EMPLOYEE HANDBOOK

INDEX

100. GENERAL INFORMATION
101. Charter
105. Denominational Affiliation
110. Statement of Faith
111. Summary of Articles of Religion
115. Mission Statement
116. Institutional Objectives
120. History and Heritage
125. Accreditation and Affiliations
   125.100 Accrediting Association of Bible Colleges
   125.200 Memberships & Associations
   125.300 Canadian Council of Christian Charities
   125.400 Non-Profit Registration
126. Stewardship Ministry Code of Ethics
   126.100 Biblical Stewardship
   126.200 Organizational Integrity & Financial Accountability
   126.300 Rights of Donors & Public Accountability
130. Organization
   130.100 The Wesleyan Church
   130.200 Board of Trustees
   130.300 Office of the President
   130.400 Administrative Officers
   130.500 Faculty
   130.600 Staff
   130.700 Organizational Chart
   130.800 University Handbooks & Publications
200. EMPLOYMENT POLICIES

205. Non-Discriminatory Statement

210. Statement of Faith Compliance
210.100 Administrators, Faculty, Professional And Technical Supervisors
210.200 Salaried Non-Academic Personnel, Part-Time Faculty And Staff

215. Staff Hiring Policies
215.100 Advertising Policy
215.200 Hiring Procedures

230. Absenteeism

235. Family Employment

240. Termination of Employment
240.100 Just Cause
240.200 Termination Authorization for Staff
240.300 Termination Authorization for Faculty

245. Exigency Policies

250. Employee Appeals Process
250.100 Informal Resolution
250.200 Written Request for Appeal
250.300 Administrative Cabinet Evaluation
250.400 Formal Appeal

265. Employee Dress Code

270. Personal Sales & Marketing

275. Scent Reduction Policy

280. Sexual Harassment Policy
300. REMUNERATION & BENEFITS

305. Remuneration & Benefits Accrual
   305.100 Exemption Status
   305.200 Contract Services

310. Payroll Procedures
   310.100 Remuneration Procedure for Salaried Employees
   310.200 Remuneration Procedure for Hourly Employees

315. Withholding Income Tax
   315.100 Change of Tax Status

320. Canada Pension Plan

325. Employment Insurance

330. Worker's Compensation

335. Statutory Holidays
   335.100 Full Time Employees
   335.200 Permanent Part Time Employees - Hourly

340. Personal Vacation Days
   340.100 Salaried Employees
   340.200 Scheduling Personal Vacation Days
   340.300 Hourly Employees' Vacation Pay

345. Leave of Absence
   345.100 Sick Leave
   345.200 Bereavement Leave
   345.300 Extended Leave
   345.400 Maternity Leave
   345.500 Child Care Leave

355. Insurance
   355.100 Participation
   355.200 Health Insurance
   355.300 Life Insurance
   355.400 Disability Insurance

360. Wesleyan Retirement Plan
   360.100 Eligibility
   360.200 First Year Ineligibility & Exceptions
   360.300 Participation Requirements
   360.400 Assessment
   360.500 Benefits

365. Tuition Waiver
   365.100 Employee and Spouse
   365.200 Dependents
370. Employee Meal Rate

375. Employee Travel Reimbursement

380. Employee Speaking Engagements
   380.100 Limitations & Approval
   380.200 Honoraria/Travel Expense
   380.300 University Promotion

385. Years of Service Recognition
100. GENERAL INFORMATION

101. Charter
Kingswood University operates under a charter granted by the legislature of the Province of New Brunswick and authorized thereby to confer degrees in church-related education.

105. Denominational Affiliation
Kingswood University is owned and operated by The Wesleyan Church, whose international headquarters is located in Fishers (Indianapolis), Indiana. Their mailing address is (as follows:) PO Box 50434, (6060 Castleway West Drive,) Indianapolis, IN 46250(-0434) and their street address is 13300 Olio Road, Fishers, IN. They may be reached at 317-774-7900. (Tel: 317-570-5100). Kingswood University is authorized by The Wesleyan Church to offer two year terminal and transfer degree curricula, and four year Bible and Christian ministries curricula (The Discipline of The Wesleyan Church, 2365.1). Kingswood University is assigned to serve all of the districts that comprise the entire North American Conference of the Wesleyan Church (The Discipline, 2450-2470).

110. Statement of Faith
As an educational institution of The Wesleyan Church, Kingswood University is committed to the teaching and proclamation of the doctrines expressed in the Articles of Religion as found in The Discipline of The Wesleyan Church (cf 210-250), which includes the following Summary of Articles of Religion (cf 299):

111. Summary of Articles of Religion
We believe in God the Father, the Son and the Holy Spirit.

We believe that Jesus Christ the Son suffered in our place on the cross, that He died but rose again, that He now sits at the Father’s right hand until He returns to judge every person at the last day.

We believe in the Holy Scriptures as the inspired and inerrant Word of God.

We believe that by the grace of God every person has the ability and responsibility to choose between right and wrong, and that those who repent of their sin and believe in the Lord Jesus Christ are justified by faith.

We believe that God not only counts the believer as righteous, but that He makes such persons righteous, freeing them of sin’s dominion at conversion, purifying their heart by faith, and perfecting them in love at entire sanctification, and providing for their growth in grace at every stage of spiritual life, enabling them through the presence and power of the Holy Spirit to live victorious lives. (The Discipline, Par.299)
115. Mission Statement

To prepare spiritual leaders for the church of Jesus Christ and specifically for The Wesleyan Church. It is driven by the passion of Christ to reach a lost world as expressed in Matthew 9:38, “Ask the Lord of the harvest . . . to send our workers into His harvest field.” The focus of this mission is to prepare pastors for local church ministry and missionaries for trans-cultural service. The breadth includes the preparation of specialized ministers according to the needs of the Church. The depth is reflected in our requirement that all graduates demonstrate academic excellence, ministry effectiveness and holy character.

116. Institutional Objectives

The University strives to fulfill the following objectives:

1) To guide students into a greater knowledge of the Bible, the Christian faith, themselves, other persons, and the world in which they live;

2) To develop within students a deeper appreciation of a Biblical sense of values, of God’s plan for their lives, of their spiritual, social, and national heritage, and of their privileges and responsibilities in contemporary life;

3) To assist students in the development of skills in research and critical thinking for independent study, in the integration of all knowledge and experience into a Christian worldview, and in the effective communication of truth;

4) To facilitate students in developing a well-rounded, wholesome Christian personality, physically, mentally, emotionally, socially, and spiritually; and to endeavor to lead students into the experience of entire sanctification and a life of holiness;

5) To stimulate within students an awareness of their calling and a complete dedication of themselves to the Lordship of Jesus Christ for effective Christian service in fulfilling the Great Commission;

6) To aid students in the acquisition of characteristics and skills necessary for church-related vocations or for lay service in the Church, as students seek to fulfill the world-wide mission of the Church in general and The Wesleyan Church in particular.
History and Heritage

On July 5, 1945 at the annual meeting of The Alliance of The Reformed Baptist Church, Beulah Camp, Browns Flat, a decision was made that a holiness Bible school should be organized for the purpose of training young men and women for Christian service. That is, that there should be provided a three-year course in Bible subjects available to those preparing for the ministry to which God had called them.

In September, 1945, fourteen students enrolled at the Holiness Bible Institute, Woodstock, New Brunswick. For the first month, students roomed in the Woodstock parsonage and attended classes in the Sunday school classrooms of the Woodstock Reformed Baptist Church. In October, a hotel named Hammond House was purchased. The fine three-story building provided space for classrooms, reception area, offices, and dorm rooms. Another building on campus was renovated giving the new school accommodations for sixty students. Holiness Bible Institute began the fall with three teachers—one for the Bible Department (Rev. G. A. Rogers) and two for the High School Department (Miss Mary Campbell and Rev. H. L. Robertson). The following year, Miss Uta Chase, who later served as Dean of Women, joined the faculty as High School Teacher. Rev. H. L. Robertson also served as the school's Principal from 1945-47.

The Holiness Bible Institute remained in Woodstock for two years, but soon it was evident that needed expansion opportunities were limited. Therefore, in 1947, the Annual Church Conference determined that the school be moved to more spacious quarters. A suitable site was found in Yarmouth, Nova Scotia and in September, 1947, the newly named Bethany Bible College opened. The location of the new school was on the summit of a hill overlooking the town of Yarmouth. The property was originally owned by Mr. Lorne Baker. His former residence became the Administration Building, a center of College activity. The building was a large, three-story structure known as Beacon House. It received this name because Mr. Baker had constructed a light-house tower on the building for the purpose of guiding ships into the harbour. In addition to the Administration Building, there was a small house, plus another building which accommodated a chapel and two classrooms. The College opened with Rev. H. E. Enty serving as President, Rev. H. Ralph Ingersoll, Business Manager, Rev. and Mrs. H. Ralph Ingersoll, High School Teachers, and Rev. G. A. Rogers, Teacher of the Bible Department. During 1947-48, female students roomed on the second floor of the Administration Building and male students on the third floor. The kitchen, dining hall, general office, and reception room were on the first floor. The library was in the Enty apartment. In the summer of 1948, an army building was purchased by the school. This newly acquired structure would serve as dining hall, kitchen, and boys’ dormitory.

