



*Abeka® Services, Inc.*

# *Employee Handbook*

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2025-2026

Employee forms and communications are available at the employee website, Employee Services, found at [www.employeeservices.me](http://www.employeeservices.me).

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# ***Table of Contents***

<b>A Word from Our President</b> . . . . .	<b>1</b>
<b>Introduction</b> . . . . .	<b>2</b>
Employee Websites . . . . .	2
<b>Who We Are</b> . . . . .	<b>3</b>
Articles of Faith . . . . .	3
Philosophy of Education . . . . .	6
Ministry Positions . . . . .	7
<b>How We Are Organized</b> . . . . .	<b>9</b>
Board of Directors . . . . .	9
President . . . . .	9
Administrators/Supervisors . . . . .	9
Faculty/Staff . . . . .	9
<b>Pay and Benefits</b> . . . . .	<b>10</b>
Compensation . . . . .	10
Payday and Reporting Periods . . . . .	10
Leave Days . . . . .	10
Insurance . . . . .	15
Wellness . . . . .	15
Retirement . . . . .	16
Adoption Support . . . . .	16
Social Security . . . . .	16
Tuition Discount for Dependents . . . . .	16
Tuition Discount for Graduate Courses . . . . .	18
Lunch . . . . .	19
<b>Employment Policies &amp; Professional Ethics</b> . . . . .	<b>20</b>
Anti-Discrimination . . . . .	20
Anti-Harassment . . . . .	20
Communication Systems Ethics . . . . .	21
Confidential Information . . . . .	22
Equipment Use . . . . .	22
Grievances . . . . .	23
Media Communications . . . . .	24
Moonlighting and Ministry Expectations . . . . .	24
Orderliness and Safety . . . . .	25
Privacy Expectations . . . . .	25
Property Rights . . . . .	25
Published Works and Portfolios . . . . .	26
Work Agreements . . . . .	26

<b>Work Policies</b> .....	<b>27</b>
Absences .....	27
Communications .....	28
Workplace Etiquette .....	29
Personal Information Changes .....	30
Responsibilities .....	30
Safety .....	34
Safety Manual .....	35
Reporting Time .....	36
Work Hours .....	36
Miscellaneous .....	37
<b>Activities and Opportunities</b> .....	<b>40</b>
Appreciation Event .....	40
Campus Parents .....	40
Facilities .....	40
Public Events .....	41
Worship .....	42
<b>Nonwork Policies</b> .....	<b>44</b>
Beach .....	44
Campus Safety and Security .....	44
Dating .....	46
Ministry Housing .....	47
Notaries .....	47
Staff/Student Guidelines .....	48
Voting .....	49
<b>Personal Conduct</b> .....	<b>50</b>
Encouraged Behaviors .....	51
Prohibited Activities .....	53
Music .....	54
Entertainment .....	55
Social Media .....	55
Dress Standards .....	56
<b>Family Information</b> .....	<b>64</b>
Parents .....	64
Children .....	64
Spouses Not Employed by This Ministry .....	66
<b>Job or Ministry</b> .....	<b>67</b>



## *A Word from Our President*

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Since its inception decades ago, Pensacola Christian College and Affiliates has been united by a mission—to evangelize, educate, and edify through Christian education. Along this journey of service, we celebrate milestones that mark God’s blessings and renew our commitment to His calling. I extend my sincere gratitude to each of you for joining the team. It is a true privilege to serve alongside you in this exciting endeavor.

In support of the mission, each of us has a unique role and we share a common vision:

*Our ministry will be distinguished as a growing multifaceted educational organization committed to academic distinction, guided by the biblical worldview, demonstrated through service excellence, supported by innovation and resourcefulness, resulting in thoroughly equipped Christians.*

I encourage you to dedicate yourselves fully to bringing this vision to life. As we collaborate and propel this ministry forward, we will empower the next generation to influence the world for Christ.

Sincerely,

Troy A. Shoemaker, Ed.D.

*President*





# *Introduction*

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This Employee Handbook outlines basic personnel policies, practices, and procedures of Abeka Services, Inc. It contains generally applicable statements about policy and procedure for all employed personnel and should not be read as forming an expressed or implied employment contract. This document may not be comprehensive to fit every unique situation, and policies and procedures may be added, modified, revoked, or adapted as deemed necessary. Collective terms referring to the employer, such as ministry and institution, are assumed to refer to any of the institutionally affiliated corporations and partnerships.

## **Employee Websites**

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In this handbook, you will find links and references to Employee Services, the employee website which may be found at [www.employeeservices.me](http://www.employeeservices.me).

You will also find references to Workday, the secure software used to manage employee information, such as pay, benefits, time worked, and absences.

You can access both [Employee Services](#) and [Workday](#) either at work, from home, or on your mobile device.



## Who We Are

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In 1954, God led Dr. and Mrs. Arlin Horton to begin Pensacola Christian Grade School. The Lord blessed their ministry, and in 1974, Pensacola Christian College was established. Over the years, a number of affiliated ministries were formed, and our present-day campus was miraculously built, all for the glory of God.

Today, the ministries of Pensacola Christian College, Pensacola Theological Seminary, Pensacola Christian Academy, and Abeka Academy are instrumental in training thousands of students each year. Other ministries, like Youth Outreach Ministry (Camps), *Rejoice Radio*, *Rejoice in the Lord* TV, Campus Church, Abeka, and *Joyful Life*, spread the good news of the gospel and promote the cause of Christ to children and adults alike.

God has greatly expanded the scope of this ministry from 35 students in the local Pensacola area to a global influence with the potential to reach countless souls for Christ worldwide.

## Articles of Faith

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*(from the Articles of Incorporation of Pensacola Christian College)*

We believe that the Bible is the verbally inspired and infallible, authoritative Word of God and that God gave the words of Scripture by inspiration without error in the original autographs (2 *Tim.* 3:16–17; 2 *Peter* 1:21). God promises that He will preserve His Word; Jesus said, “*My words shall not pass away*” (*Matt.* 24:35). We believe that God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate English translation of the preserved Word of God.

We believe that there is one triune God, eternally existent in the persons of Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function (*Matt.* 28:19; 1 *John* 5:7–8).

We believe that Jesus Christ, the Second Person of the Trinity, became for mankind the physical manifestation of the Godhead (*John 1:14, 14:9; Col. 1:19*). The earthly genealogy of Jesus may be traced through Joseph's line to Abraham (*Matt. 1:1–16*) and through Mary's line to Adam (*Luke 3:23–38*). We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His bodily resurrection, and His ascension into Heaven (*Mark 16:6, 19; 1 Cor. 15:1–4*).

We affirm that the Holy Spirit is the Third Person of the Trinity, the Agent of conviction, regeneration, indwelling, baptism, sanctification, and illumination of all who are born into God's family through Jesus Christ (*John 3:5–6; Eph. 1:13–14*). We are opposed to the charismatic movement and its sign manifestations, such as speaking in tongues.

We believe that God created the heavens and the earth in six literal days, and that God created all life (*Gen. 1*). We reject the man-made theory of evolution occurring over millions of years and believe that the earth is approximately 6,000 years old (*Gen. 5, 11*). We believe that God created man in His own image, but man chose to sin. Hence, all persons inherit a depraved nature and are lost sinners in need of salvation (*Rom. 3:10, 23*).

We believe that God created man and woman in His image and instituted marriage between one who is genetically male and one who is genetically female (*Gen. 2:18–24*). Marriage is a sacred, exclusive union between a man and a woman and serves as a picture of Christ's relationship with the church (*Matt. 19:3–12; Eph. 5:22–33*). We believe that God has commanded that sexual activity be exclusively reserved to a man and a woman who are legally married to each other, and that Scripture forbids any form of sexual immorality, including adultery, fornication, homosexuality, bestiality, incest, and use of pornography (*Matt. 5:27–28, 15:18–20; 1 Cor. 6:9–11 & 18, 7:1–5; Heb. 13:4*).

We believe that Christ's blood, shed on Calvary, is the only Atonement for man's sin (*John 14:6; 1 Peter 1:18–19; 1 John 1:9*). We believe that salvation is a free gift of God for "whosoever will"; it is by grace, through faith, plus nothing, and believers are eternally secure (*John 10:27–28; Eph. 2:8–10*). Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. "Whosoever will" may come to Christ; God does not pre-elect persons to heaven or hell (*Rom. 10:13; Rev. 22:17*).



We believe in the spiritual unity of the body of Christ, called the Church. It is composed of all born-again believers who have by faith accepted Jesus Christ as Savior (*Eph. 2:8–22, 3:1–21, 4:4–16, 5:23–32*). God has ordained the local church for the perpetuation of His truth and work in the world (*1 Tim. 3:15*). The two ordinances of the local church are baptism by immersion and a regular observance of the Lord's Supper by believers (*Matt. 28:19; 1 Cor. 11:23–28*).

We believe the Scripture regarding Satan, who rebelled against God and was cast out of heaven with a host of angels who followed him (*Isa. 14:13–15*). He introduced sin to Adam and Eve in the garden of Eden (*Gen. 3:1–13*). He continues to turn people from truth and against God (*1 Pet. 5:8*). Eternal hell was created for Satan, his demons, and people who do not believe in the Lord Jesus Christ for salvation (*Matt. 25:41; John 3:16; Rev. 20:15*).

We believe that the believer is called to a life of consecration which requires increasing in the knowledge of Christ and growing in grace (*John 15:4–5; Col. 1:10; 2 Pet. 3:18*).

We believe that the will of God for all believers is to give evidence of sanctification through being honorable in all relations with others (*Rom. 12:1–2; 1 Thess. 4:3; James 1:27*).

We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of eternal life in heaven, and those that are lost unto the resurrection of eternal damnation in a literal lake of fire (*John 5:28–29; 1 Cor. 15:12–20, 35–58; Rev. 20:10, 15*).

We believe in the imminent, pre-Tribulation return of Jesus Christ for all believers (*1 Thess. 4:13–17*). The Rapture of the saints will be followed by a seven-year Tribulation, after which Christ will return in glory to judge the world and set up His millennial reign on earth (*Rev. 20:1–3, 21:1–5*).

These Articles of Faith do not exhaust the extent of beliefs or practices of Pensacola Christian College. The Bible, as the inspired and infallible Word of God, is the final authority of all that we believe concerning truth, morality, and the proper conduct of mankind. For the purposes of the College's doctrine, practice, policy, and discipline, the Board of Directors is ultimately responsible for interpreting the meaning and application of Scripture.

