from office telephones or charged to SCU.

Please keep your voice mail message current.

Special Notes

1. All electronic communication systems and all communications and information stored, transmitted, received, or contained in SCU's Information Systems are the property of SCU and, as such, are to be used solely for job-related purposes. The use of such equipment and software for private purposes is strictly prohibited unless prior approval has been granted by your immediate supervisor. If you use this equipment for personal purposes without permission, you do so at your own risk. Further, you should not use a code, access a file or retrieve any stored communication, other than where authorized, unless there has been prior clearance by an authorized SCU representative.

Violations of this policy are subject to disciplinary action, up to and including discharge from employment. To ensure that the use of SCU's Information System and other electronic communications systems is consistent with SCU's legitimate business interests, authorized representatives of SCU may monitor the use of such equipment from time to time. All computer pass codes must be provided to your immediate supervisor, other designated employees within your department and to the Controller. No pass code may be used that is unknown to SCU. SCU reserves the right to access E-mail and other stored information if deemed necessary. This will not be a common practice, but unique circumstances may require such action. You should understand there is no expectation of privacy with respect to the use of SCU's Information System.

2. Non-authorized personnel may not alter any of the software configurations of any SCU workstation. These files contain setups critical to network compatibility. A user may not open a computer case for any purpose without prior consultation

with the I.T. Director. Personal applications (those not part of the approved standards) may not be loaded onto or run from the network. Any application found on the system that is not part of SCU's approved standard software package may be removed without warning.

Use of Office Equipment

You should not remove office tools, equipment, supplies, materials, or property from SCU premises without the permission of your immediate supervisor.

Personal use of photocopy equipment is allowed outside of working hours. Payment must be made to the Business Office at the time of usage at the established rate. The current rate is available from the Business Office.

Personal use of UPS or Federal Express is allowed. List your name on the record and the Business Office will give you the charges when the account is prepared. Payment is due upon receipt of the bill.

Use of SCU Facilities

All requests for use of SCU facilities (buildings) should be made to the Facilities Use Committee. Usage requests may be made through the President's office.

Mailboxes

Several types of items, including communications and notifications, are placed in your mailbox. Employee mailboxes are located in the Administrative Office building. Please check your mail box regularly.

Maintenance Requests

When normal maintenance needs arise, please email your request to maintenance@swcu.edu. If an emergency arises, contact the Director of Physical Plant and Property Management directly, your immediate supervisor or the VP for Fiscal Affairs.

Grievance Procedure

From time to time all of us experience some type of problem in the work environment. We encourage an atmosphere which fosters freedom of expression. Please, by all means, speak to your supervisor if you have a problem. If you desire confidentiality, you may speak to the President. There will be no harassment against you by any SCU personnel for bringing a problem to light.

Disciplinary Action

We expect you to abide by the policies in this Staff Handbook as well as other policies and guidelines that may be communicated in other forms from time to time. If you violate these policies, disciplinary action will be taken. The nature of the disciplinary action will vary based on the seriousness of the violation. Our actions may include, but may not be limited, to the following:

- Simple verbal reminder
- Verbal warning
- Written reprimand
- Final warning
- Suspension with pay
- Suspension without pay
- Probation
- Discharge

If disciplinary action becomes necessary, we will make every effort to gather the facts and be as fair and objective as possible. We will protect your privacy in dealing with disciplinary matters.

Termination

If you are thinking of resigning, please notify your immediate supervisor. Sometimes we can suggest an alternative. If you do decide to leave, please give your department a minimum of two weeks written notice. A month's notice is preferable when possible. An exit interview may be requested.

Before departure, you will need to return all SCU property in your possession and return your keys to the HR Director.

All employees who voluntarily resign are eligible to be paid for unused vacation leave accumulated for the current year.

There are times, however rare, when an employee does not meet our standards and is subject to termination or discipline. Discussion with supervisors and attempts to remedy the problem(s) usually precede termination. Matters which may result in termination or discipline include, but are not limited, to the following:

- Unsatisfactory job performance
- Repeated tardiness
- Excessive absence
- Insubordination
- Illegal acts
- Dishonesty
- Falsification of SCU records

- Misconduct
- Destruction of SCU property
- Cause

COMPENSATION AND FRINGE BENEFITS

Wages

SCU seeks to compensate its employees according to the prevailing rates of compensation provided in the public sector for work of similar responsibility. We recognize our people are our greatest resource and want to reflect that in the scale of compensation paid.

Pay Increase/Decrease

Cost of living adjustments and incremental pay increases are made at the discretion of SCU Board of Regents and the President's Cabinet within budgetary allocations.

Payday

You will be paid on the 15th and the last work day of the month for the work performed during the work days preceding the payday. If you find an error in your pay, report it to the Business Office so that prompt correction can be made.