With the move to Yarmouth, Bethany marked many firsts. One of the most significant was the change of name as noted above. In the first year, a monthly student publication called The Beacon was begun. Also, the first issue of The Torch, Bethany’s yearbook, was published. While in Yarmouth, Bethany had a very active Evangelistic Association which involved students in outreach ministry to the community and surrounding area. Between the years 1947 and 1954, the College produced a weekly radio broadcast, first aired over Yarmouth radio station CJCL (1947-52), then over St. John’s CFBC (1953-54). The radio pastor was the College President and the broadcast featured the Bethany Hour Choir. In 1961, the College began a Commercial Program and graduated 18 students the first year. In its 18 years in Yarmouth, Bethany grew from 25 to 44 students, graduating 46 students from the Bible Department, 292 students from High School, and 33 from the Commercial Program. During this period of ministry, Bethany was served by Presidents Rev. Harry E. Enty (1947-49), Rev. Fraser A. Dunlop (1949-51), Rev. Norman E. Trafton (1951-55),

In the early 1960’s, Bethany's Board of Trustees began to consider the advisability of relocating the College to a site more central to its constituency. In 1964, land was purchased in Sussex, New Brunswick and an aggressive building program launched. Under the leadership of Rev. H. Ralph Ingersoll, Superintendent of The Alliance of The Reformed Baptist Church, $100,000 was raised for the construction of two new buildings on a spacious 22 acre site in Sussex, overlooking the Kennebecasis River. A dormitory and a building that would accommodate classrooms, offices, cafeteria, dining hall, and library were erected. These buildings are our current Ingersoll House, men’s residence and Stairs Hall, housing the cafeteria and classrooms. Classes began in Sussex, September 1965, with eight staff members and 42 students. Since then fourteen additional buildings have been added to serve the growing needs of an expanding student body and support staff. These include Nicholson Hall, currently providing facilities for Rogers Memorial Library, campus chapel, and music department; Administration Building; four student residences: Tom Phillippe Dorm, Joan Phillippe Dorm, Summit House, and McDowell House (also housing faculty offices); Bridgeo house, housing several offices, and the R. E. Mitchell Student Centre. Five private residences have been acquired. These are located at 54 Summit Ave., 63 Summit Ave., 66 Summit Ave., and the President's home at 98 Summit Ave. The College has also acquired an additional 33 acres of land contiguous to the above mentioned 22 acre site. In Sussex, Bethany has been served by Presidents Rev. Conard E. Stairs (1965-70), Dr. William C. Burbury (1970-74 and 1989-90), Dr. Ronald E. Mitchell (1974-1989), Dr. David S. Medders (1990-2009), and Dr. Arthur W. Maxwell, Interim (2009 – present).

Since moving to Sussex in 1965, Bethany has grown from 42 to 274 students (fall 2002). In 1965, Bethany offered a three-year high school program and a three-year Diploma in Bible. Currently, students have the opportunity to choose between three degree programs (Bachelor of Arts in Religion or Bachelor of Arts in Christian Education, and Bachelor of Arts in Christian School Education), with six majors (Christian Education, Church Planting, Global Ministry, Music Ministry, Pastoral Ministry, and Youth Ministry) and seven minors (Children’s Ministry, Christian Counselling, Christian Education, Church Planting, Global Ministry, Music Ministry, and Youth Ministry). Students may also choose one of two Associate of Arts degree programs.

In July 1966, the Alliance of the Reformed Baptist Church of Canada joined the Wesleyan Methodist Church. Two years later in June 1968, the Wesleyan Methodist Church merged with the Pilgrim Holiness Church to form what we know today as The Wesleyan Church. In May 1970, the General Board of Administration of The Wesleyan Church authorized Bethany Bible College to award the Bachelor of Arts Degree in Religion, the basic four-year program for those entering full-time ministerial service. In 1978, Bethany was authorized to grant the four-year Bachelor of Science in Christian Education program for those entering ministries relating to education within a Christian setting. In 1983, the Province of New Brunswick, through official legislation, authorized Bethany to grant church-related degrees. In 1987, Bethany received accredited status with the Accrediting Association of Bible Colleges. The Bachelor of Science degree was merged with the Bachelor of Arts degree in 1996. In 2000, Bethany Bible College was officially assigned to serve the entire North American Conference of The Wesleyan Church.
125. Accreditation and Affiliations

125.100 Accrediting Association of Bible Colleges

Kingswood University is accredited by the Association for Biblical Higher Education (ABHE). This is the major North American accrediting agency for Bible colleges and is recognized by the US Department of Education. They may be contacted as follows: 5850 T.G. Lee Blvd (5890 S. Semoran Blvd.), Orlando, FL 32822 (Tel: 407-207-0808).

125.200 Memberships & Associations

Kingswood is a member of the Association of Christian Schools International (ACSI), Christian Higher Education Canada (CHEC), and the Evangelical Fellowship of Canada (EFC).

125.300 Non-Profit Registration

Kingswood is an official not-for-profit charitable organization registered with the Canada Customs and Revenue Agency (CCRA), Registration #10678 7856 RR0001; and is a registered not-for-profit 501 (C) (3) organization with the Internal Revenue Service (IRS) of the United States government, Registration #23 7282028.
126.  Stewardship Ministry Code Of Ethics

126.100  Biblical Stewardship

1) The University acknowledges God as the creator and sustainer of all things, the God of infinite abundance who has entrusted his resources with his people in order to accomplish the purposes of the Kingdom.
2) Because giving is a worshipful, obedient act of returning to God from what He has provided and the Holy Spirit prompts Christians to give and to direct their giving, the University shall endeavor to serve all of her constituency through the teaching and application of Biblical stewardship principles.
3) All development initiatives shall be guided by and adhere to sound principles of Biblical stewardship.

126.200  Organizational Integrity & Financial Accountability

1) Donors of the University will be kept well informed with comprehensive and current information about the operation and development of the institution and her mission.
2) All communication between the University and her constituency shall be conducted with integrity and the transparent representation of truth, not creating unrealistic donor expectations of what a donor’s gift will actually accomplish within the limits of the University’s ministry.
3) Solicitations by the University will truthfully describe the projects or programs for which contributions will be used and respect the dignity and privacy of those who benefit from the various enterprises of the institution.
4) All statements made by the University in its fund-raising appeals about the use of the gift will be honoured by the institution including the donor’s intent related to both what was communicated in the appeal and to any donor instructions accompanying the gift.
5) Tax-deductible gifts to the University may not be used to pass money or benefits to any named individual or student for personal use or for educational expenses.
6) Volunteers, employees and hired fundraisers or consultants who solicit or receive donations on behalf of the University shall:
   a) Adhere to the principles of this Stewardship Ministry Code of Ethics;
   b) Act with fairness, integrity and in accordance with all applicable laws;
   c) Honour applicable professional codes of ethics and standards of practice;
   d) Immediately disclose to the University any actual or apparent conflict of interest; and
   e) Not accept contributions for purposes that have not been approved by the University.
7) Paid fundraisers, whether employees or consultants, will be compensated by salary, retainer, or fee and will not be paid in any manner based on incentive or commission.
8) Master lists of donor records will be carefully protected by staff and external fundraisers and will not be provided to other organizations for any purpose.
9) Complaints received from donors related to Stewardship Ministry Code of Ethics violations will be reported annually to the Board of Trustees.
1) All individuals will be treated with highest respect. This includes the University making every effort to honour the relationship of donors with the University and their desires regarding the nature and frequency of solicitations.

2) The privacy of all donors will be respected including the right to remain anonymous except as required by law.

3) All donors are entitled to receive a record of their own contributions and to challenge its veracity.

4) Complaints from donors will be answered in a prompt manner by appropriate University personnel and where resolution is not found, will be informed that an appeal may be made in writing first to the University President, then to the Chairman of the Board of Trustees, and then to the Canadian Council of Christian Charities.

5) Donations will not be accepted which would knowingly place a hardship on the donor or place the donor's future well being in jeopardy.

6) Donors will be encouraged to seek independent professional advice before entering into a substantial planned gift contract.

7) All eligible contributors to Kingswood University will receive an official receipt for income tax purposes that are made in cash or for the fair market value of contributed property or other types of gifts in kind. This includes all gifts of $5.00 or more and gifts of lesser value will be receipted only upon request.

8) All fundraising solicitations by or on behalf of the University will disclose the official name of the institution and the purpose(s) for which funds are requested. Printed solicitations will include appropriate contact information and appropriate disclaimers regarding use of restricted gifts.