# Philosophy of Education

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Pensacola Christian College maintains a Christian-traditional philosophy of education in contrast to humanistic, progressive systems of education. This philosophy is based on the Word of God and is rooted in objective reality and absolutes, as opposed to relativism. The Christian-traditional philosophy provides students the programs and methods of studies that impart Christian character development, communication skills, and subject matter in harmony with the inspired Word of God, which is “*profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works*” (2 Tim. 3:16–17).

We believe that the content of Christian education must be in harmony with “*whatsoever things are true, . . . honest, . . . just, . . . pure, . . . lovely, [and] of good report*” (Phil. 4:8). We believe that classroom methods should be faculty-directed (Deut. 6:7), with content building from known to unknown (Isa. 28:10) and the student acquiring knowledge through studying (2 Tim. 2:15; Prov. 2:3–5), researching (Prov. 25:2), reasoning (Rom. 12:2; 1 Thess. 5:21; 1 John 4:1), explaining, and relating.

A Christian-traditional philosophy of education reflects the true view of God and man provided in Scripture. God is an orderly Personality (1 Cor. 14:40). He created man and the universe and is the Author of order, reason, and reality that are reflected in the universe (John 1:3; Rom. 1:19–20). All truth is God’s truth (Dan. 2:21; Ps. 119:104–105; Col. 2:3).

Christian education must deal with the social and the spiritual, as well as the academic, dimensions of the student. Academic programs of Pensacola Christian College are only a part of the educational process of college life. The essence of a disciple of Christ is self-denial (Titus 2:12) and self-discipline. The chapel platform and Campus Church pulpit are vital in the Christian training program. Classroom instruction supports and reinforces that training. Students are taught the Christian philosophy of life so that they are armed “*lest any man spoil [them] through philosophy and vain deceit*” (Col. 2:8).

Through Christian education, the student must be brought to “*unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fulness of Christ*” (Eph. 4:13). The graduate is then able to be an effective witness for Christ and is academically equipped in a free society to manifest the fruit of the Spirit in daily life.

# Ministry Positions

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## Spiritual Qualifications

The mission and purpose of PCC and its affiliates are founded upon and guided by the Word of God. Therefore, to ensure agreement and alignment, this ministry must require that all employees be born-again Christians who subscribe to the Articles of Faith in this Employee Handbook. The inability of an employee to do so or who is not a born-again Christian will require immediate resignation. This policy is necessary to enable this ministry to fulfill its spiritual mission.

## Charismatic Movement

Pensacola Christian College and Affiliates are non-charismatic in theology. We do not embrace the belief that all the spiritual gifts listed in 1 Corinthians 12–14 are available today. This list would include speaking in tongues, exercising the gifts of prophecy and the word of knowledge which were temporary, intended by God only for the first-century church. The temporary nature of revelation from these sign gifts has been superseded by the complete revelation in Scripture. Thus, we adopt a non-charismatic position.

We recognize that many Christians who love the Lord believe that these gifts exist today. However, while not desiring to be unfriendly or unkind, this belief will not align with this ministry.

## Hyper-Calvinism

We believe that “*whosoever will*” may come to Christ and do not believe that God pre-elects persons to heaven or hell. This ministry does not take this hyper-Calvinistic position; therefore, it is not permissible for any employee to instruct or encourage students to adopt it.

## Pre-Millennialism

This ministry stands firmly on the Bible teaching of a pre-millennial, pre-tribulation Rapture. This organization does not permit the promotion of amillennialism, post-millennialism, or a pre-wrath Rapture.

## Preservation of Scripture

Pensacola Christian College and its affiliate ministries believe that God gave the words of the Scripture by inspiration without error in the original autographs. God promises He will preserve His Word; Jesus said, “*But my words shall not pass away*” —*Matt. 24:35*. We believe that God has kept that promise by preserving His Word without error in the traditional Hebrew and Greek manuscripts and that the Authorized Version (KJV) is an accurate translation of the preserved Word of God in the English language. It is our practice to use only the Authorized Version (KJV) in the pulpit, in classroom instruction, and in work area postings and presentations. We believe the Textus Receptus is a superior text, and it is used for Greek instruction. We hold it with confidence believing that it accurately reflects the inspired words of the Greek.

## Sunday Activities

Sunday is considered a day of rest and distinction—set aside to honor God (*Exod. 20:8, 16:23, 31:13; Deut. 5:12*). Our first and foremost responsibility is to worship Him in His house when the church assembles (*Heb. 10:25*). We also recognize that this rest day was made for man, not man for the day (*Mark 2:27*). So, we encourage you to use personal discretion by avoiding activities that could result in not offering Him your best in attendance or participation in worship each Sunday.



# ***How We Are Organized***

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## **Board of Directors**

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The board of directors is responsible for giving general direction to the institution through the President. The board and the President reserve the right to make changes which seem necessary for the general welfare of this ministry.

## **President**

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When the board is not in session, the President is chief executive officer and is therefore responsible for the operational policies of the institution. In the absence of the President, designated official(s) will assume charge of activities.

## **Administrators/Supervisors**

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Administrators are directly responsible to the President and are primarily concerned with the supervision and coordination of the activities in their areas in relation to the overall program. Supervisors are appointed in staff areas to see that responsibilities are carried out properly, efficiently, and effectively.

## **Faculty/Staff**

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Faculty are teaching personnel; they are responsible to their area administrator, who is the President's representative in academic and disciplinary matters. Staff are non-teaching personnel and are responsible to appointed supervisors. Personnel are expected to treat each other with professionalism and to show appropriate respect for individuals in leadership positions.



# ***Pay and Benefits***

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## **Compensation**

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Pay is determined by contract type, length, and according to job performance and level of responsibility. If for any reason your job assignment changes, pay rate is subject to change accordingly. Those assigned to two different job areas will be paid relative to each position.

Contract employees are either salary or hourly and may be contracted for 9, 10, 10.5, or 12 months based on work responsibilities, position descriptions, or department needs.

Salaried employees earn semi-monthly payments as stated in the contract and are not paid based on hours clocked.

Hourly employees clock for all hours worked and are paid bi-weekly based upon the number of hours worked during the reporting period. Hourly employees are eligible for overtime when working over 40 hours in a week.

## **Payday and Reporting Periods**

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Pay will be automatically deposited into your bank account on payday. When payday falls on a Saturday, the deposit will be on the preceding Friday. When payday on a Sunday, the deposit will be on the following Monday. Pay slips are accessible in Workday on payday.

Adjustments and exceptions to normal pay, such as sick leave or overtime, are calculated by reporting periods as shown on your pay slip in Workday.

## **Leave Days**

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Leave days may be requested through Workday using an Absence Request. Absence Requests should be used anytime that an employee is not at work, including sick leave, PTO, bereavement, and jury duty. Employees should request paid leave prior to using unpaid leave.

## Sick Leave

Sick leave is granted for illness, for medical appointments, or to care for someone who is sick or hospitalized that resides with the employee (spouse, child, parent) who cannot care for themselves or to transport them to and from immediate or urgent medical care. Try to make medical appointments before or after work. Sick leave will be granted for medical appointments when the employee is not able to make up the time. A valid reason, as stated above, or a doctor's statement of illness (if requested) must be presented to your supervisor to be granted sick leave. Sick leave is also used for maternity leave (see Absences/Maternity). If more than 3 consecutive days are missed due to illness, a doctor's notification must be brought upon return to work and FMLA paperwork completed.

Unless medical conditions dictate otherwise, those absent from work because of illness are expected to stay home and recover. An employee should come to work if he recovers during the day and is able to work. Do not report to work with a communicable disease until released by a physician.

Salaried personnel are awarded one sick leave day per month of service based on normal daily hours. Hourly personnel are awarded sick leave time based on actual non-overtime hours worked in each pay period. Unused sick leave days accumulate up to 30 working days and may be used only under the guidelines above; sick leave is not compensated upon termination or retirement when not used. Request absentee sick leave on Workday.

## Personal Time Off (PTO) (Twelve-Month Contract Personnel)

Twelve-month personnel are awarded PTO as an allotted amount of paid time which may be used for vacation or personal time and may be used in hourly increments. Personal time may be used in conjunction with paid holidays. Unpaid time off may be granted in emergencies after PTO has been used and not for extended time off work—see FMLA for extended unpaid leave approval.

PTO hours are granted at the beginning of each new service year and are based upon longevity and daily contract hours. Changes to FTE (increase/decrease hours) will affect PTO balances. (Part-time employees will accrue prorated PTO hours based upon number of contracted hours.) Twelve-month contract personnel with prior years of nine- or ten-month service may

count contract years previously employed toward their PTO bank. Twelve-month contract personnel switching to a nine- or ten-month contract should contact Employee Services regarding PTO during the transition period.

<b>Year (mo.)</b>	<b>Full-time employee receives</b>
<b>1</b> (0–12)	88 hours of PTO
<b>2</b> (13–24)	96 hours of PTO
<b>3</b> (25–36)	104 hours of PTO
<b>4</b> (37–48)	112 hours of PTO
<b>5</b> (49–60)	120 hours of PTO
<b>6–9</b> (61–108)	160 hours of PTO
<b>10–19</b>	168 hours of PTO
<b>20–29</b>	176 hours of PTO
<b>30–39</b>	184 hours of PTO
<b>40–49</b>	192 hours of PTO
<b>50+</b>	200 hours of PTO

PTO will be available immediately upon employment and accrued on the employee’s service date anniversary. Banked hours must be used prior to the subsequent service date anniversary (i.e., if an employee’s service date is June 1, an employee will need to use any available PTO by May 31). A maximum of 40 PTO hours (or prorated equivalent for part-time personnel) may be rolled over to the next service year.

Paid Time Off approvals are subject to work area needs. Highly requested dates off may be awarded by the work area supervisor based on rotation, skill sets available, first requested basis, or some other department-related rationale. PTO or unpaid PTO may not be used during Bible Conference, in the final days of employment, or anytime it would cause a work area hardship. In critical situations (such as a hurricane or storm recovery) or heavy workload demand, requests may need to be postponed or limited.

Submit PTO requests through Workday for approval. Give at least 10 days to allow for processing and planning when requesting time during consecutive days off. Personal plans for missing work should only be made after confirming through Workday that the request has been approved.