The federal government and the State of Oklahoma require that income tax be withheld from your paycheck. The withheld amount changes with the number of exemptions you claim. Any change in the number of exemptions you wish to claim should be reported to the Business Office immediately.

The Federal Insurance Contribution Act (FICA) also requires that a certain amount of your earnings be deducted and forwarded to the federal government, together with an amount contributed by SCU for Social Security and Medicare.

Social Security

The amounts deducted from your pay for Social Security and Medicare, plus your employer's contribution, is forwarded to the government and credited to your Social Security account. Other information required by state and federal law related to your earnings is regularly submitted so that you receive proper credit for your earnings and contributions.

When you reach the age of retirement, you may apply to the Federal Social Security Administration for benefits. If a qualified employee dies before reaching retirement age, the beneficiary may apply for death benefits.

If at any time you want to obtain further information about your Social Security, you may call the Social Security Administration or check with the HR Director.

Staff members who are licensed or ordained ministers may have a portion of their compensation designated as housing allowance as provided by Section 107 in the Internal Revenue Service Code. Questions pertaining to payroll procedures should be discussed with the HR Director.

Worker's Compensation

SCU subscribes to and pays for Worker's Compensation insurance on behalf of all employees. If you incur on-the-job injuries, you are entitled to medical benefits plus lost wages, providing the incident is reported in a timely manner to your immediate supervisor.

Severance Pay

Provided your termination is not the result of "cause," you are entitled to severance pay. This benefit pertains only to full-time employees and will be paid in cases of involuntary termination due to:

- Change in operations resulting in job elimination or realignment
- Lack of work
- Facility relocation or closing
- Reductions for general economic reasons

Special Note: The same policy will apply in cases of retirement (as defined by the Staff Handbook)

Severance is not paid to employees under the following circumstances:

- Employee's voluntary resignation
- Job abandonment
- Failure to return from an approved leave of absence
- Termination for cause or misconduct
- Termination for poor performance, when the immediate supervisor and the President believe, in their sole discretion, that the employee is not working diligently and in good faith to satisfy the requirements of the job.

The following formula will be used in calculating your severance benefit:

- | | |
|-------------------------|---------|
| ➤ 2 – 5 years service | 2 weeks |
| ➤ 6 – 10 years service | 3 weeks |
| ➤ 11 – 15 years service | 4 weeks |
| ➤ 16 – 20 years service | 5 weeks |
| ➤ Over 20 years service | 6 weeks |

Group Insurance and other benefits

As a full-time employee of SCU, you and members of your family are eligible to participate in our group Medical/Dental insurance plan. SCU will pay a percentage (currently 80%) of the premium for employee coverage.

If you wish to add dependents, you may do so by paying the difference between a family policy and an employee only policy.

When you are processed, you will be informed of all benefits in detail (medical, dental, vision, term-life, accidental death and dismemberment insurance) and given an opportunity to secure the coverage. The percentage of the premiums paid by SCU is subject to change with 30 days notice. For more information regarding our insurance plans, consult the HR Director.

In accordance with federal law, you must notify the Business Office of the following occurrences within 30 days.

- Changes in your marital status
- Changes in your dependent's status

Retirement Plan

On your behalf, an amount equal to 3% of your base pay will be deposited into a 403 (b) tax sheltered annuity managed by the International Pentecostal Church through a Financial Services provider. You may contribute an additional amount to the plan equal to approximately 13% of your base pay. The money in your retirement account belongs to you. You control, within the provisions of the plan, how the funds are invested and disbursed. The percentage contributed by SCU is discretionary and may be changed with 30 days notice. For more information about the retirement plan, contact the HR Director.

Mandatory retirement age for SCU employees is age sixty-five (65) unless an exemption is granted by the SCU Board of Regents based upon the recommendation of the SCU President's Cabinet.

Holiday Leave

The following holidays will be observed by SCU:

- Labor Day (one day)
- Fall Break (up to 5 days in October)
- Thanksgiving (Thursday and Friday)
- Christmas and New Year (approximately ten working days)
- Spring Break (up to five days in March)

- Good Friday (one day)
- Memorial Day (one day)
- July 4th – Independence Day (one day)

The exact dates will be posted on the website and by email.

Leaves of Absence

With Pay

Under the following conditions, a leave of absence, with pay, approved by immediate supervisors, may be granted to full-time employees. A reasonable advance notice in writing is requested, when possible, in order to avoid working a hardship on the smooth operation of your office.

Personal Leave

Employees are allowed three days per year for personal business or bereavement leave. Personal leave may be taken at any time with the approval of the employee's supervisor. If personal leave has been used and additional time is needed for personal issues (family death, legal issues, or other), the employee may use accrued vacation time. If no vacation time is available, the employee may request leave without pay, subject to approval of the supervisor and Director of Human Resources.