9) Donors may restrict or designate their contributions to any approved project or facet of the University's ministry.

10) Donors may visit the University to observe her ministry, talk with representatives and students, and inquire about the status of promoted projects and ministries.

11) Donors have a right to know that the University is in compliance with federal, provincial and municipal laws, is being well managed, how their funds are being spent, and what contributions and support are accomplishing.

12) Anyone may know upon request whether a given individual soliciting funds on behalf of the University is a student, employee, volunteer, or fundraising consultant.

13) Anyone may receive the following upon request:
   a) Our most recent Annual Report and Audited Financial Statements;
   b) Our registration number as assigned by Canada Customs and Revenue Agency (CCRA);
   c) Information contained in the public portion of our most recent Charity Information Return (Form T3010);
   d) Names of the members of the Board of Trustees;
   e) A copy of this Stewardship Ministry Code of Ethics.
130. Organization

130.100 The Wesleyan Church

As an educational institution of The Wesleyan Church, and in fulfilling the mission of The Wesleyan Church, Kingswood shall seek to produce Christian workers and committed lay members for the church of Jesus Christ. We devote ourselves primarily to the preparation of full-time Christian workers for the Church. As a partner in Wesleyan higher education, we work in close harmony with the other educational institutions of The Wesleyan Church. As a four year University, we maintain a curriculum which satisfies the educational requirements for ordination as an ordained minister by The Wesleyan Church. (The Discipline 2358.1-3; 2368)

130.101 Authority

Ultimate authority over the educational institutions of The Wesleyan Church rests with the General Conference (cf. 1590;13). In practice this authority is delegated to the General Board and consists of the following (The Discipline 2362):

1) Authority, by two-thirds vote, to establish, merge, or dissolve an educational institution, or to enter into a cooperative agreement with other persons/groups of like theological and behavioral commitment in the ownership and operation of an educational institution.

2) Authority to provide for and deal with all matters pertaining to charters and bylaws.

3) Provision for boards of control in keeping with 340:2

4) The adoption and revision of such Standards of the General Board for Educational Institutions as the General Board shall deem to be wise.

5) The General Board is not empowered or authorized to contravene, override, or set aside a decision of a University board of trustees except as is provided and specifically stated in 2362:1-4.
130.200 Board of Trustees

The trustees shall be elected by the General Board of The Wesleyan Church and consists of up to thirty-one persons with the University president as a voting ex-officio member. Membership shall include representatives from the General Board, district representatives, and representatives at large. District representatives and General Board representatives are elected so that within these two categories at least one-third are ministerial and at least one-third are lay members. District representatives are selected so that each district within the northeastern area will have a minimum of one representative and the remaining three educational areas will have one district representative each. A number equal to the number of district representatives will be elected as representatives at large. Trustees are elected for a four year term of service with provisions made that one-half of the trustees are elected every two years (cf Bylaws Article II Section 1, 3 & 4).

130.201 General Powers

The Board of Trustees shall have full legal powers to govern, to manage, to control Kingswood University in accord with its Articles of Incorporation, provisions of these bylaws and the Standards for Educational Institutions for The Wesleyan Church as made, revised, and declared from time to time by the General Board (cf Bylaws Article V Section 1).

130.202 Specific Powers

In agreement with the general powers, the Board of Trustees shall have specific powers which shall include, but are not limited to the following:

1) Election of the officers of the corporation
2) The employment of administrators, teachers, and staff members
3) The determination of business policies
4) The ownership of real estate and personal property subject to the restriction that the Board of Trustees may not at any time sell, lease, exchange, mortgage, pledge, or otherwise dispose of all or substantially all of its assets without the express approval of the General Board of The Wesleyan Church
5) The investment of funds
6) The binding of the University by contracts and instruments of indebtedness
7) The initiation and promotion of campus planning including capital projects in campus development
8) The supervision of overall academic policies and standards of the University
9) The supervision of student affairs and standards of conduct
10) The delegation of authority to the president, faculty, and administrators of the University consistent with the office and responsibility (cf Bylaws Article V Section 2).
130.300 Office of the President (*ES 4646)

The President shall serve as the Chief Executive Office of the University and shall be:

1) A member of The Wesleyan Church with unreserved commitment to the Articles of Religion, Membership Commitments, Elementary Principles, and Special Directions.
2) An individual of Christian stature and unquestioned integrity.
3) A person with such qualities and educational experiences as are commonly deemed necessary to carry out effectively the responsibilities of the office.
4) The only employee of an institution to sit as a member of the Board of Trustees, whose membership and attendance shall terminate when the office is vacated.
5) The sole executive officer directly responsible to the Board of Trustees. All others are subordinate to the chief executive officer through whom they are responsible to the Board.
6) Responsible for reporting annually to the General Director of Education and the Ministry and to the area General Superintendent in such a manner as required by the *Discipline* and the General Board.

* Standards of The General Board of The Wesleyan Church for Educational Institutions

130.400 Administrative Officers (ES-4648)

1) Each full time administrator reporting to the president or chief executive officer shall be a member of The Wesleyan Church, fully committed to the doctrines and practices of The Wesleyan Church, and shall be marked by Christian maturity, integrity, leadership ability, and educational experience normally deemed necessary to carry out all responsibilities. For such administrators, other than the academic dean, the requirements for membership in The Wesleyan Church may, in special circumstances, be waived by the Board of Trustees, subject to the approval of the area General Superintendent and the General Director of Education and the Ministry.

2) Other administrative personnel shall be in full agreement and have sincere respect for the doctrines and practices of The Wesleyan Church, and shall be marked by Christian maturity, integrity, leadership ability, and experience normally deemed necessary to carry out the assigned responsibilities.

130.410 Administrative Positions

The chief administrative positions of Kingswood University consist of the following and together comprise the Administrative Cabinet:

1) President
2) Academic Dean
3) Dean of Discipleship
4) Dean of Students
5) Chief Financial Officer
6) Executive Director of Advancement
7) Executive Director of Admissions
130.500 Faculty (ES-4650-4560)

1) It is desirable that two-thirds of the faculty shall be members of The Wesleyan Church and in no case shall there be less than a majority. The Chairperson of all divisions or departments shall be members of The Wesleyan Church except when in a special case the Board of Trustees gives approval for a non-Wesleyan, and shall be in full agreement with and have sincere respect for the doctrines and practices of The Wesleyan Church. At least two-thirds of the faculty of the division of religion shall be members of The Wesleyan Church.

2) Full-time teaching and non-teaching faculty members shall be qualified persons of Christian character who are in full agreement with and have sincere respect for the doctrines and practices of The Wesleyan Church.

3) Part-time faculty members shall be qualified persons of Christian character who have sincere respect for the doctrines and practices of The Wesleyan Church.

4) Faculty members shall be encouraged to participate in professional organizations that are related to their specific disciplines.

5) Trustee boards are urged to create administrative channels by which faculty members may have a proper voice in the formulation of institutional polity and policies.

6) Administrators shall not solicit the services of a faculty member of another Wesleyan institution without first consulting that administration unless the faculty member has taken the initiative to express an interest in the other institution, or the faculty member has already indicated an intention to terminate services at the present institution. The administration of the University concerned shall be made aware of such negotiations at the earliest possible time.

130.600 Staff

130.610 Supervisory Personnel (ES 4662)

Supportive professional and technical supervisory personnel are those with administrative duties who do not report to the president or have faculty status.

1) They shall be qualified persons of Christian character.

2) They shall preferably be members of The Wesleyan Church.

3) They shall be in full agreement with and have respect for the doctrines and practices of The Wesleyan Church.

4) They shall at all times comply with the purposes and objectives of the institution.

130.620 Supportive Staff (ES 4664)

Supportive staff members are those persons who perform duties in support of the academic and/or administrative functions of the institution.

1) They shall be qualified persons of Christian character.

2) They shall have sincere respect for the doctrines and practices of The Wesleyan Church.

3) They shall at all times comply with the purposes and objectives of the institution.
130.800 University Handbooks & Publications

130.810 University Handbooks

2) Employee Handbook, provided for all employees.
3) Faculty Handbook, provided for all faculty.
4) Student Ministries Handbook, provided for all students, faculty and administrators.
5) Administrative Handbook, provided for all chief administrative officers.

130.820 Publications

2) Pictorial Directory, published annually for students, their parents, employees, and prayer partners.
3) The Annual Stewardship Report, an annual report provided for University alumni and friends.
200. EMPLOYMENT POLICIES

205. Non-Discriminatory Statement

In establishing its educational institutions and in guiding their life and work, The Wesleyan Church seeks to provide the highest possible quality of Christian education for its own constituents and for other persons who wish to study under its auspices without regard to race, national origin, or sex (The Discipline, 2358:3). Further, Kingswood University does not discriminate in its employment practices with regard to race, national origin, or sex.