When planning use of Paid Time Off, each employee will want to smartly budget their PTO bank so that time will be available for vacation weeks. Each employee will coordinate vacation PTO requests with their work area. To contribute to the smooth operation of the ministry, most employees are expected to take vacations during the two weeks when almost all operations shut down (standard vacation). Please plan vacations for these times unless your supervisor requests otherwise. Standard vacation weeks are labeled in the personnel calendar but are usually the week between Christmas and New Year's and the week after the Academy closes (late May or early June); however, personnel going on the 20-Year Trip will request PTO for the dates of the trip. The PTO requests for the tentative Christmas dates are pre-loaded into Workday each year; however, employees will need to complete an Absence Request for Summer vacation time and if they wish to take the optional days off at Christmas vacation time. Unpaid PTO used by non-scanning employees during the optional days is only available in full-day increments.

Individuals terminating employment at the end of the current year's contract may be required to work through the summer without taking PTO in order to assist with transition. In the final paycheck, full-time terminating employees will be eligible to receive pay for unused PTO hours as follows:

Years of Service	Maximum Paid Hours
2–5	80
6–10	120
11+	160

(Part-time employees will be paid for unused PTO prorated according to number of contracted hours.)

Terminating employees will not be approved to take PTO on the final day(s) of employment. Termination outside the provisions of the work agreement will forfeit any unused PTO from being paid out.

### Holidays

Nine- and twelve-month employees are paid for Wednesday–Friday of Thanksgiving week, Christmas Day, New Year's Day, Good Friday, Easter Monday. Twelve-month employees will also be paid for Memorial Day and Independence Day. The [Employee Leave and Work Dates Schedule](#) designates some workdays as days off depending on your contract or faculty type.

## Jury Service

Please notify your supervisor as soon as you get a jury duty summons. You will be paid as if you were at work, minus any payment from the court. You will not be penalized because of the nature or length of jury duty service. When returning from duty, submit an absentee request on Workday. You should attach a copy of your jury service certificate. If you receive payment for your service, you should send a copy of the check to [Employee Services](#).

## Bereavement

In the event of a death in an employee's family, the following bereavement leave is given:

Up to five days' leave with full pay will be given to the employee after the loss of an immediate family member or spouse's immediate family member. Immediate family members include:

- spouse
- child
- mother
- father
- brother/sister
- son-in-law/daughter-in-law

Up to two days' leave with full pay will be given to the employee after the loss of the following:

- a grandparent
- a spouse's grandparent
- grandchild
- brother-in-law/sister-in-law
- a miscarriage

Request bereavement leave on Workday. If additional time is needed, PTO may be requested. You may request time off or use PTO to attend a local funeral.

## Group Long-Term Disability

Contract faculty and staff classified as working 30 hours or more per week diagnosed as disabled are provided with up to 60% wage replacement after 90 days through a ministry provided [Long-Term Disability](#) policy.

## Insurance

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### Group Health

The Ministry pays a portion of the premium for ministry-wide group health insurance for eligible personnel. For more information, see [Health Insurance](#) on the Employee Services website.

### Group Dental/Vision

The Ministry pays a portion of the premium for the dental and vision insurance available through our provider. Visit [Dental or Vision Insurance](#) on the Employee Services website for more details.

### Life Insurance

\$20,000 of life insurance is provided for employees under age 65. See [Life Insurance](#) on the Employee Services website for details.

### Workers' Compensation

Workers' compensation insurance is funded by PCC and pays benefits to employees who sustain a job-related injury.

### Voluntary Life Insurance

Employees may purchase up to \$500,000 of Voluntary Life Insurance through a Payroll deduction.

## Wellness

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Participation in the Fit to Serve employee wellness program will encourage you to take action in support of your health and wellness. Being good stewards of our physical health gives us the optimal ability to accomplish the work God has called each of us to do. Through the employee online Fit to Serve platform, you will enjoy challenges and activities that offer a fun, rewarding, and private solution to support your wellness journey. Find more information on Employee Services at [Fit to Serve—Employee Services](#).

## Retirement

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All eligible employees 21 years and older may make before-tax or Roth (after-tax) contributions to your retirement account up to the annual IRS limits. Employees will receive a matching contribution of \$1.25 for each dollar contributed up to 5% of each pay period income. Contributions and investments can be changed anytime by logging into your account at [EmpowerMyRetirement.com](https://EmpowerMyRetirement.com). Additional information is available on the Retirement pages of the Employee Services website or by emailing [401khelp@abekaservices.com](mailto:401khelp@abekaservices.com).

## Adoption Support

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Eligible contract employees may apply for an adoption support benefit, with up to \$7,000 reimbursement per child or adoption. Please visit [Employee Services](#) for more information.

## Social Security

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In addition to offering the 401(k) retirement program, the ministry also matches the amount paid by the employee to the Social Security program through FICA/MQFE withholding taxes.

## Tuition Discount for Dependents

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A tuition discount at PCC, PCA, and the Nursery is available when at least one parent is a full-time contract employee, and the tuition discount is doubled if the spouse is also employed at least half-time with the ministry. The discount applies to all dependent children of the employee(s), whether natural or legally adopted.

The discount per contract employee is 50% off tuition at PCA, the Nursery, Sports Center Day Camp, and Discover Day Camp and 25% off tuition and room & board at PCC. When both contract spouses are eligible, the family can apply both discounts to receive the full tuition discount at PCA, the Nursery, Sports Center Day Camp, and Discover Day Camp and 50% tuition and room & board discount at PCC. To apply for the tuition discount for dependent children, complete the [Tuition Discount for Contract Employees Application](#).

## Nursery

Child care is available at the Nursery for children between the ages of six weeks and three years while the parent is at work. Families who will be using the Nursery should notify the [Nursery Director](#) six months in advance of the anticipated due date so that staff can be scheduled. Please let the Nursery Director know the expected due date, length of maternity leave and if siblings will be attending during leave, and number of hours the mother will be working when she returns to work. Other information about the Nursery is available in the [Nursery Handbook](#) on the Employee Services website.

Convenient facilities are available at the Nursery for nursing mothers. Arrangements should be made with supervisors regarding times, etc. Time off work for nursing is unpaid, but can be made up within the same work week.

## Academy

Children who receive the tuition discount also receive one lunch while at school. Other fees and costs associated with schooling, including the annual registration fee, etc., are the parents' responsibility.

After-school child care may only be used while the employee is at work.

The tuition discount is reduced by half when the children are required to attend summer school.

Summer school tuition at PCA is discounted by 50% for employee children who are "required" by PCA to attend. No discount is available when attendance is voluntary or when the child participates in the Specialized Learning Center at PCA.

## Day Camp

Sports Center Day Camp/Discover Day Camp is available for employee children at a discount while the employee is at work. More information can be found on [Employee Services](#).

## Dual Enrollment

When taking PCC dual enrollment classes, the PCC tuition discount rate applies to children who may be eligible for the PCA discount.

## College

The PCC tuition discount for undergraduate dependent employee children is provided when the student is

- (a) employed by the ministry in the lowest work category during the school year (exceptions may be made for students completing an academically required senior internship)
- (b) in attendance at PCC the semester immediately following high school graduation
- (c) continuously enrolled without interruption of attendance at PCC for up to 8 semesters

College students eligible for the tuition discount are welcome to work on campus in the summer. If they do not apply to work, however, they may be requested to work by Employee Services if needed. Students will be notified by the first week of April if they are requested to work in the summer. If students choose not to work on campus in the summer when needed, they will not receive the tuition discount for the fall semester.

College students eligible for the tuition discount may not participate in any scholarship or other financial incentive programs offered by the College. However, faculty/staff children who are not otherwise eligible for the tuition discount may apply for financial aid and incentive programs at the College.

## Tuition Discount for Graduate Courses

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You are encouraged to further your college education by taking summer classwork, night courses, and/or online-learning courses outside of your normal work schedule. Contract personnel can take one PCC graduate course each term or session, for credit at the reduced rate of one-half tuition. Requests for additional classes may be considered on a case-by-case basis with the written approval of Employee Services.

The normal Application Fee (if applicable) is payable with tuition and course fees prior to each term or session. If you are working to complete a degree you started before becoming a staff member, the tuition discount does not apply. (See the Business Office for full details.) To register, print and complete the [Employee Course Registration form](#) and have your supervisor and Employee Services sign it before turning it in at the Business Office. Registration should be completed one week before college students arrive. If you have questions about Registration, contact the Business Office. Undergraduate courses are not eligible for reduced tuition rates, but an [Employee Course Registration form](#) must still be submitted.

## Lunch

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Lunch is provided Monday through Friday on your normal work days. Employees working outside normal office hours would be eligible for five meals per week (maximum one per day) while at work. This would include any meal served on weekdays and weekends. Choose to eat in Four Winds or Varsity, then tap your Employee ID when you enter the dining area or the Grab N Go line. Most employees are allotted 45 minutes for lunch, but some work areas will assign specific lunch times to meet scheduling needs. Dining times and menus are posted online at [Dining Times & Menus](#) on Employee Services.

Keep in mind that no food (except for ice cream cones) or drink containers may be taken into or out of either dining facility.

The southwest alcove in Four Winds is reserved for personnel. If you would like to have lunch with college students, please sit with them in a non-reserved area. If your non-employed spouse or children join you at lunch, they would need to purchase their meal (unless 2 years old and under) and sit with you in a non-reserved area.



# ***Employment Policies & Professional Ethics***

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## **Anti-Discrimination**

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Pensacola Christian College and affiliates prohibit discrimination in accordance with the Civil Rights Act of 1964 and are generally exempt from provisions which make discrimination in employment based on religion illegal. Therefore, we retain the right to give preference in hiring to persons who are Christian, adhere to our Articles of Faith, and are in good standing with this organization.

Beyond this religious exception, however, it is our employment practice to tolerate no discrimination in hiring, compensating, promoting, or terminating employees on the basis of an individual's race, color, sex (except as seminary faculty needs may require), national origin, marital status, age, disability, past or present membership in the Uniformed Services or Florida National Guard, or any other basis prohibited by local, state, or federal laws.

## **Anti-Harassment**

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Each employee is expected to accomplish his work in a professional and businesslike manner. This ministry is committed in all areas to providing a work environment that is free from any form of sexual, racial, or ethnic harassment including, but not limited to, engaging in or threatening acts of workplace violence; unsolicited remarks, gestures, or physical contact; display or circulation of electronic or written materials or pictures derogatory to either gender or to racial, ethnic, or religious groups; or basing personnel decisions on an employee's response to sexually oriented requests. Harassment of anyone, regardless of relationship (including coworkers, visitors, customers, students, or supervisors), is prohibited and will result in disciplinary action that could result in termination of employment.