Voting Leave

You are allowed a sufficient period of time for the purpose of participating in national, state and local elections.

Jury Leave

If you are summoned to jury duty, you may choose to turn in your jury pay to SCU and receive your regular pay instead. If you choose to keep the jury pay, you will not receive your regular pay for the time you are absent, unless you use vacation. You may take your expenses, such as mileage and meals, out of the jury pay.

Without Pay

We provide up to 26 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

You may request an unpaid leave of absence of up to 13 weeks for any of the following reasons:

- To care for your child after birth, or placement for adoption or foster care
- To care for your spouse, child or parent, who has a serious health condition
- For a serious health condition that makes you unable to perform your job

After the first 13 week leave, you can request an additional 13 week leave with medical certification for the following reasons only:

- To care for your spouse, child or parent who has a serious health condition
- For a serious health condition that makes you unable to perform your job.

The following policies apply to a leave of absence:

- Your leave of absence will begin after all vacation and leave is used
- When possible, you should provide 30 days advance notice for a leave of absence
- You must provide medical certification to support a request for leave because of a serious health condition. We may require a second opinion and a fitness for duty report to return to work.
- Except for purposes of calculating total leave of absence time, you will continue to accrue vacation leave during your leave of absence, unless you have been employed less than a year when your leave begins.

Sick Leave

Sick leave is earned at four hours per pay period with maximum carryover of 12 days at the end of the calendar year. Any accrued sick leave balance has no monetary value at termination of employment.

You may use sick leave when you must be absent because you, your spouse, your children (in your household), or dependent parents are sick or have doctors' appointments. If you must be absent, you should contact your immediate supervisor as soon as possible.

Special circumstances that might work hardship on the employee should be referred to your immediate supervisor and the HR Director.

Vacation Leave

During the first year of employment, vacation leave accrues at the rate of .5 days per month, beginning with the first month of employment. After the first complete year of employment, the employee is awarded annual vacation as indicated below:

Years of Service	Vacation Leave Earned
1-3 yrs	six days per year
4-9 yrs	twelve days per year
10-14 yrs	eighteen days per year
15+ yrs	twenty-four days per year

Vacation cannot be accumulated (carried forward to the new calendar year). An exception would be employees who began their first year of employment after July 1st. Those employees would be allowed to carry forward any unused balance to the new calendar year.

Vacation leave should be planned in advance and approved by your immediate supervisor. In order to minimize disruption of operations during the normal school term, leave should be used during the summer months. Any requests for leave during the normal school term would have to take into consideration whether operations would be seriously disrupted by your absence.

Any earned but unused vacation at the time of an employee's termination will be paid to the employee within 30 days of termination. Payment for any vacation used but unearned at the time of an employee's termination will be withheld from the employee's final paycheck. If the vacation pay to be withheld exceeds the final paycheck, the former employee will **NOT** be required to pay the excess.

(Note: At the discretion of the President's Cabinet, personnel hired in Director, Dean or Vice President positions may be allowed to transfer in as many as five years of prior experience for the purpose of vacation accrual.)

Tuition Scholarships

With the permission of immediate supervisors, staff members may enroll in scheduled SCU courses. The staff member may enroll on a space available basis, only. The cost of these courses will be scholarshiped by the University as part of the staff development program with the dependent/spouse tuition scholarship policy listed below applying.

Dependent/Spouse Tuition Scholarship

All dependent children and spouses of full-time staff members are eligible for tuition assistance up to 100% of tuition and fees for SCU courses, based on the following schedule: Upon initial employment – 50%, one (1) year after employment anniversary date – 100%. (Scholarships may not be applied to the cost of books, private lessons, graduation fees or room and board). Dependent status is defined by Federal Financial Aid guidelines as set forth by the U.S. Department of Education.

Government student aid grants and other university scholarships must be utilized before university assistance will be applied to the tuition/fees balance of the staff member/dependent/spouse. Dependents/spouses of part-time staff are not eligible for tuition assistance.

Garnishments

Please maintain your personal finances in such a way that they do not involve SCU. If we are required to become a part of the legal proceedings under the Garnishment Act, you may be subject to disciplinary action.