210. Statement of Faith Compliance

210.100 Administrators, Faculty, Professional and Technical Supervisors (ES4668)

All administrators, full-time faculty, professional and technical supervisors, and part-time faculty unless excepted by Board action are required to sign and comply with the following Statement of Faith:

I have studied carefully the “Summary of the Articles of Religion” (cf 299), and have read the Articles of Religion, the Covenant Membership Commitments, the Elementary Principles, and the Special Directions of The Wesleyan Church (cf The Discipline, 210-250, 260-268, 270-286, 299, 400-475). I am in full agreement with these doctrines and practices and will conduct myself in harmony with them and be supportive of them.

210.200 Salaried Non-Academic Personnel, Part-Time Faculty and Staff (ES4668)

All salaried non-academic personnel, part-time faculty (when excepted by board actions), and staff are required to sign and comply with the following Statement of Faith:

I have studied carefully the “Summary of the Articles of Religion” (cf 299) and have read the Articles of Religion, the Covenant Membership Commitments, the Elementary Principles, and the Special Directions of The Wesleyan Church (cf The Discipline, 210-250, 260-268, 270-286, 299, 400-475). I have sincere respect for these doctrines and practices, and will conduct myself in harmony with them and be supportive of them while I am an employee.
215. Staff Hiring Policies

215.100 Advertising Policy

All vacant staff positions will be advertised within the University for two weeks prior to the position being filled. Expressions of interest by any employees will be fairly considered along with all other applications. Any staff member may apply and interview for vacant positions without adversely affecting their current position of employment.

215.200 Hiring Procedures

Full-time staff positions are established by the President. All staff are approved by the Administrative Cabinet upon the nomination of the supervising administrator and the recommendation of the President.

230. Absenteeism

Employees who are frequently absent from work because of illness or other reasons and who are not on approved sick leave, cause unnecessary hardship to other workers and thus impair work flow, decrease departmental effectiveness, and impair institutional mission accomplishment. Such employees are subject to disciplinary action, up to and including termination for excessive absenteeism.

235. Family Employment

A member of the immediate family of a supervisor may be employed in any department of the University except for the department supervised by the family member. Immediate family members include spouse, father, mother, brother, sister, son, daughter, and spouse of the foregoing.
240. Termination of Employment

240.100 Just Cause

The employee and employer agree that the employment of the employee may be terminated with cause at any time. The employer and employee agree that cause for dismissal includes, but is not limited to, the following:

1) A reduction in the work force
2) Physically or emotionally unable to perform the assigned work
3) Quality of the employee’s work persistently unacceptable
4) Violation of conditions of contractual agreement
5) Persistent insubordination
6) Immoral conduct
7) Crimes of moral turpitude
8) Violation of the University’s rules and/or policies
9) State of exigency

240.200 Termination Authorization for Staff

Termination of employment for staff is by action of the Administrative Cabinet in consultation with the supervising administrator.

240.300 Termination Authorization for Faculty

Termination of faculty is by action of the Executive Committee of the Board of Trustees upon recommendation of the President with the support of the Vice President for Academic Affairs and the Administrative Cabinet. Termination of a faculty member would not occur during the time period of their contract except under situations involving items 240.100, sub 1-9 above.
245. Exigency Policies

245.100 Definition
Financial Exigency (FE) is a fiscal crisis which jeopardizes the educational standards and programs of the University to the extent that termination of employee contracts may be necessary.

245.110 Inquiry
Investigation of a possible state of FE may be initiated by the trustees or administration of the University which shall submit a request to the president to initiate such an inquiry in consultation with the Administrative Cabinet and Executive Committee of the Board of Trustees.

245.120 Options
Careful and prayerful consideration shall be given to all reasonable options including but not limited to increasing revenue, equitable reduction of budgeted funds, across the board reduction in salaries, reduced appointments (12 to 9 month contracts), leaves without pay, freezing hiring, and reductions in personnel and/or services.

245.130 Declaration
If after such inquiry and investigation, the president determines the fiscal crisis cannot be alleviated without termination of employee appointments, he shall submit a recommendation with supporting rationale and documents to the Executive Committee of the Board of Trustees for an initial Trustee evaluation of the inquiry. The Administrative Cabinet plus a faculty representative shall be part of this presentation. The Executive Committee shall present its evaluation to the entire Board of Trustees who may officially declare a state of Financial Exigency.

245.140 Discussion
After presentation to the Executive Committee, but before the submission of a report to the full Board of Trustees, the President shall discuss the report with the full faculty and staff of the University.

245.150 Plan
Upon declaration of a state of FE by the Trustees, the President and his Administrative Cabinet shall develop a plan to deal with the FE. It is expected that such a plan will recognize the faculty's role in matters of educational policy and will give primary consideration to all concerns relating to the accomplishment of the institutional mission. Further, consideration shall be given to the qualifications and performance of all personnel within the specific area(s) or program(s) designated for retrenchment. Preferential consideration will be given for length of employment, and to the fullest extent possible, consideration will be given to student needs with respect to program completion.

After a plan is developed, it will be reviewed for approval by the Executive Committee of the Board and shared prior to implementation with the entire campus staff.

245.160 Termination
All employees to be terminated for reasons of FE will be given at least 60 calendar days written notice or severance pay equal to 60 calendar days after notice. Such notice shall contain a statement of the basis for termination and a statement of the employee's right to appeal to the Board of Trustees.
250. **Employee Appeals Process**

250.100 **Informal Resolution**
The University makes every effort to treat each employee with integrity, fairness, and respect. In the event that employees do not perceive that such has been the case, they are encouraged to first discuss the matter with their supervisor. If their supervisor is not the administrator of the department, a second step would be to meet with the respective administrator and seek an informal resolution. It is strongly urged that concerns and grievances be dealt with immediately and that equitable resolution be found between the parties in the spirit of Matthew 5:21-26.

250.200 **Written Request for Appeal**
If, however, after initial discussions there is no resolution found, the employee may pursue further evaluation and resolution by requesting a meeting with the respective administrator and the President. Such a request must be made in writing to the President within thirty days of the situation or decision causing offense and would include a detailed description of the incident. The President will call a meeting within two weeks with the employee, supervisor (if applicable), and administrator to review the incident. The appeal will be handled in a fair and compassionate manner with every effort being made to find a mutually agreeable resolution.

250.300 **Administrative Cabinet Evaluation**
If resolution is not found in meetings between the aggrieved employee, the respective administrator, and the President, the situation will be referred to the Administrative Cabinet for evaluation and action. The Administrative Cabinet will begin consideration of the incident during their next regularly scheduled meeting. For all issues other than termination of employment and disciplinary action, the decision of the Administrative Cabinet will be considered final, and the incident review process closed.

250.400 **Formal Appeal**
In the event of an Administrative Cabinet decision regarding termination of employment or disciplinary action, the following outline of **Formal Appeal and Due Process** may be initiated at the request of the employee.

250.401 **Request for Hearing**
A formal request for a hearing to appeal the decision must be made in writing to the President within thirty days of the time of the final action of the Administrative Cabinet. The President will meet with the aggrieved party and will evaluate the appeal to decide if it qualifies for a formal appeal process. If that decision is affirmative, the President will indicate the time frame and process for one of the following two types of Formal Appeal.

250.410 **Formal Hearing for Faculty**
For full-time faculty, the appeal would be heard by the Executive Committee of the Board of Trustees during their next regularly scheduled meeting. They will conduct a thorough hearing to carefully review the disposition of the matter, making every effort to ensure that the rights of the faculty member are upheld, that the policies of the University are fairly administered, and that the highest levels of integrity and justice are maintained. The evaluation and decision of the Executive Committee of the Board of Trustees will be considered the final decision and the Review and Appeal Process closed.
250.420 Grievance Committee Appointment for Staff
For staff members, a Grievance Committee will be appointed by the President, selected randomly and composed of three full-time staff and two full-time faculty. The committee will select a Chair and Secretary from among its members.

250.421 First Hearing
The committee will establish a time for a First Hearing to meet with the aggrieved staff member and to evaluate the concerns expressed. Additional meetings may be held, information gathered, or personnel interviewed to ascertain the relevant information.

250.422 Committee Report
After the Grievance Committee has carefully evaluated the appeal of the employee and the administrative decision, they will report their findings to the President including a decision to:

   a) Affirm the decision of the Administrative Cabinet or
   b) Recommend the decision be reconsidered.

250.423 Final Decision
If the Grievance Committee affirms the decision of the Administrative Cabinet, the decision will be considered final and the appeals process closed.

250.424 Reconsideration
If the Grievance Committee recommends that the decision be reconsidered, then the Administrative Cabinet will re-evaluate their decision, considering options and any further findings of the Grievance Committee. If there is no change in the decision by the Administrative Cabinet, then the disposition of the matter will, at the written request of the staff member, be transferred to a special Review Committee for further consideration.