Any employee who is harassed, is aware of any student or staff member harassment, or feels that his work environment has become hostile or offensive must immediately (within 10 days of the incident) bring the matter to his department supervisor or administrator's attention. If the matter involves the department supervisor or administrator, the complaint may be brought to the Vice President for Employee Services, the Director of Office Services, or the President. Complaints received after 10 days will still be investigated, although it may be difficult to verify information after a length of time. Please be assured your concerns will be investigated promptly by the ministry and that the complaint and the person accused of harassment will be kept strictly confidential and only be communicated to others on a "need-to-know" basis. Reporting individuals will remain free from retaliation or retribution for making a report. It is very important to us that all claims of harassment be thoroughly reviewed and investigated so that appropriate steps may be taken.

## **Communication Systems Ethics**

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Employees are to use ministry communication tools responsibly, following the guidelines provided, to conduct business.

Ministry communication tools include but are not limited to mail, electronic mail (email), Fax, telephone systems, personal computers, networks, online services, internet connections, intranets, computer files, video and audio equipment and storage systems, cell phones, voicemail, bulletin boards, and websites.

All ministry communications services and equipment, including messages transmitted by them and stored by them, are ministry property. Accordingly, ministry administrators may access and monitor employee communication and files as they consider appropriate to ensure responsible usage. Online services and the internet may be provided to specifically authorized employees to use in the course of accomplishing assigned work-related duties. Do not share passwords with anyone as this is strictly prohibited. All users are responsible for any actions taken using their network username and password, therefore they must take all necessary measures to protect their personal credentials.

Since employees represent the ministry in their communications, care must be taken to avoid any statements that would damage or create

liability for the ministry. Personal use of ministry communications equipment should be infrequent and generally limited to emergency or unavoidable situations.

Employees are required to read, sign, and agree to follow the ministry [Information Use and Security Policy](#). Attempts to violate provisions of this policy may result in disciplinary action, which may include temporary or permanent revocation of a user's access. More serious or repeated violations may result in employment suspension or termination.

Besides using ministry communication tools responsibly, honor the Lord with the stewardship of your time and others' time at work by not burdening the communications systems with nonbusiness matters.

All outgoing messages, whether by mail, Fax, email, internet, or any other means, should be accurate, appropriate, and work related. Employees may not use the ministry's address for receiving personal mail or use ministry stationery or postage for personal letters.

## **Confidential Information**

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It is unethical for an employee to use any information gathered as part of their job responsibilities for personal benefit or to distribute such information to others for unauthorized use. This includes any personal information contained in databases, directories, financial data, health information, or other confidential details that an employee may have access to during their job.

## **Equipment Use**

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Office or work area equipment and tools are provided for work use only and are not intended for personal or any other use.

Those who need equipment or tools for personal use should rent or purchase the equipment. It is not appropriate to come back into the work area at night or on weekends to do personal or volunteer work using ministry equipment.

If you feel it is necessary to work on a personal project at work or on work time, send your request for authorization to the Vice President for Employee Services. Furniture and equipment should not be moved without authorization, and tools and other ministry equipment are not to be loaned out or carried home for personal use. The fax machine in the Business Office and the copiers in the library are available for a small fee.

Employees may not take, remove, or repurpose ministry property—including parts, surplus, or discarded items—without prior written approval from the Assistant to the President for Business Affairs. The ministry may occasionally offer employees old or unused items through the Employee Services website [Classifieds](#) or periodic yard sales.

## **Grievances**

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It is the ministry's sincere intent to be fair and reasonable with all employees at all times; however, problems may sometimes develop. It is critical that the proper people be informed to allow satisfactory solutions to be found.

Pensacola Christian College and affiliates have established a formal employee grievance procedure to enable employees to properly communicate grievances. In regard to the grievance procedure, the term "employee" includes all paid workers except student workers. A grievance is defined as any situation or action that personally affects the individual in the workplace and is caused by management or administration's violating a specific provision of an employee contract, policy, rule, or regulation of this ministry. A grievance procedure is not applicable to cases where the ministry does not choose to extend employment beyond the previously established term, when the elimination of a position is due to a workforce reduction, or when a department or program is eliminated. Problems with pay, benefits, or behavior of employee children in the Nursery, the Academy, the College, camps, or Campus Church events would not be addressed through the grievance procedure.

Most matters can be resolved informally and would not result in a formal grievance being filed. It would not be appropriate to file a grievance for matters that can be handled through the usual means of communication. An employee is expected to first discuss the problem with his supervisor and then give the supervisor a reasonable opportunity to take care of the problem. The employee then is to go to the administrator over his immediate supervisor and give the administrator a reasonable opportunity to take care of the problem. After the employee has taken those actions without satisfactory results, it would be appropriate to proceed with the formal grievance procedure. An employee may obtain a grievance report and assistance in preparing the report from Employee Services.

## Media Communications

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Guarding our ministry's reputation is of utmost importance, especially in dealings with the media. The Chief Communications Officer is responsible for handling all press inquiries. If contacted by any media representative, direct the caller to ext. 2861, even if he requests an interview with a specific employee or student. The Chief Communications Officer or his designee is the official spokesperson during a crisis situation and in all matters concerning policy, procedure, students, and employees, and is responsible for arranging interviews with media representatives. After hours, the Chief Communications Officer may be reached via the Information Desk or Safety and Security.

News media are to make arrangements prior to coming to campus and must be escorted while on college property. If you notice reporters on campus without an escort, please call the Chief Communications Officer immediately.

Employees are not to make public postings that could cause individual opinions to be viewed as institutional positions, including "editorial opinions" and blog or Internet postings.

## Moonlighting and Ministry Expectations

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Full-time, part-time, or seasonal employment with another employer in addition to regular employment in this ministry is not permitted during the term of the employment contract. This policy helps to limit distraction and overexertion and allows employees to remain focused on the job responsibilities they have with this ministry. Each employee is expected to avoid personal work, services, or volunteer activities that infringe on his ability to wholeheartedly fulfill his job responsibilities.

It is considered a conflict of interest to use your employment position to promote commercial or personal activities, or to benefit in any way from PCC's relationship with students, vendors, or service providers. Participation in activities that oppose or compete with Pensacola Christian College and its affiliates is prohibited.

It is unethical to sell items, promote services, distribute books, or pitch multi-level marketing to students or other employees at work without prior written permission from Employee Services. Using or sharing any ministry-provided contact information (employees, students, parents, vendors, etc.) or using ministry equipment or resources for any of the

above activities or for any other outside activity, organization, or interest is strictly prohibited.

## **Orderliness and Safety**

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All employees are expected to comply with ministry safety and security regulations and practices and to conduct themselves in a manner that will contribute to an orderly and safe working environment for themselves and others. Possessing firearms or other weapons on campus; fighting, assaulting, or threatening a coworker or guest; and participating in demonstrations or protests are prohibited.

## **Privacy Expectations**

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In compliance with privacy laws, it is important you know that employees have no expectations of privacy when using institutional property in the course of employment. For example, desks, files, computers, phones, etc., as employer property, are open to employer inspection and monitoring at any time.

Florida Statute 553.865, “Safety in Private Spaces Act,” prohibits individuals from using a restroom or changing facility designated for the opposite sex unless authorized to do so as defined in the statute. Willfully entering or refusing to depart when asked to do so by school personnel or law enforcement official may result in disciplinary action that could lead to termination of employment.

## **Property Rights**

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Any and all materials, documents, works of authorship, artwork, musical arrangements, dramatic productions, plans, or projects created by personnel in the course of employment for use by or at Pensacola Christian College or any of its affiliates, or produced using its staff or resources, are works-for-hire; and all intellectual property rights are owned by and vested in Pensacola Christian College or any of its affiliates. These shall include, but are not limited to, books, articles, papers, presentations, research, notes, teaching outlines, lecture notes, tests and examinations, answer keys to tests and examinations, photographs, videos, recordings, original compositions, software programs, artwork, schematics, processes, inventions, etc. Such works may not be transferred or distributed without prior written administrative approval and must be returned upon completion of employment or when otherwise requested.

## Published Works and Portfolios

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Secure permission from the Academic Vice President or the President before publishing a journal article, a book, music, or other electronic or printed materials for use outside this ministry. Additionally, authorization must be secured from your area director before showcasing portions of your completed work projects by posting or publishing them for portfolio purposes.

## Work Agreements

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Contracts for the coming school year are due in the Employee Services office (not just in the mail) by 10 a.m. on January 15.

It is understood that each employee will (1) notify the Vice President for Employee Services in writing by 10 a.m. on January 15 that he or she will not be returning, or (2) be notified in writing by noon on January 15 that his or her contract will not be renewed at the end of the contract year, or (3) in the case of a new staff/faculty member, be notified in writing by April 1 that his or her contract will not be continued at the end of the year.

Employees must work the agreed hours per day throughout the contract year and need to request any changes in contract type or hours in writing by December 1 for the following year.

An employee who works full time and wants to change to part time should consult Employee Services for specific details about how pay and benefits may change before making the request.

Make the decision about your contract prayerfully; according to biblical principles, a Christian's word (contract) is his bond. Decisions of employment or re-employment are between employee and employer and should not be discussed with other personnel, especially during the months of December and January. If an employee decides not to return for the following year, he should not convey this to academy or college students.



# *Work Policies*

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## **Absences**

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### **Supervisor Notification**

If you must be absent from work for any reason, notify your area administrator/supervisors immediately, in advance of the workday's start if possible. Employees with responsibilities in multiple work areas are responsible to notify each area of their absence.

### **Surgery Arrangements**

Before making arrangements for elective or non-emergency surgery, please meet with your supervisor to find a time suitable for the department and complete the [FMLA Request Form](#) on the Employee Services website.

If your surgery may cause you to miss more than three workdays, your doctor will need to complete the [FMLA Physician Certification \(Employee Only\)](#) on the Employee Services website. (See "FMLA" on next page.)

### **Maternity**

An employee expecting a baby should complete an [FMLA Request Form](#) and let Employee Services, her supervisor, and the Nursery know at least six months before the expected delivery date (if possible) so that arrangements can be made to fill her position during her absence and to plan for nursery staff. If there is a situation requiring special consideration (such as bed rest), the employee should complete an [FMLA Request Form](#) and request that their doctor complete an [FMLA Physician Certification \(Employee Only\)](#) and submit to Employee Services as soon as possible. The employee may be entitled to up to twelve weeks of FMLA leave.