ARTICLES OF FAITH INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

1. We believe there is but one living and true God everlasting, of infinite power, wisdom and goodness; Maker and Preserver of all things, both visible and invisible. And in the unity of this Godhead there are three Persons of one substance of eternal being, and equal in holiness, justice, wisdom, power, and dignity; the Father, the Son and the Holy Ghost.
2. We believe that the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took man's nature in the womb of the blessed virgin; so that two whole and perfect natures, that is to say, the Godhead and the manhood were joined together in one Person, never to be divided, whereof is one Christ, very God and perfect man, who actually suffered, was crucified, died, and was buried, to reconcile the Father to us, and to make atonement, not only for our actual guilt, but also for original sin.
3. We believe that Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfections of man's nature, and ascended into heaven and there sits until He shall return to judge all men at the last day.
4. We believe the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.
5. We believe in the verbal and plenary inspiration of the Holy Scriptures, known as the Bible, composed of sixty-six books and divided into two departments, Old and New Testaments. We believe the Bible is the Word of God, the full and complete revelation of the plan and history of redemption.
6. We believe that eternal life with God in heaven is a portion of the reward of the finally righteous; and that everlasting banishment from the presence of the Lord and unending torture in hell are the wages of the persistently wicked (Matthew 25:46; Psalms 9:17; revelation 21:7-8).
7. We believe that Jesus Christ shed His blood for the remission of sins that are past, for the regeneration of penitent sinners, and for salvation from sin and from sinning (Romans 3:25; I John 3:5-10; Ephesians 2:1-10).
8. We believe, teach, and firmly maintain the scriptural doctrine of justification by faith alone (Romans 5:1).
9. We believe that Jesus Christ shed His blood for the complete cleansing of the justified believer from all indwelling sin and from its pollution, subsequent to regeneration (I John 1:7-9).

10. We believe in sanctification. While sanctification is initiated in regeneration and consummated in glorification, we believe it includes a definite, instantaneous work of grace achieved by faith subsequent to regeneration (Acts 26:18; I John 1:9). Sanctification delivers from the power and dominion of sin. It is followed by lifelong growth in grace and knowledge of our Lord and Savior Jesus Christ (2 Corinthians 4:16; 2 Peter 3:18).
11. We believe that the pentecostal baptism of the Holy Ghost and fire is obtainable by a definite act of appropriating faith on the part of the fully cleansed believer, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives utterance (Luke 11:13; Acts 1:5, 2:14, 8:17; 10:44-46, 19:6).
12. We believe in divine healing as in the atonement (Isaiah 53:4-5; Matthew 8:16-17; Mark 16:14-18; James 5:14-16; Exodus 15:26).
13. We believe in the imminent personal, premillennial second coming of our Lord Jesus Christ (I Thessalonians 4:15-17; Titus 2:13; II Peter 3:1-4; Matthew 24:29-44), and love and wait for His appearing (II Timothy 4:8).
14. We believe it is the responsibility of every believer to dedicate his life to carrying out the work of the Great Commission (Matthew 28:18-20; Mark 16:15-20; Acts 1:8).

LIFESTYLE STATEMENT

Southwestern Christian University seeks to provide educational experiences and professional training which emphasize the importance of Christian living. SCU believes that, since Jesus Christ is the center of the staff member's life, the staff member commits himself/herself to a lifestyle which cultivates spiritual, ethical and physical growth. Each staff member is asked to agree to the following constructive guidelines and pledge to follow them:

1. The staff member will accept responsibility to follow University regulations as set forth in the Staff Handbook.
2. The staff member will attend all required chapel services and other University activities as required by the University administration. (Consideration will be given to difficulties incurred by part-time employees.)
3. The staff member will refrain from the use of profane language, tobacco, alcoholic beverages, illegal drugs and narcotics, and all forms of destructive conduct.
4. The staff member will abide by the campus dress code for staff which promotes respect for special campus activities.
5. The staff member will abide by municipal, state, and federal laws.

Mission

Southwestern Christian University is a Christ-centered liberal arts institution equipping students for a life of learning, leadership, and service; integrating faith, learning, and living; and empowering graduates to excel and to positively impact their world for Jesus Christ.

Motto

Scholarship • Spirit • Service

Profile

Southwestern Christian University is a private, four-year Christian university located on a beautifully wooded campus in the Bethany area of metropolitan Oklahoma City. SCU was founded in 1946 by the International Pentecostal Holiness Church and embraces the Holiness, Pentecostal, and Charismatic traditions. A growing Christian liberal arts university, Southwestern currently offers an Associate of Arts degree, eighteen Bachelors degree options, and a Master of Ministry degree with five areas of concentration.

Revised August 16, 2013

SCU PERSONNEL RECORDS SYSTEM

Acknowledgment of Receipt of Staff Handbook

I have received a copy of the SCU Staff Handbook and understand it. I understand that my employment is for no definite period of time and nothing in the Staff Handbook, in any way, creates an expressed or implied contract of employment, but rather it is a brief description of benefits offered by SCU and an overview of its policies and rules; and that this Staff Handbook and policies, rules and benefits to which it refers may be amended, modified or discontinued at any time by SCU at its discretion. I agree to conform to these policies and rules. I understand that either I, or SCU, can terminate my employment at-will at any time with or without cause, and without notice.

Signed

Date

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