250.425 Review Committee
The President will then appoint a five-member Review Committee composed of three full-time faculty and two administrators. The administrators would not include the administrator who serves as the aggrieved employee’s supervisor. The Review Committee would select a Chair and Secretary from among its members.

250.426 Review Committee Hearing
The Review Committee will conduct a thorough hearing to carefully review the disposition of the matter, making every effort to ensure that the rights of the staff member are upheld, that the policies of the University are fairly administered, and that the highest levels of integrity and justice are maintained. Interviews will be conducted with the aggrieved employee, the respective administrator, and any others related to the situation. The President may be called upon to express the evaluation and position of the Administrative Cabinet.

250.427 Final Decision
The Review Committee will report its findings back to the President with a recommendation to affirm the earlier decision of the Administrative Cabinet or request the Cabinet to reconsider its decision. If the review is affirmative, the decision will be considered final and the appeals process closed. If the review is to reconsider, the Administrative Cabinet will again carefully re-evaluate its decision. This is the final review of such a recommendation and the conclusion of the re-evaluation will be considered the final decision and the review process closed.
265. Employee Dress Code

It is not the desire of the institution to unduly dictate dress for women or men. However, it is our desire that all employees would present a professional presentation of themselves while at work and that we would have comparable expectations for both men and women. For all positions on staff except for kitchen, housekeeping, and maintenance, casual business attire or other professional apparel is considered appropriate. The more relaxed summer dress code for all employees includes casual wear, nice looking jeans but does not include shorts, t-shirts, or sun-dresses.

270. Personal Sales & Marketing

The University does not publicly or privately promote or endorse any business, product, or any person acting as a sales agent. The close web of relationships formed by our association together at Kingswood is seen as an expression of the body of Christ and for the primary purpose of glorifying God, building up one another in the faith, and fulfilling the mission of Christ and the institution. Therefore, we strongly discourage the use of relationships formed primarily through the University as a channel for marketing and for personal financial gain including the following specific guidelines:

1) Students may not be solicited by any staff members for sales or to become sales agents for either multi-level marketing programs or others direct sales;
2) Due to the potential conflict of interest, divided loyalty, and inherent negative impact on the University, Administrators and full-time faculty may not be involved directly or with a spouse in any multi-level marketing program; and
3) We admonish all staff members to exercise wisdom, caution, and the highest level of interpersonal respect in promoting among the staff and Kingswood’s constituency any product through direct sales and the solicitation of involvement in any multi-level marketing plan.

275. Scent Reduction Policy

The University desires to make the campus environment as conducive as possible for students and staff who suffer with allergies to scented products, while not unduly infringing on the rights of other students and staff who wish to wear scented products. In keeping with this desire, employees are encouraged to consider the needs of others by voluntarily refraining from the use of scented products or to use such products sparingly. Employees who have sensitivity to scented products are encouraged to report this to the appropriate University personnel.

280.100 Sexual Harassment Policy

The University is committed to creating and maintaining an environment for employees that is free of objectionable and disrespectful conduct. Sexual harassment will not be tolerated at Kingswood University. Such behaviour is a violation of University policy and will be subject to a range of sanctions, up to and including dismissal.

A complaint of sexual harassment brought to the University's attention by an employee will be treated as a serious matter and shall be acted upon promptly, fairly, judiciously, and with due regard
to confidentiality for all parties concerned. It is a violation of University policy for anyone who is authorized to recommend or take action regarding complaints of sexual harassment to disregard or fail to investigate allegations or, in the event that sexual harassment has occurred, to fail to take timely corrective action.

Retaliation against a student or employee for filing a complaint of sexual harassment will constitute grounds for a subsequent disciplinary action, up to and including dismissal by the University.

Although this policy and the procedures detailed below have been designed to provide a means by which an individual may have her/his complaint addressed within the framework of the University, it does not preclude an individual from taking other courses of action, such as taking legal action, contacting the police, or taking the matter to the N. B. Human Rights Commission. Note: Sexual assault is covered under the Criminal Code of Canada and should be reported to the police.

A false and malicious complaint under this policy is a violation of the policy and the responsible person or persons will be subject to disciplinary action up to and including dismissal.

280.200 Definition Of Sexual Harassment
Conduct of a sexual nature such as, but not limited to, verbal abuse or threats of a sexual nature, unwelcome sexual invitations or requests, demands for sexual favours, or repeated innuendos or taunting about a person's body, appearance or sexuality, constitutes sexual harassment when:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic evaluation, or
(b) submission to or rejection of such conduct by an individual is used as the basis for employment, or for academic evaluation, or
(c) such conduct interferes with an individual's work or academic performance, or
(d) such conduct creates an intimidating, hostile, or offensive working or academic environment.

280.300 Advisors
Sexual Harassment Advisors are available to employees of the University who wish to be informed about any aspect of the University Policy and Procedure on Sexual Harassment. Currently the Campus Counselor and Campus Pastor serve as Sexual Harassment Advisors. The University may also appoint additional individuals to act as Sexual Harassment Advisors. Such appointments will be announced to employees.

The Advisors provide information, advice, assistance, and support (on a confidential basis). A Sexual Harassment Advisor is not compelled to provide information or evidence in any formal procedures under this policy.

280.400 Options
The options that are available to employees who believe that they are victims of sexual harassment are described below:

280.410 Informal Resolution
a) **Direct Approach**
Complainants, in consultation with their supervisor or a Sexual Harassment Advisor, may speak or write to the person perceived as the harasser to make him/her aware that his/her behaviour is offensive or they may ask the Sexual Harassment Advisor to intervene on their behalf.

b) **Mediation Procedure**
In the mediation procedure, a neutral third party that is acceptable to all parties will help the complainant and the alleged harasser to negotiate a solution. The procedures to initiate the mediation process are outlined in section 280.500 and 280.600.

c) **Reporting**
Even under informal resolution, it is mandatory that all supervisors and Sexual Harassment Advisors file a written incident report of any alleged sexual harassment with the University President.

### 280.420 Formal Investigation
This procedure includes an investigation of the complaint and recommendation for action by a member of the Administrative Cabinet. This recommendation will be reviewed by the President and he/she will determine, in his/her absolute discretion, if there should be a formal hearing before an adjudication committee. The procedures to initiate the formal investigation are outlined in section 280.700.

Complainants may request a formal investigation without having attempted an informal resolution (the direct approach and/or mediation). Complainants may decide not to request a formal investigation even if the informal resolution (the direct approach and/or mediation) has proven to be unsuccessful.

### 280.500 Initiating A Complaint
If complainants wish to pursue either the mediation process or a formal investigation, they or their Advisor should request an appointment with a member of the Administrative Cabinet as soon as possible after the incident has occurred.

The member of the Administrative Cabinet shall arrange an appointment with the complainant(s) at the earliest convenience. This appointment shall be strictly confidential, but complainant(s) should be prepared to discuss the basic facts of the incident(s) of sexual harassment. Complainants may be accompanied by any supportive person, including their Advisor.

### 280.510 Role of the Member of the Administrative Cabinet
The member of the Administrative Cabinet shall not initially judge the merits of the case but shall be a contact person who can neither act without complainants' consent nor refuse to aid complainants. He/she shall ensure that complainants are aware of all options available to them under the University Policy and Procedure on Sexual Harassment, including direct approach, mediation, and a formal investigation. He/she shall give complainants a copy of this statement of policy and procedures, if they do not already have one.
280.600  Mediation
If the complainant wishes to proceed with mediation the following shall occur:

280.610  Role of the Member of the Administrative Cabinet in mediation
a) The complainant will provide the member of the Administrative Cabinet with a written signed complaint giving details of the alleged harassment, including dates, times, places, and names of the individuals involved.

b) As soon as reasonably possible from the date of receipt of the written complaint, the member of the Administrative Cabinet will inform the accused of the allegation(s) and will provide the accused with a copy of the written complaint.

c) After providing the accused a written copy of the complaint, the member of the Administrative Cabinet will contact the accused to see whether they agree to mediation. If so, the member of the Administrative Cabinet will promptly consult with both the complainant and the accused on the choice of mediator.

d) The mediator will be selected from a list of potential mediators from the University community. Both the complainant and accused must agree to the choice of mediator. The mediator chosen must be unbiased and independent of both parties. The list of mediators shall be established by the Administrative Cabinet.

280.620  Role of the Mediator
a) After the appointment of a mediator, the mediation process will proceed as expeditiously as is reasonably possible. The options for resolution will be of a voluntary nature. The work of the mediator is confidential. If resolution is achieved as a result of mediation, a written copy of the resolution will be signed by the complainant and the accused. This will be reviewed by the Administrative Cabinet to determine if the matter is resolved or if due diligence would require further action.

b) Subsequent to the mediator concluding that no resolution is reachable, the complainant may:
   (I) withdraw the complaint;
   (II) initiate a formal investigation.

c) If the complainant or the accused indicate in writing that the conditions of the agreement have not been met, the mediator shall ascertain whether or not, in his or her opinion, the allegation can be substantiated. A report to this effect, which may include a recommendation for further mediation, shall be submitted by the mediator to the Administrative Cabinet. If the complainant wishes to proceed with a formal investigation, he/she shall follow the procedures outlined in section 280.700.