A teacher who knows prior to the beginning of the school year that she is expecting may request to change her employment contract to a nonteaching position.

Unless prior arrangements have been made with Employee Services, the employee will be expected to return to her former position and hours after maternity leave.

## **Family and Medical Leave Act**

Employees with at least 12 months of service who have worked at least 1,250 hours in the 12 months preceding the first day of the leave may take advantage of family and medical leave. Additional eligibility and qualifications are available on the [Family and Medical Leave Act](#) page on the Employee Services website.

## **Absence without Leave**

Absence without leave is an unapproved absence from work. An employee who is absent without leave for three consecutive workdays is considered as having abandoned his position, and his separation shall be classified as a voluntary termination.

## **Communications**

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### **Email**

Each employee is assigned a specific ministry email address. Employees need to check their ministry email and the Employee Services website daily while at work for important announcements and updated campus information. Hourly employees are not required to read or respond to email using their ministry-issued email address unless at work, using ministry-provided computers.

Most cybersecurity attacks begin with a phishing email to an unsuspecting victim, so employees must be alert to protect the ministry. Phishing attacks can trick employees into opening malicious attachments, clicking on links, or sharing sensitive data such as personally identifiable information, login credentials, or financial details. Employees are to report suspected phishing emails to the [Cybersecurity](#) team, and only open email attachments when expecting them and knowing what they contain, even when the email is from someone the employee knows.

### **Mail**

#### **On-Campus Mail**

All personnel need to check their on-campus mail daily. Do not send any personal mail (including packages, shower invitations, announcements



of any kind, thank-you notes, etc.) through the on-campus mail system. When sending on-campus mail, be sure to include the recipient's first and last name and mailing location in legible writing.

Envelopes or packages must be small enough to easily fit in a student mailbox and cannot contain perishable items. Mail sent in interoffice envelopes to students will not be boxed.

## **U.S. Mail**

Employees living on campus will be given a mailing address, and all personal mail must be delivered to that address. Personnel who do not live on campus must have all personal mail delivered to their home address.

For your convenience, the Commons Post Office provides a U.S. mail drop box and UPS services. Postage stamps are also available for purchase.

## **Workplace Etiquette**

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To protect the work environment, the following policies are in place:

### **Addressing Coworkers**

Show respect for individuals in leadership positions by addressing them by their titles (Dr., Mr., Mrs., Miss) at work, rather than by their first names.

### **Attire**

Part of proper workplace etiquette is dressing appropriately. Work attire will vary based on work area, see Dress Standards.

In all positions, the goal is to set an example for students in how to dress appropriately and professionally. Always err on the side of conservatism, appropriateness, neatness, and cleanliness.

### **Guests**

To keep the work environment businesslike, husbands, wives, children, or other guests should not come into office or working areas. Personal matters should be handled before or after work. Uninvited guests occasionally enter a work area. It is appropriate to demonstrate a welcoming spirit when the interaction can be safe and professional.

### **Gum**

As a matter of professionalism, do not chew gum while at work, in academic buildings, or in any auditoriums.

## Work-Area Social Events

Work-area social events (e.g., Christmas parties) are to take place outside normal work hours. Campus facilities may be reserved for these events through the Interiors Office; see [Facilities Reservations](#) on the Employee Services website for more information.

## Personal Information Changes

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It is important you notify Employee Services in a timely manner any time there is a change or addition to your personal information. Submit changes on Workday on the Personal Information app. This information is used to determine benefit eligibility and to update benefit providers. It also allows Employee Services to pay and report taxes properly, notify you of campus emergencies, and provide other similar services.

### Address/Telephone Changes

If your address or phone number changes, notify Employee Services by submitting the changes on [Workday](#).

### Dependent Changes

When a dependent is added or removed, contact Employee Services. You may also need to revise your W-4 on [Workday](#).

### Name Change

When your name changes (e.g., because of marriage), complete a “legal name” change on [Workday](#). You will be required to attach a digital copy of your new Social Security card. Also, update your marital status in [Workday](#).

## Responsibilities

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### Meeting Attendance

All contract personnel are expected to attend All Personnel Meetings, generally held in the Dale Horton Auditorium on the Monday evenings designated in the [personnel calendar](#). Exceptions to miss the meeting should be obtained in advance through Employee Services.

Child care is provided for children through sixth grade. Unless otherwise announced, the meetings are not open to visitors or spouses not employed by the ministry.

Hourly employees will need to tap their Employee ID Card in order to be appropriately compensated.

## Position Descriptions

Each job in the ministry has a position description containing the following:

- Position summary
- Essential functions
- Supervision
- Education and experience
- Physical requirements and skills
- FLSA status (hourly vs. salary)

The list of the position's essential functions is considered representative of the job's duties. You may be asked to perform duties outside of those printed in the position description.

Employees in critical jobs may be required to remain on campus during an emergency like a hurricane. The [Critical Work Status](#) is defined in Workday as a “yes” or “no”.

The supervisor and job holder should continually update any handbooks or procedure manuals to include all essential position responsibilities.

## Evaluations

### *Formal*

In a formal performance appraisal, you and your supervisor review annual achievements, set goals for the future, and review the position description. These appraisals are completed by either the direct supervisor or area manager at least once a year.

The formal evaluation's purpose is to promote good communication between you and your supervisor and to provide constructive, objective, and honest feedback regarding job performance.

### *Informal*

Informal evaluations, an important part of training and learning, can take place as a matter of routine observation and communication between employee and supervisor. Examples are a supervisor providing feedback, verbal or written correction, or extra instruction (which is not considered in itself a poor evaluation).

## Facilities and Equipment Care

### *Building Maintenance*

Be mindful of how you can help keep campus buildings in good repair. Shutting doors forcefully, tracking dirt into buildings, not disposing of trash properly, brushing against walls or door frames, etc., can be damaging, especially over time.

### *Equipment*

Be sure to take proper care of work equipment and keep shared equipment stored in the correct place. Cleaning and maintenance should be done as necessary to keep the equipment in working order.

### *Maintenance Requests*

If you see something that needs repair in your work area or around campus, you should submit a maintenance request to the Maintenance Help Desk at ext. 1042 or via email to [MTHelpDesk@pcci.edu](mailto:MTHelpDesk@pcci.edu).

### *Umbrella Usage*

To help protect the carpets, do not take wet umbrellas into buildings. Keep small, dry umbrellas out of sight (behind office doors, under a desk, etc.), and remember to ask permission before borrowing someone's umbrella. Umbrellas left in racks overnight may be taken to Lost and Found in the Commons Post Office.

### *Workspace Organization*

The condition of your workspace can affect your work. To contribute to a professional environment and efficient job performance, keep your area clean and organized.

## Handling Problems

Employment at Pensacola Christian and its Affiliates is a mutual agreement built on trust and clear communication. A strong working relationship depends on open dialogue between employees and supervisors. If a problem arises, promptly discuss it with your immediate supervisor or an administrator to seek resolution.

Avoid criticizing ministry policies—whether publicly or privately—with individuals who are not in a position to address the issue. Sharing complaints with students, parents, or coworkers can damage unity, foster negativity, and create discontent. Topics such as salary, business, or school operations should never be discussed with students or their parents.

Concerns should be addressed directly with your supervisor. Spouses should not be involved in resolving work-related issues, which are strictly matters between the employee and employer.

Employees are encouraged to speak directly with the President if they have concerns about a department's direction. No department operates independently but functions as part of the larger ministry.

If an employee's practices cannot be supported by administration, their continued employment may be at risk.

### ***Reporting Crimes/Unethical Conduct***

Employees are expected to uphold high standards of ethical and lawful conduct in alignment with ministry policies. If you witness or suspect illegal, unethical, or inappropriate behavior, you are required to report it promptly.

- Criminal activity on campus should be reported to Safety and Security.
- Policy violations or unethical conduct should be reported to your department head, Employee Services, or the President.
- Financial misconduct must be reported to the President.
- Concerns involving the President should be reported to the Chairman of the Board.

Employees who report in good faith are protected from retaliation. Retaliation for reporting concerns or participating in investigations is strictly prohibited and will be investigated thoroughly. Corrective action will be taken if retaliation is confirmed.

All reports will be handled confidentially and with respect for all individuals involved. If uncertain whether a situation violates policy, employees are encouraged to seek guidance from a supervisor, Employee Services, or the President.

### **Ministry-Vehicle Use**

Employees needing to drive a ministry vehicle as a part of their work responsibilities will be required to read the [Vehicle Safety Handbook](#) found on the Employee Services website. Employees will also be road tested by their supervisor under the same conditions in which they will be driving, and will fill out a form required for insurance purposes.

## Printing and Copying

Printing and copying must be kept to a minimum; anytime a work-related document can be distributed electronically, do so. [A Requisition for Duplicating Services](#) form should be approved by your supervisor and sent to Clerical Support Services. Requests for more than one hundred copies will be sent to the Print Shop. Please allow one week for requests to be printed.

College and academy faculty should see their faculty manual for faculty printing procedures.

## Safety

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### Alerts and Critical Information

Since we use an external alert system to promptly deliver messages in an emergency, employees are asked to update their personal information on Workday at the start of each school year and whenever the information changes. If local weather or another serious incident could have a significant impact on roads or infrastructure, alerts will be issued to announce campus-wide closures, including work changes. Schedule changes will also be posted on [EmployeeServices.me](#).

Heed these decisions; they are made for your safety. Employees who do not live near campus are responsible to evaluate safe routes.

If classes are dismissed or PCA is closed due to inclement weather conditions, faculty may be asked to work. Staff will work unless a change is announced. The academic calendar may need to be adjusted to make up for lost days; if this happens, PTO days or, holidays may be changed or canceled.

In the event of a hurricane, we highly recommend that all faculty and staff remain in the Pensacola area. If you do not wish to remain in your home during a major hurricane, the College provides secure shelter in campus buildings for all faculty and staff families. If you evacuate this area and are not available when operations resume, you will not receive pay until you are back at work. If typical operations close down for a day, plan to come to work the next day; we expect to be back to normal by then. Once employees are informed to report to work, those failing to report may forfeit any pay that might be offered for nonworking shutdown days. Information related to preparing for a hurricane is available at [What to Do: Hurricane or Tropical Storm](#) on the [Emergency Management](#) website.

## Emergencies at Work

<p><b>When someone is unconscious or nonresponsive, has excessive bleeding, or needs emergency care</b></p> <p>After you call 911 and 555, dispatchers will send help to you immediately and direct emergency vehicles to you.</p>	<p><b>Call 911</b></p> <p>then</p> <p><b>Call 555</b></p>
<p><b>When you do not know what to do</b></p> <p>Campus dispatchers will help you over the phone or send someone to help you.</p>	<p><b>Call 555</b></p>

## Injuries at Work

Call the Safety and Security Office (ext. 3015) for assistance with getting treatment and going through the workers’ compensation process. Treatment for job-related injuries is provided only at the facility chosen by the employer. In order to qualify for workers’ compensation, your injury needs to be reported within 30 days. Follow-up doctor’s appointments for job-related injuries follow the same procedures as other medical appointments. An [FMLA Request Form](#) must be completed on the Employee Services website if you are absent from work for more than three consecutive days for medical treatment or recovery from surgery.

## Reporting Accidents

Any accident, whether it involves injury to yourself, damage to a vehicle, or damage to property, must be reported to your supervisor and will be reviewed by the Safety Committee. If an employee is found to be at fault in an accident involving vehicles or property, the employee may be held responsible for a portion of the cost of repairs for ministry-owned vehicles or property.

## Safety Manual

The first two sections of the [PCC Safety Manual](#) must be read and signed annually by all employees. Before beginning work, a new assignment, a special work detail, or a known high-risk assignment, employees should review applicable safety code and procedures. Questions regarding safety should be directed to your immediate supervisor or the Director of Campus Safety.

## Reporting Time

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Hourly employees will report time through Workday either from their work computer or mobile device. Area supervisors will direct which clocking method is authorized for each job.

Employees are required to clock in at their assigned start time and designated work station and must clock out before leaving for lunch or going off duty. Remember to clock out before leaving the work site for any reason other than assigned responsibilities. Personnel may not work off the clock.

Employees may clock in to work up to 7 minutes before their start time and may clock out from work up to 7 minutes after their finish time. Always be honest when clocking. For example, if a job requires clocking through the mobile app, do not remain on the clock while walking or driving to lunch. Individuals who clock in before arriving in their workplace or clock out early are subject to clocking violations.

## Work Hours

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Supervisors are not authorized to make exceptions in work schedules for personnel to be excused from work, to be granted early leave, or to exchange time at work.

Personnel may not work in a building outside normal work hours without proper authorization.

Hourly employees may not work from home or while on unpaid leave without approval from Employee Services. If Employee Services does grant an employee approval to work from home, the employee must clock in/out in Workday and report tasks completed each day to their supervisor.

Employees may only work overtime with authorization from the area supervisor. Supervisors will pre-approve non-emergency overtime authorizations through Employee Services.



## Miscellaneous

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### Staff Accounts

All faculty and staff have an employee account managed by the PCC Cashier's Office. Any miscellaneous charge (housing repairs, maintenance, parking citations, etc.) is due on the 1st of the following month and is late if not paid by the 10th of the month. A monthly \$20 late fee will be charged to all delinquent accounts. Staff accounts can be paid at the Cashier's Office or on the Employee Services [website](#). All questions regarding staff accounts can be emailed to [CashiersOffice@pcci.edu](mailto:CashiersOffice@pcci.edu).

### PCA and Nursery Accounts

Faculty and staff with dependents at PCA or the Nursery will have an Academy account, which is managed through the Academy billing system. Payments should be made at the PCA payments desk or on the Pensacola Christian Academy [online payment system](#). All questions regarding PCA and Nursery accounts can be emailed to [PCAOffice@pensacolachristianacademy.com](mailto:PCAOffice@pensacolachristianacademy.com).

### College Accounts

Employees taking college classes will have a separate college account for class-related charges. College accounts are managed by the PCC Business Office. All questions regarding college accounts can be emailed to [BusinessOffice@pcci.edu](mailto:BusinessOffice@pcci.edu).

### Employee ID (Card or Mobile)

Your Employee ID allows for the following:

1. Tapping to enter dining facilities
2. Access to campus and to certain buildings and facilities (e.g., gates, Sports Center, West Campus, Camp o' the Pines)
3. Making purchases on campus (e.g., at vending machines, copiers, Campus Store, The Palms, Sports Center, Common Grounds)
4. Checking out library books
5. Admission to Eagles games and the Sports Center
6. Recording attendance at events (e.g., All Personnel Meetings)
7. Backup method for clocking in and out of work

You can add money to your Employee ID using one of the add-value machines around campus or [manage funds](#) online at Employee Services. More [information](#) on the benefits and how to care for your Employee ID is also available on the Employee Services website. Replacement cards require a \$10 prepaid charge at Card Services (credit card) or the Cashier's Office (cash). After office hours, payment may be made at the Information Desk.

Employee ID may only be used by the person whose name appears on it.

## Counseling Students

Personnel are not to counsel college students; this responsibility is reserved for PCC Care representatives, deans, and appointed faculty or staff. Refer all financial matters involving students to the Business Office or the Student Financial Advisor.

## Lost/Found Items

Anytime you find an item someone has lost, including an item of value like jewelry or money, take it to the Commons Lost and Found drop box. To claim any item from Lost and Found, go to the Commons Post Office window. To submit a report for a lost item, visit the [Lost and Found](#) page on Employee Services.

## Recommendation Letters

If you are asked to complete a recommendation form or letter regarding work performance of a former or current staff or student employee, please forward the request to Employee Services to respond. Faculty who receive a recommendation request should follow the [Faculty Manual](#) instructions.

## Suggestions

We greatly appreciate suggestions or ideas that will improve job performances or make for better stewardship in the Lord's work. Please use the Employee Services website to let us know your [suggestions](#).

## Transfer Requests

To maintain department stability and to provide predictability with recruiting, job transfer requests for an open position in another department will be accepted and reviewed annually during designated weeks each spring. Transfer requests are not considered during the first 12 months of employment or outside of the designated weeks.

## Summer Work Requests

If you are a nine- or ten-month employee and want to work in the summer, request summer work through the Employee Services website in February. Employee Services will let you know in April if your request has been approved.

## Work Keys

An important part of maintaining a secure campus is keeping track of keys. The Cashier's Office issues and collects campus keys. Keys not issued on a permanent basis must be returned when due.

All keys must be returned at the conclusion of employment or when transferring to another department. Campus keys may not be loaned or duplicated. The replacement charge for a lost key is \$5.



# *Activities and Opportunities*

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## **Appreciation Event**

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In December, the ministry shows appreciation for contract employees through a banquet or outing. The [personnel calendar](#) on the Employee Services website lists the specific date, and invitations will be mailed in November. Since this is the only event of this type throughout the year, all contract personnel will be expected to attend.

## **Campus Parents**

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You are invited to make a difference in students' lives by becoming a Campus Parent. It's a great way for you to be a blessing to students, whether by inviting them over, taking them shopping, sending a note of encouragement, or just letting them know you're there to help them adjust to college life.

You can find more information on [Employee Services](#). And if you have friends whose children will be coming to PCC, you can request to have them as Campus Kids when you sign up on the website. If you have questions, please send them to the Campus Parent email address.

## **Facilities**

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### **Facility Rental/Reservations**

For a nominal fee, many college facilities are available for personnel to rent for anniversary celebrations, birthday parties, etc. These include meeting rooms, chapels, and reception areas; see [Facilities Reservations](#) on the Employee Services website for details. West Campus and Camp o' the Pines can also be reserved for overnight camping.

## Rebekah Horton Library

In the Library, you have access to an extensive collection of physical and electronic materials including books, periodicals, audiovisual materials, classic fiction, and more. Through the Interlibrary Loan program, you can even request books from other libraries. Use your Employee ID to check out materials at the Circulation Desk. Information regarding library services and collections available to you is detailed in the [Library Handbook](#). For further details and access to the library catalog, see [Library](#) on the Employee Services website.

## Recreational Facilities

PCC's many great recreational facilities are available for you and your family to enjoy. Employees and their families must always follow the established facility policies, dress guidelines (also applicable to your guests), and schedules. This information is posted at [Facility Use](#) on the Employee Services website. Be prepared to show your current Employee ID for identification.

The Sports Center, Field House, Swim Center, West Campus, the tennis courts, hiking and biking trails, shooting range, and the fishing lake at Camp o' the Pines are available for you to use free of charge. Find specific information about each facility on the Employee Services website.

Use our facilities responsibly to avoid placing yourself or others in danger. The privilege to enjoy these facilities can be forfeited when the user guidelines are abused by an employee or an employee's family or guests.

## Public Events

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### Academy Baseball/Basketball/Volleyball Games

Academy regular season home games are free for PCA faculty and PCA staff who present their PCA ID. Staff men may attend volleyball games when the Lady Warriors are competing against teams wearing appropriate/modest apparel, otherwise staff men should only attend volleyball games if they are the father of a PCA volleyball player.

### College Games

Personnel with an Employee ID (including their children under 7th grade when accompanied by parent) are admitted to Eagles games without charge. Guests and children 7th grade and above purchase tickets at the door. Academy student ID cards are not valid at college athletic events.

Staff women may not attend collegian games that are listed as men only. Staff men may not attend Lady Eagles or collegian games that are indicated as women only. However, staff who are a parent or spouse to an athlete participating in a men or women only game may attend. See [Athletic Schedules](#) on the PCC Eagles website.

## **Fine Arts Series**

Contract personnel receive a complimentary ticket for Fine Arts Series events and will receive an email with instructions on how to reserve tickets online. Tickets given at no charge to contract personnel cannot be used by friends or relatives unless they make proper payment. Children under six years old may not attend.

Since these are formal events, formal dress is recommended.

## **Worship**

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### **Bible Conference**

Three days each spring semester are set aside for Bible Conference, a special time of spiritual encouragement and refreshment when guest speakers come to campus, and no classes are held.

College faculty attend all daytime services; staff attend daytime services as assigned by their supervisors.

All personnel attend all evening services to take advantage of this opportunity for spiritual enrichment and renewal. You will receive more detailed information prior to Bible Conference.

### **Church Participation**

Campus Church was established in 1974 as a local church with the desire to evangelize the lost and edify believers. While the church is located on campus, it operates as an independent Baptist church in both faith and practice and functions under direction of the pastor who is called by its membership. The church provides a place of shared worship for students, faculty and staff, and for many from the local community.

We believe that when God calls a person to PCC or one of its affiliates, He is also giving a concurrent call to the ministry of Campus Church, unless when hired they were already longstanding members of a local church of like faith and practice. Campus Church is an integral part of the overall

spiritual environment and has been a particular blessing to faculty, staff, and students over the years. The church then serves as a spiritual hub for both students and personnel.