280.700  Formal Investigation
If the complainant wishes to request a formal investigation, the following shall occur:
a) The complainant will provide any member of the Administrative Cabinet with a written signed complaint giving details of the alleged harassment, including dates, times, places, and names of the individuals involved.

b) Following receipt of the written complaint, the member of the Administrative Cabinet will notify in writing the University President that a request for a formal investigation has been made. He/she will also notify the supervising administrator of the accused. In cases where the complaint concerns an Administrator, that Administrator's immediate supervisor will be contacted.

c) If the President is the individual accused of sexual harassment, his/her role in the formal investigation and the formal hearing will be assumed by the Chairperson of the Board of Trustees.

280.710 Role of the Member of the Administrative Cabinet

a) From this stage until a decision has been rendered by the President and an Adjudication Committee, the member of the Administrative Cabinet shall continue assisting at all stages of the processing of the complaint so that both the complainant and the accused can be reassured that action is being taken as expeditiously as possible.

b) Once the member of the Administrative Cabinet has informed the President of the request for a formal investigation, he/she shall be responsible for notifying in writing the individual accused of sexual harassment that a complaint has been lodged against him/her, giving a copy of the written signed complaint.

c) The member of the Administrative Cabinet shall investigate the allegations expeditiously and has the authority to set reasonable procedures, which shall be carried out with due regard to confidentiality for all parties concerned (the President and other administrators may be contacted for advice on these matters). The procedures shall include, at a minimum: (I) interviews with the complainant and the accused, (II) interviews with any witnesses, (III) accurate and complete documentation of the evidence concerning the complaint, and (IV) a recommendation. The recommendation, along with all relevant material, shall be forwarded to the President.

280.720 Role of the President and Adjudication Committee

a) The President shall review all the material submitted to him/her and shall meet with the people concerned to discuss the Administrator's report. The President shall decide whether or not a formal hearing is required. In the case of a formal hearing, the following procedure shall be followed:

1) The hearing shall be held in the presence of the complainant, the accused, and a representative for each if they so choose, and an Adjudication Committee chaired by the University President. The Adjudication Committee will be comprised of members of the Administrative Cabinet as selected by the President.
2) The President will ask the complainant and/or the accused to state why the facts and recommendations are not agreeable to them. The accused and the complainant may make written representations in advance of the meeting (apart from the written complaint).

3) The meeting will proceed under the direction of the President based on the responses to (#2) above.

4) Any questions of anyone present are to be directed to the President who shall determine whether the question is to be asked and, if so, of whom.

5) The accused and the complainant have the right to remain silent on any question to him/her by the President.

6) Witnesses, if any, will be excluded from the hearing until called. There will not be any swearing of witnesses. Questions may be directed by the President only. The President will require prior notice as to witnesses.

b) After the requirements of section 280.720(a) have been satisfied, the Adjudication Committee shall decide upon a course of action taking into consideration all the facts of the case, the recommendation forwarded to them by the Administrator, and the consistency of the current decision with decisions on sexual harassment cases previously made. Should sexual harassment be found to have occurred, the Adjudication Committee shall decide upon appropriate disciplinary sanctions, up to and including dismissal. They shall inform all the individuals concerned of their decision as soon as is reasonably possible.
300. REMUNERATION & BENEFITS

305. Remuneration & Benefits Accrual

305.100 Exemption Status
Persons employed full-time are paid on a salary basis without adjustment in remuneration due to
hours worked or quality of work, except in accordance with the provisions of Kingswood’s standard
employment policies. This status of employment is based on a factual analysis of their work duties
and responsibilities.

305.200 Contract Services
A distinction between employees and persons who render contractual services may be made as
follows. The emphasis must be placed on the job and responsibility rather than the number of hours
to be worked. The written instrument should clearly indicate it is a contract rather than employee
arrangement; should evidence that the service must be rendered in a satisfactory, workman-like
way; and that either party can terminate the contract after issuing proper notice. If the party hired is
allowed any of the employee fringe benefits, said decision negates the contractual arrangement and
designates the person an employee.

310. Payroll Procedures

310.100 Remuneration Procedure for Salaried Employees
All employees will be remunerated on a monthly basis with the payday falling on the 15th of each
month. Where the 15th falls on a Saturday, Sunday, or holiday, remuneration will be made on the
previous work day. Remuneration may be in the form of a check or it may be deposited directly into
the employee’s bank account. Details for the pay period plus year-to-date information is provided on
each payday. Payroll checks and/or payroll information will be placed in the employee’s mailbox by
the regular mail time on the appropriate day.

310.200 Remuneration Procedure for Hourly Employees
Hourly employees will be remunerated on a monthly basis with payday falling on the 15th of each
month. Where the 15th falls on a Saturday, Sunday, or holiday, remuneration will be made on the
previous work day. Remuneration can be in the form of a check or it can be deposited directly into
the employee’s bank account. Details for the pay period plus year-to-date information is provided on
each payday. Payroll checks and/or payroll information will be placed in the employee’s mailbox by
the regular mail time on the appropriate day.

By the morning of the 9th of each month the employee’s supervisor will ensure that the payroll
department has the actual hours worked from the first to the 9th of the month plus the projected
hours to be worked for the remainder of the month. Any adjustments to the previous month’s
projection are also to be submitted at that time and the corresponding adjustment will be made to
the current remuneration.
315. **Withholding Income Tax**
Kingswood University is required by law to withhold income tax from employee remuneration. When employed, each employee is required to complete a TD 1 form. This form provides the employer with the following information: the employee's legal name, address, social insurance number, date of birth, and the appropriate tax code which will determine the amount of tax withheld from each remuneration. Failure to complete this form could delay remuneration.

315.100 **Change of Tax Status**
All employees are required to notify the Business Office immediately when there is a change of personal information relative to the TD1 tax information. This would include the addition of dependents or change of address, etc.

320. **Canada Pension Plan**
1) The Canada Pension Plan is a government operated pension plan and Kingswood University is required by law to withhold Canada Pension Plan premiums from employee remuneration. The premium is determined by the federal government and is based upon the amount of remuneration.
2) Kingswood University is also required to pay Canada Pension Plan premiums based on the amount of premium deducted from the employees.
3) There is a reciprocal agreement between Canada and United States whereby Social Security credits may be used in calculating Canada Pension benefits. Employees who may profit from such an arrangement should contact the appropriate government department for details regarding how this would affect them.

325. **Employment Insurance**
1) Employment Insurance is a government operated insurance program to assist individuals who have lost their jobs. Kingswood University is required by law to withhold Employment Insurance premiums from employee remuneration. The premium is determined by the federal government and is based upon the amount of remuneration.
2) Kingswood University is also required to pay Employment Insurance premiums based upon the amount of premium deducted from the employees.
3) There is a reciprocal agreement between Canada and United States whereby Employment Insurance premiums paid in Canada may entitle an individual to receive benefits in the United States or vice versa. Individuals who may be eligible for benefits should contact the appropriate government department.

330. **WorkSafeNB**
1) WorkSafeNB administers a no fault accident and disability insurance for employers and their workers. This program provides timely compensation benefits, medical aid, rehabilitation, and safe return-to-work services to injured workers.
2) Kingswood University pays the assessed WorkSafeNB premium for all employees, both full and part-time.
335. **Statutory Holidays**  
The paid public holidays as determined by the New Brunswick Employment Standards Act are as follows: New Years Day, Good Friday, Canada Day, New Brunswick Day, Labor Day, Remembrance Day, and Christmas Day. The statutory holidays on which retailers are required to close are the paid public holidays, plus Victoria Day, Thanksgiving Day, and Boxing Day for a total of 10 statutory holidays per year.

335.100 **Full-Time Employees**  
Each full-time employee is entitled to be off on all statutory holidays with pay unless the ongoing operation of the University necessitates their presence. In that circumstance, the employee will be given comparable time off with pay on a day of their choice in consultation with their supervisor. Approval of substitute holidays will be in accordance with guidelines for vacation day approvals.

335.200 **Permanent Part-Time Employees - Hourly**  
In compliance with the New Brunswick Employment Standards Act, Kingswood University adds four percent of the gross remuneration to part-time employees' remuneration for statutory holidays compensation.

340. **Personal Vacation Days**  
The purpose of Kingswood University's vacation policy is to allow for an equitable and uniform system of absence from employment duties to allow for physical, mental, and spiritual renewal. Therefore vacation days may not be worked for additional remuneration.

340.100 **Salaried Employees**  
All salaried employees are entitled to paid vacation days in accordance with or comparable to the most current vacation policies of the Atlantic District of The Wesleyan Church. This is based on the years of service to either Kingswood or The Wesleyan Church and includes:
1) Starting with the first year of employment, employees are entitled to a total of two weeks of personal vacation.
2) Starting with the sixth year of employment, employees are entitled to a total of three weeks of personal vacation.
3) Starting with the eleventh year of employment, employees are entitled to a total of four weeks of personal vacation.

Years of service within The Wesleyan Church by ordained ministers employed at Kingswood are to be included in the total years of service used to calculate the number of personal vacation days.

340.110 **Accrual Of Vacation Days**  
Vacation days are computed on the fiscal year, July 1 through June 30. All vacation days accrued during the fiscal year (July 1 - June 30) should be used within that fiscal year and must be used by the following December 31 (six months later). If the vacation days carried forward from the previous fiscal year remain unused at the end of the calendar year they will be forfeited. In rare circumstances, vacation may be carried over into the following year if, in the opinion of the supervisor, it was impossible for the employee to take all available vacation prior to the end of the calendar year due to the workload in the department. Such requests must be submitted in writing to the supervisor prior to the end of the calendar year and be approved by both the supervisor and the President.
340.120  Accrual Of Vacation Days & Employee Departmental Transfers
When an employee transfers from one department to another they are not required to use their accrued vacation days prior to the transfer. Vacation days accrued as of the transfer date are retained and may be scheduled after assuming the new position.

340.130  Accrual Of Vacation Days & Employee Termination
When an employee terminates employment they must use all accrued vacation days prior to their termination date. All unused vacation days as of the termination date will be forfeited. If an employee resigns and has been paid for unearned vacation, an adjustment will be made to their final payroll remuneration.

340.140  Holidays & Employee Vacation Days
If a holiday observed by the University occurs during an employee's vacation, that day is not deducted from the employee's accrued vacation days.

340.200  Scheduling Personal Vacation Days
All vacation days must be approved by the employee's supervisor. Requests for personal vacation are to be submitted on the Absentee Request/Report Form to the employee's supervisor. Requests for three or more personal vacation days should be submitted at least thirty days in advance of the requested vacation. The supervisor reserves the right to deny a request for vacation when it would significantly interfere with departmental performance. Competitive requests for the same time off shall be decided on a first-come, first-serve basis.

340.210  Scheduling Personal Vacation Days - Faculty
Unless otherwise approved by the Academic Dean, the month of July will be deemed to be the month when faculty schedule vacation days. Therefore in keeping with the policy of using vacation days within the fiscal year that they are accrued, faculty will receive their vacation for that fiscal year during the first month of the fiscal year.

340.300  Hourly Employees’ Vacation Pay
In compliance with the New Brunswick Employment Standards Act, Kingswood University adds four percent (6% for employees with more than 8 years of continuous employment) of the gross remuneration to hourly employees' remuneration for vacation pay. Therefore, hourly employees do not accrue vacation days.
345. **Leave of Absence**

345.100 **Sick Leave**
The purpose of Kingswood’s sick leave policy is to provide a measure of economic assurance under conditions of significant but temporary health problems.

345.101 **Sick Leave Accrual**
Full-time salaried employees accrue paid sick leave on the basis of one day per month of full-time employment. Salaried employees who are not full-time accrue paid sick leave on a prorated basis of full-time employees according to the number of hours worked per week. Hourly employees are not eligible for sick leave. Unused sick leave may be accrued to a maximum of sixty days to be tabulated at the close of the fiscal year. Sick leave may not be taken in advance. Sick leave will be charged in no less than one quarter (2 hour) increments and may be used in any increment thereof. Once an employee has used all accumulated sick leave, days absent will be deducted from the next payroll remuneration or at the employee request, charged to available vacation days.

345.102 **Sick Leave Applications**
Sick leave may be used in situations which involve illness or injury to an employee or their immediate family (spouse, child, parent, or other member dependent on the employee). Illness or injury may also include dental care, pregnancy, medical appointments, and death outside the immediate family. The use of sick leave for situations involving the employee’s immediate family which extend for five or more consecutive days must be approved by the supervising administrator and the Vice President for Finance and Human Resources.

345.103 **Medical Documentation**
When an employee is hospitalized or confined to bed by medical direction while on vacation, the period of disability may be charged to accumulated sick leave if a doctors statement is presented to the supervising administrator. Medical documentation may also be required if an employee takes five or more consecutive days of sick leave.

345.104 **Limitations**
As sick leave is a benefit intended to assist financially when an employee is unable to work, an employee will not be paid for unused sick leave nor can unused sick leave be taken as compensation for retiring or terminating employees.

345.200 **Bereavement Leave**
Up to five days of paid bereavement leave may be granted for the death of an immediate family member (spouse, child, parent, grandparents, grandchild, siblings, and associated in-laws). Additional paid days for travel, chargeable to sick leave, may also be approved by the supervising administrator, and additional days may be approved to accommodate special circumstances. One day of paid bereavement leave, chargeable to sick leave, may also be allowed for the death of a relative not listed above or friend, subject to the approval of the supervising administrator.
345.300 Extended Leave

345.301 Approval Process
An extended leave of absence without pay may be granted for a maximum of four months. Requests must be made in writing and must be approved by the Administrative Cabinet. Reasons for extended leave normally include lengthy illness, church or humanitarian service, and compassion related situations.

345.302 Limitations
Under no circumstances may the employee use the extended leave for independent consulting or other business/employment opportunities. Employees intending to return from leave shall give no less than two written weeks notice.

345.303 Physicians Statement
For a health related extended leave, a physicians statement indicating fitness to return to work may be required.

345.304 Accrual Exemption
Sick leave or personal vacation days do not accrue while an employee is on an extended leave.

345.305 Institutional Medical Insurance
The institutional medical insurance may be maintained during an extended leave; however the total cost of this program must be paid by the employee unless the extended leave is for medical reasons in which case the institution will continue to pay its portion of the institutional medical insurance. These payments must be made by the 15th of each month with cheques made payable to Kingswood University.
345.400  Maternity Leave
Kingswood University will not refuse to employ or hire, dismiss, suspend, or lay off any employee who is pregnant for reasons due solely to her pregnancy.

345.401  Duration
Maternity leave without pay may be granted for up to 17 weeks.

345.402  Application
An employee who is pregnant and wishes to take maternity leave must:
1) Advise her supervising administrator in writing of her request for maternity leave four months prior to the probable delivery date or as soon as her pregnancy is confirmed, whichever is later;
2) Provide her supervising administrator with a medical doctor’s certificate confirming pregnancy and the probable delivery date;
3) In the absence of an emergency, give her supervising administrator two weeks written notice prior to commencing her maternity leave.

345.403  Start Date
Although maternity leave may be granted for a period of up to 17 weeks, under normal circumstances the leave would not begin earlier than eleven weeks prior to the probable delivery date.

345.404  Work Performance
The supervising administrator may require, where no alternate employment is available, that the pregnant employee begin a leave of absence without pay when she can no longer reasonably perform her duties or the performance of her work is materially affected by her pregnancy. Such employer imposed leave of absence is in addition to any maternity leave to which the employee is entitled under the Employment Standards Act of Canada as a result of her pregnancy. Such a leave of absence would be considered an extended leave with the appropriate policies applying to such leave.

345.405  Protection
Kingswood University will not dismiss, suspend, or lay off an employee during a maternity leave for reasons arising from the leave alone. Kingswood University will permit the employee upon the end of the maternity leave, to resume work in the position held immediately before the beginning of the maternity leave or in an equivalent position with no decrease in pay.

345.406  Accrual Exemption
Personal vacation days and sick days will not accrue during maternity leave. The institution will continue to pay its portion of the institutional medical insurance during maternity leave.
345.500 Child Care Leave
Kingswood University will upon request grant an employee who is the natural parent of a newborn or unborn child or who is adopting or has adopted a child, child care leave.

345.501 Duration
Child care leave without pay may be granted for up to thirty-seven weeks.

345.502 Parents’ Application
An employee who is the natural parent and wishes to take child care leave must:
1) Provide the supervising administrator with a medical doctor’s certificate specifying the probable delivery date or the date upon which the birth has occurred;
2) In the absence of an emergency, give four weeks written notice to the supervising administrator of commencement date and duration of the leave.

345.503 Adoptive Parents’ Application
An employee who is an adoptive parent intending to take child care leave must:
1) Provide the supervising administrator with proof that a child has been or will be placed with them for the purpose of adopting;
2) Notify the supervising administrator of the commencement date and duration of the leave on being made aware of the date of placement with the employee for adoption, and
3) In the absence of an emergency, give four months notice to the supervising administrator before the anticipated day on which a child will come into the employee’s care and custody.

345.504 Start Date
Child care leave shall not begin earlier than the date on which the newborn or adopted child comes into the care and custody of the employee and end not later than fifty-two weeks after that date.