Because of our commitment to church attendance, faculty and staff along with their family living at home are expected to regularly attend Campus Church. While membership is not required, it is encouraged. Regular church attendance includes weekly Sunday morning Bible study and worship, Sunday evening, and Wednesday evening. This applies throughout the semesters, Interterms, and summers. On a monthly basis, all personnel will be asked to acknowledge their regular in-person participation in each of the weekly services.

Employees who have been longstanding members of a local church prior to employment and have been given consent to continue attending their home church are also expected to be regular in their church attendance and will be asked to acknowledge their regular in-person participation in each weekly service.

## Opening Convocation

Opening Convocation helps the student body, faculty, and staff establish a strong spiritual focus at the beginning of each semester, and all personnel are encouraged to attend.

## Rejoice Radio/Rejoice TV

*Rejoice Radio* and *Rejoice in the Lord* TV broadcasts reach our campus, community, nation, and world for the Lord, but they are for your enjoyment, too.

You can listen to *Rejoice Radio* on WPCS (89.5 FM), online at [Rejoice.org](https://www.rejoice.org), or on the app available on the App Store or Google Play. While online, be sure to check out our other [Rejoice Radio Streams](#): *Timeless Praise*, *Still Waters*, *Old Country Church*, *Sonshine Kids*, *Seasons*, *Rejoice Pulpit*, and *Mountain Air*. You can also listen on Google TV, Roku TV, Apple TV, and Fire TV.

*Rejoice in the Lord* TV can be watched at [RejoiceTV.org](https://www.rejoice.org) or on WPMI (channel 15), Cox digital (channel 17), or WDPM (18.1).

These ministries would appreciate your prayer and support.



# ***Nonwork Policies***

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## **Beach**

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We ask our single personnel not to go swimming in mixed groups of single men and women. Single women are to go to Park West (by Ft. Pickens); single men are to go to Park East (past Portofino condos). We do not advocate beach parties. Though this may not be your personal conviction, for the sake of our Christian testimony do not attend beach parties while in our employment.

## **Campus Safety and Security**

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### **Awareness**

We desire to have a safe and secure campus, and it takes awareness from each employee to make it happen. You will want to personally be prepared if an emergency occurs by familiarizing yourself with what to do in emergency situations. Be proactive in safeguarding your security and the security of our campus and report any suspicious activity to Safety and Security.

### **Bicycles/Motorcycles**

If you ride a bicycle or motorcycle on campus, you will need to be familiar with the Employee [Vehicle Guidelines](#) and will need to register it as a vehicle.

For safety reasons, skateboards, hoverboards, longboards, scooters, electric scooters, and inline skates are not permitted for use on campus.

### **Charging Electric Vehicles**

Designated charging locations for electric vehicles are not currently available on campus, and on-campus electrical outlets are not for charging personal vehicles.



## Gates and doors

Be sure all gates lock behind you when entering and exiting campus. When passing through a locked door, be sure it is relocked and completely shut behind you.

Do not prop or hold open a gate or door to allow another to pass through unless you personally know they should enter.

## Parking

Because parking on campus is limited, it is important that available spaces be managed efficiently. For this reason, personnel and their family members are expected to follow the parking guidelines. At times throughout the year, parking changes will become necessary for various reasons. All personnel will be notified by email and are expected to make the necessary parking adjustments. It is important to stay informed with up-to-date parking information. This parking information can be found on [the Employee Services website](#).

## Pedestrians

Due to the large number of students on campus, pedestrian traffic can be heavy at certain times. It is important that you use sidewalks and crosswalks on campus and do not walk in the street. Pedestrians are to yield to all vehicles on campus.

## Traffic Citations

Employees are expected to familiarize themselves with all [Vehicle Guidelines](#) and heed instructions from Security personnel. Traffic citations may be issued by Safety and Security for infractions such as improper parking, speeding, reckless driving, or other safety and procedural violations.

## Unmanned Aircraft Systems

To mitigate risks to individuals and organizations potentially affected by Unmanned Aircraft Systems (UAS), and to provide a reasonable expectation of privacy, the use of drones and other UAS for recreational purposes is prohibited on the campus of PCC. Anyone who seeks to operate UAS on campus or at any college-sponsored event or activity for college purposes must receive advanced approval in accordance with this policy and comply with all restrictions.

## Vehicle Registration

All employees must register vehicles, including motorcycles and bicycles, within one week of beginning employment. When entering license plate information, ensure it is accurate and free of spaces or dashes. License plates must remain clean and unobstructed at all times. Online [registration](#) is located on the Employee Services website.

Parking stickers will be issued to you for each vehicle you register, and serve as permits for access to campus (front sticker) and authorized parking locations on campus (rear sticker). Specific sticker placement instructions are printed on the envelope containing the parking sticker.

Vehicles may only be parked in areas that correspond to their respective parking sticker. A [parking map](#) is available on the Employee Services website. If you are driving an unregistered vehicle on campus for one week or less, contact Safety and Security (ext. 6595) to obtain a temporary parking hang-tag permit.

If you obtain a new vehicle, register it immediately even if a license tag has not been received. If you no longer own a registered vehicle, please remove both PCC parking stickers and delete the [vehicle registration](#) on Employee Services.

## Dating

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Guidelines have been established to help protect the reputation of our single faculty and staff.

Conduct between men and women must always leave their testimony above question. We ask that dating couples refrain from physical contact in public.

The classroom buildings are not considered appropriate places for dating.

### Dating College Students

It is not appropriate for employees to date students they teach or supervise. Otherwise, couples may date at all on-campus activities (including collegian and Eagles games as long as they are not women-only or men-only games).

Personnel may eat any meal they are entitled to in the student section of the Four Winds or Varsity with the student they are dating. Because certain campus facilities have separate staff and student hours, it would not be possible to date a college student in those facilities. During Interterm,

holidays, and summer, the guidelines for personnel dating students remain unchanged, and college students are still under college guidelines.

Couples may date off campus in accordance with the current applicable policies in the [Student Handbook](#).

## Dating in Homes

Single staff may date in their place of residence (not including residence halls) when there is a third party present, as long as the person being dated or the third party is not a student. In consideration for housemates and to keep a good testimony in the community, home dates are to end by 11 p.m. It is never appropriate for a dating couple to leave the living room and go into a bedroom to visit, just as it is not appropriate for them to go to a hotel room together.

## Ministry Housing

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The College maintains residential rental locations on and near campus. Housing may be available for single or married personnel (when both are employed by the ministry). See the [Housing Handbook](#) on the Employee Services website for more information.

## Notification of Marriage

If you are planning to get married and would like ministry housing, you should submit a [Housing Request](#) on the Employee Services website as far in advance as possible. A housing request is not a guarantee of placement as we may not have available locations for all requests. Requests for specific housing are subject to availability.

## Notaries

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The Records Office can provide notary services or direct you to available notaries. If you need something notarized, please bring the document and a government-issued photo ID to the Records Office.

## Staff/Student Guidelines

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### Hiring Students

You can find students interested in babysitting, housecleaning, and doing yard work on the [students available to work](#) list on the Employee Services website.

Hiring PCC students to perform services (such as giving private music lessons, etc.) already offered by the Academy or College is not permitted.

### Off-Campus Student Visits

If you teach or work with students you may not have them visit in your home unless they are from your home area or are family friends. With the exceptions of bridal or baby showers, wedding receptions, and chaperoning student outings, students are not to attend social functions with personnel or vice-versa.

Students may not go to the beach to swim with their campus parents or any other personnel.

If you invite college students to your home or to go on an activity, let the students know well in advance so that they can obtain the correct pass; personnel cannot overrule college regulations.

An approved chaperone is required to be present for a mixed group of students to visit married staff homes. Personnel who have been employed at least a year may request to become approved chaperones through the [Student Life Office](#). Single staff may not have students of the opposite gender at their residence.

College students and GAs may not watch inappropriate movies in the homes of personnel. (See [Entertainment](#) for more information.)

### Personal Matters

It is not acceptable to communicate personal problems to any student.

### Residence Hall Visits

To visit a student in a residence hall, sign in and out at the residence hall desk and show your current Employee ID Card. Guests must be escorted to and from rooms by the student they are visiting and should leave when the building closes.

## Student Behavior

It is unethical to encourage or help a student to break a rule or policy of this institution, and personnel participating in or causing students not to abide by regulations may be subject to immediate dismissal. Student guidelines are included in the [Student Handbook](#). These regulations are what we believe to be best for the well-being of our students.

Each of us needs to be thoroughly professional, Christian, and ethical. In addition, we should work to be the best role models possible for our students. For instance, personnel should not use headphones/earbuds walking across campus or use their cell phones during church, etc.

To maintain an environment that fosters spiritual growth, personnel are responsible to report to Student Life any infraction of the rules/policies by students.

## Student Residency

Academy or college students may not live in the homes of personnel and attend PCA/PCC unless they are children of employees or are otherwise specifically approved by Employee Services. Any student suspended or dismissed from the College is not to be taken into the residence of personnel unless approved first by Employee Services or unless the student is the child of a personnel member.

## Trips

Personnel may not take college or academy students to visit another college or try to get them interested in enrolling elsewhere.

Missions trips must be approved by the Vice President for Institutional Advancement. Financial solicitations cannot be made without this approval.

## Voting

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All personnel are encouraged to be good citizens who vote for the public officials of their choice. This helps elect proper officials.



## *Personal Conduct*

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The Bible is the final authority for all things and the means by which God provides principles for living in a way that protects from harmful thinking and behavior. Scripture clearly teaches how Christians are to live. In light of the wonderful gift of salvation, we are to live our lives in active pursuit of a lifestyle that keeps us pure and clean before God with careful attention to avoiding anything that detracts from our relationship with Christ.

*For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world; looking for that blessed hope, and the glorious appearing of the great God and our Saviour Jesus Christ; who gave himself for us, that he might redeem us from all iniquity, and purify unto himself a peculiar people, zealous of good works.*  
—Titus 2:11–14

*I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.* —Romans 12:1–2

*Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.* —Philippians 4:8

In light of biblical principles, the ministry has adopted standards to create a workplace culture that promotes spiritual growth, supports the overall mission and purpose of this ministry, and serves as an example to the students we train. Where the Bible directly addresses a matter, standards are set accordingly. However, since God's Word may not directly address an issue, biblical principles are followed and conservative expectations have been established to encourage right Christian living.