345.505 Related to Maternity Leave
Where the natural mother intends to take child care leave in addition to maternity leave, except if the newborn is hospitalized when an employee’s maternity leave expires, the employee is required to commence the child care leave immediately on expiration of the maternity leave unless the employer and the employee otherwise agree.

345.506 Limitations
Child care leave may be taken by either natural or adoptive parent. Where both parents are employees of the University, they may share the child care leave but the total leave must not exceed thirty-seven weeks. The combined maternity and child care leave should not total more than fifty-two weeks.

345.507 Protection
Kingswood University will not dismiss, suspend, or lay off an employee during a child care leave for reasons arising from the leave alone. Kingswood University will permit the employee upon the end of the child care leave, to resume work in the position held immediately before the beginning of the child care leave or in an equivalent position with no decrease in pay.

345.508 Accrual Exemption
Personal vacation days and sick days will not accrue during child care leave. The institution will continue to pay its portion of the institutional medical insurance during child leave.
355. Insurance

355.100 Participation
Participation in the insurance programs provided by Kingswood University is not mandatory, however an employee must be at least ¾ time (30 hours per week) to be eligible to participate. If an employee chooses not to participate in the insurance programs, funds will not be given to the employee in lieu of these benefits.

355.200 Health Insurance
Kingswood University has a Group Health Insurance program which provides hospital, group travel, extended health, vision care, prescription drugs, and dental benefits. The specific details of the program are available from the Business Office.
1) The basic benefit package for all employees includes fifty percent payment of the monthly premium by the institution with the employee paying the other fifty percent through payroll deductions.
2) Married employees may choose either a single or family insurance plan and the fifty percent employer payment applies equally to either plan.

355.300 Life Insurance
As part of the Group Health Insurance program, life insurance is provided for the employee plus their dependents. Additional life insurance coverage is also provided for participants in the Wesleyan Pension Program. Specific details can be obtained from the Business Office.

355.400 Disability Insurance
Employees who have participated in the Wesleyan Pension Program for at least one year will automatically be eligible for the disability insurance provided by the Wesleyan Pension Program. Details may be obtained either from the Business Office.
360. Wesleyan Retirement Program

360.100 Eligibility
All employees of the University working at least ¾ time (30 hours per week) are eligible to participate in the Wesleyan Retirement Program in accordance with the regulations outlines below.

360.200 First Year Ineligibility & Exceptions
During the first year of employment, employees are not eligible to participate in the Wesleyan Retirement Program, unless they are an ordained minister in The Wesleyan Church and were a participant in the Wesleyan Retirement Program for the year immediately prior to their full-time employment at Kingswood.

360.300 Participation Requirement
Participation in the Wesleyan Retirement Program shall be mandatory for all eligible employees under the age of fifty who have completed 1 year of employment. Exceptions may be made by the Board of Trustees.

360.400 Assessment
Kingswood University pays an amount equal to 12% of the employee's gross cash salary plus taxable benefit of on-campus housing, as applicable, to the Wesleyan Retirement Program in behalf of the employee. Thus, the base for plan assessments is considered to be the gross salary plus housing benefit but does not include any compensation for insurance or other employee benefits. Of the 12%, 11/12 will be deposited into the employees individual account within the WRP group RRSP plan; and 1/12 provides for the disability and life insurance benefit through the WRP. The plan is noncontributory as far as the employees are concerned unless an employee elects to contribute over the above normal assessment amount of 12%.

360.500 Benefits
The Wesleyan Retirement Plan is a defined contribution program therefore the actual benefit received by an employee upon retirement depends upon which of the several investment options that the employee chooses and the performance of fund(s) chosen. Quarterly reports will be forwarded to employees detailing the performance of their funds. Employees are vested upon the receipt of the first payment on their behalf.
365. Tuition Waiver

365.100 Employee and Spouse
All employees, who have worked at least ¾ time (30 hours per week) continuously for three years, and/or their spouses may enroll in courses at Kingswood University and receive a tuition waiver. The amount of tuition waiver would be proportionate to the percentage of full time work i.e. full time - 100% tuition waiver, ¾ time – 75% tuition waiver. Other fees will be charged as applicable.

All employees who work at least ¾ time (30 hours per week) may audit courses free of charge.

If a service provider has an ongoing contract with the University, their employees who work on campus at least ¾ time (30 hours per week) on a continuous basis may audit courses free of charge. Courses taken for credit will be charged at the regular per credit hour fee. This audit fee waiver is not available to members of the employee’s family.

Permission to take courses for credit or audit is granted upon written request to an employee’s supervising administrator with a maximum allowance of two courses per semester. Courses beyond this limit are granted only by Administrative Cabinet approval. Class attendance must not interfere with an employee’s duties and regular total work hours must be maintained.

365.200 Dependents
Dependents, in addition to being eligible to receive a tuition waiver at Kingswood University may also be eligible to receive a tuition waiver at other Wesleyan Educational Institutions. As the number of tuition waivers awarded by other Institutions may be limited, dependents should apply for this benefit as soon as possible. The eligibility and benefits for those dependents wishing to attend other Wesleyan Educational Institutions are as follows:

365.201 Eligibility
1) Persons under 23 years of age who have never married, dependent children of a full-time employee of faculty rank, and of full-time staff members who have completed five years of employment with a Wesleyan Educational Institution.
2) The student must meet the admissions standards of the receiving school.
3) The student must be enrolled in on-campus programs and reside in University housing.
4) Eligibility of the student shall be established by consultation between the academic deans of the institutions involved.

365.202 Benefits
The tuition waiver will be 100% of the current tuition rate (including directives taken at KU) less all other non-institutional grants for which the student is eligible. Students are required to pay all applicable fees including Praxis Fee, Campus Life Fee, Spiritual Life Fee, and Music lessons.

365.202 Limited Class Size
When a class is limited to a specific size the following points of procedure will apply:
1) All applications for the class will be accepted on a first come, first serve basis. Employees and their dependents will not have priority over other classifications of applicants.
2) The number of individuals receiving a tuition waiver will be limited to 20% of the class unless there are not sufficient applicants to fill the class. If seats remain available forty-eight hours prior to the commencement of the class, additional individuals eligible for the tuition waiver may enroll.
365.204  Online Programs
Online Programs are not eligible for the Tuition Waiver benefit.

370.  Employee Meal Rate
All full-time and part-time employees are entitled to receive the employee price for cafeteria meals as it is established annually by the Board of Trustees. This rate is extended to the employee’s spouse, parents, grandparents, and dependent members of the employee’s family who are 18 years of age or under or those who are in full-time secondary or under-graduate training and are under the age of 24. The rates which are established annually will also identify the price for employee’s children under the age of 12. There is no charge for children of employees who are under 2 years of age. Students employed in part-time positions that are generally reserved for student employment throughout the academic year are not eligible for the employee meal rate.

375.  Employee Travel Reimbursement
The standard reimbursement to employees for use of personal vehicles for authorized institutional purposes is established by the institution and may be adjusted from time to time based on travel costs. This reimbursement rate applies to all travel both within Canada and the United States.

380.  Employee Speaking Engagements

380.100  Limitations & Approval
Employees are encouraged to participate in various opportunities of public ministry in accordance with what their schedule and work responsibilities will permit. All such personal engagements which would require the employee to be absent during normal work hours must be approved by the employee’s supervisor. Full-time, twelve month employees are given permission for a maximum of two weeks (10 work days) off with pay for personal ministry engagements in addition to personal vacation days. Permission for personal ministry beyond this will be considered on an individual basis. Full-time faculty members should not accept any ministry engagements or other outside activity which will require their absence from class or other normal University duty without the prior approval of the academic dean.

380.200  Honoraria/Travel Expense
Employees who accept personal ministry engagements per the above guidelines may keep all honoraria from such engagements for their personal use. Reporting of such additional income for tax purposes is the sole responsibility of the employee. The University does not assume any responsibility for the costs of such personal ministry engagements nor provide travel reimbursement.

However, If Kingswood reimburses an employee for travel expenses/mileage reimbursement for the ministry engagement the employee will remit to the Business Office all offerings and honoraria received from such ministry. All such reimbursable travel is understood to be in accordance with authorized budgetary limits and under administrative supervision.

380.300  University Promotion
Employees are encouraged to promote the University as appropriate through their personal ministry engagements and procure for this ministry, suitable promotional materials from the Admissions Department such as displays, catalogs, and other promo items. Employees are further requested to
assist in the total co-ordination of church related ministries by reporting personal ministry engagements to the Office of Institutional Advancement.
Years of Service Recognition
The University offers special recognition to all full time staff, faculty, and administrators who have served the institution for ten consecutive years and at each interval of five additional years. This recognition will include a monetary gift equal to $10 per year of service. (i.e. 10 years $100, 15 years $150, etc.)

Upon completion of 25 years of service, the honour recipient will receive an appropriate Presidential Citation and will have the right of refusal for a gift of an inscribed watch. Should the watch not be chosen, a monetary gift with a value of $250 will be presented.