## Encouraged Behaviors

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As a community of Christians, personnel should encourage and support others to live in a manner that pleases God. The following characteristics are representative of scriptural standards that should be emulated by ministry personnel.

### Love for God's Word

There is no greater source for direction and encouragement than the Bible. This ministry places God's Word in the highest regard, and personnel are urged to spend personal time in it regularly (*Josh. 1:8; Ps. 19:10, 119:97, 119:127, 119:165; Col. 3:16*).

### Respect for God, Other People, and Property

God deserves reverence and respect, and our lifestyle and worship should reflect the honor we owe Him. We are also commanded to show respect to those God has given to be in authority. Further, each person should be mindful about how they treat other people and their property (*1 Pet. 2:17; Prov. 9:10; Eccl. 12:13; Rom. 13:7; Phil. 2:3; Rom. 12:16–18; Eph. 6:5–9*).

### Kindness and Consideration for Others

Personnel are to actively seek opportunities to show kindness to others. Common courtesy and politeness are qualities to be developed (*Eph. 4:32; Matt. 7:12; Luke 6:31; Phil. 2:4; 1 Thess. 5:15*).

### Compassion and Christian Love

God's great love for us is reflected when we act with genuine care and concern for others. The Bible teaches that this is the hallmark of a true disciple (*Eph. 5:2; Luke 10:25–37; Jude 22; 1 John 4:7–8; John 13:34–35*).

### Honesty and Integrity

It is necessary that personnel deal truthfully with others and maintain a reputation for choosing to do what is right. Without these traits, it is not possible to properly interact with other people or with God (*Ps. 25:21, 15:1–2; Prov. 12:22; 2 Cor. 8:21; Phil. 4:8; Prov. 11:3; Rom. 12:17–21; 2 Cor. 4:2; Matt. 5:37*).

## Discipline and Self-Control

Personnel are to exercise control over their emotions and desires so that behavior is appropriate and right. This is accomplished as the Holy Spirit is allowed to guide every decision and direct each action (*Gal. 5:16–26; Rom. 6:12–13; 1 Cor. 9:24–27*).

## Modesty and Purity

Personnel are expected to maintain the highest moral standards as a reflection of God's holiness and as a protection against the effects of sin. While much of today's culture has abandoned these precepts, the biblical principles for behavior and dress are essential (*Ps. 51:9–10; 1 Tim. 2:9; 1 Cor. 6:19–20; 1 Pet. 3:3–4; Ps. 24:3–5; 1 Tim. 4:12*).

## Diligence

The ability to work hard is important for professional life and is a characteristic that the Bible encourages. Being available and willing to work with intelligent effort are necessary to further gospel endeavors and contribute as a citizen (*Prov. 13:4; Deut. 6:17; Prov. 22:29; Col. 3:23*).

## Responsibility

The Bible teaches that each person must give account for his actions; taking personal responsibility for one's life is the beginning of real stewardship. Making it your duty to be reliable, so that others can depend upon you, is a mark of true maturity (*Matt. 12:37; 2 Cor. 5:10; 1 Cor. 4:2–4; Gal. 6:4–5*).

## Thankfulness

Beyond a polite gesture of gratitude, thankfulness displays a spirit of contentment along with the realization that God is the ultimate source of all good things and that He often uses people as the instruments of His blessing (*1 Thess. 5:18; Eph. 5:20; Col. 2:7*).

## Etiquette and Manners

Personnel, as mature and educated individuals, should speak and act in an expected way according to what is appropriate for the setting (*1 Cor. 15:33; Col. 4:5–6; Prov. 23:31; 1 Cor. 14:40*).



## Prohibited Activities

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It is expected that each member of this ministry act in accordance with biblical standards. For this reason, personnel are to refrain from actions that would be detrimental to spiritual growth or that would be a poor testimony; therefore, avoid venues (e.g., concerts, shows, casinos) or events (e.g., Mardi Gras, festivals, parties) that sponsor or encourage activities such as dancing, drinking, gambling, immodesty, wrong music, etc. This standard of conduct requires that the following activities are strictly prohibited. Personnel who participate in the following activities may jeopardize their position in this ministry.

### Drugs, Alcohol, and Tobacco

As a protection against their harmful effects and controlling nature, the use of, possession of, or association with alcohol, illicit drugs and/or narcotics, marijuana products, tobacco and related products such as e-cigarettes and vaporizers, and the misuse or abuse of a legal drug, substance, or chemical is unacceptable. The unlawful sale, use, or possession of drugs or alcohol will be reported to state or federal authorities (*Prov. 23:31; Rom. 12:1; Prov. 20:1; 1 Cor. 6:19–20*).

### Pornography or Sexual Immorality

The Bible indicates that all sexual activity is only intended to be within a monogamous, heterosexual marriage. Sexual activity outside of marriage, possession of sexually related products, or involvement in pornography or sexual communications (including jokes), whether verbal, written, or electronic, is prohibited (*1 Cor. 6:9–10, 18–20; Matt. 5:28; Heb. 13:4; Rom. 1:26–27; Ps. 119:37; 1 John 2:16; Prov. 14:9*).

### Transgender Identification

God created each individual in His image with distinct attributes. For this reason, rejecting or changing biological gender/identity through alternate means such as medication, surgery, appearance, dress, personal pronouns, etc., is not permissible (*Ps. 139:13–14; Gen. 1:26–27; Matt. 19:4*).

### Profanity or Obscenity

The Bible instructs believers to edify one another. To avoid offense, inappropriate behavior or communication, whether verbal, written, or electronic, is forbidden (*Eph. 4:29; Col. 3:8; James 5:12*).

## Lying

God instructs us to speak truth in all things. Repeated or egregious dishonesty or deception will not be tolerated (*Prov. 19:9; Prov. 12:22; Eph. 4:25*).

## Harassment, Abuse, and Discrimination

Any behavior (even in jest) that places the health and safety of anyone in jeopardy including hazing, bullying, or doxing will not be tolerated (*Col. 3:8; Col. 4:6; Eph. 4:29–32*).

## Gambling

Christians are called to be good stewards of that which God has given; therefore, risking the loss of money or items through betting or by chance (including playing the lottery) is not allowed (*Prov. 13:11, 28:22*).

## Stealing

The Bible clearly teaches that stealing is wrong as well as harmful to yourself and others; therefore, taking, possessing, or using someone else's things without the owner's consent is unacceptable (*Eph. 4:28; Rom. 13: 8–10; Exod. 20:15*).

## Occult

Christians enjoy a personal relationship with God and are exhorted to meditate on Him and His Word. For this reason, witchcraft, seances, astrology, mysticism, transcendental meditation, or any satanic beliefs and practices (including possession of related items) must be avoided (*Gal. 5:19–21; Ps. 1:2; Josh. 1:8; Exod. 28:4–5*).

## Music

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Music has the potential to direct our thoughts and emotions, and it reflects our values and philosophies. The music we listen to can either affect us in a way that encourages biblical thinking and actions or in a way that promotes worldly ideals. While not all music must be religious or sacred, it is healthy for Christians to develop a conscience for music that honors God. In accordance with Philippians 4:8, acceptable music focuses on what is true, honest, just, pure, lovely, of good report, virtuous, and praiseworthy. Such music builds an appreciation for beauty, does not desensitize us to worldly living, and can be capable of turning our hearts toward the things of Christ.

While there is a wide range of musical styles and artists, finding appropriate music requires discernment. Certain types of music that are typically not associated with sensual or inappropriate themes and are generally acceptable include classical and semi-classical, traditional and patriotic, concert and marching band, and hymns and choruses. Any music that promotes worldly values or associations in its lyrics or style is to be avoided. Particular music styles to avoid, whether or not the lyrics are Christian, are jazz, rock, rap, R&B, pop, country, or contemporary Christian.

## Dancing

The seductive nature and worldly music of most modern forms of dancing are contrary to biblical principles. Avoid any form of dance that may be interpreted as sexually provocative, makes use of worldly behavior or music, or is contrary to biblical morals.

## Entertainment

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As Christians, it is so important to develop a conscience for entertainment that honors God. Every form of media and entertainment, including but not limited to books, magazines, apps, and computer and video games should be run through the filter of Philippians 4:8. We are exhorted to set our minds on “*things that are pure*,” but just as with music, most of what the entertainment industry produces is full of violence, profanity, sexual immorality and innuendos, and glorifies lifestyles directly opposite to how we should live. Since what we watch and listen to plays a large part in what we think, sometimes even how we think, reject any entertainment that promotes sin or godless living. Avoid watching movies containing questionable themes, nudity, gratuitous violence, profanity, sexual scenes, or satanic themes. We ask that all personnel avoid movie theaters.

## Social Media

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While social media is very useful, it can also harm our testimony. Because the ministry may be held accountable for the social media activities of personnel, established guidelines protect both you and the ministry.

Personnel who use personal websites, blogs, wikis, social networks, online forums, virtual worlds, or any other type of social media must do so responsibly and are prohibited from using these media during work time or on ministry equipment.

As a part of our ministry, personnel are responsible to maintain their Christian testimony and the ministry's reputation and to present the ministry to the public and students in a way that upholds a positive Christian testimony and reputation of themselves, their coworkers, supervisors, and administrators.

Personnel choosing to use any social media must

- state in clear terms that the views expressed are the employee's alone.
- not display ministry logos or post images of the ministry's non-public areas without permission from the ministry and are not to post images of coworkers without the coworkers' consent.
- not make statements about the ministry, coworkers, customers, students, agents, or business associates, especially if the statement could be considered harassing, threatening, libelous, or defamatory.
- not act as a spokesperson for the ministry or make comments as a representative of the ministry.
- not engage in any communication that could be deemed as personal or sexual harassment, unfounded accusations, remarks that would contribute to a hostile work environment (racial, sexual, etc.), as well as any behavior not in agreement with the ministry's Standards of Conduct or general policies.

Personnel who are responsible for a social media posting that fails to comply with these guidelines or that otherwise causes harm to the ministry or its personnel may be subject to discipline, up to and including termination. Personnel may be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary ministry information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media.

## **Dress Standards**

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The following guidelines have been formulated to give direction in matters that require discernment. While not trying to be unkind to those who hold different standards, these expectations have been adopted in an effort to align with the spirit and intention of biblical principles and to reflect conservative values.

*Children of faculty and staff should abide by these standards beginning in the sixth grade.*

## General Guidelines for All Employees

Employees are asked to follow the principles of modesty (conservative fashions that are not revealing or tight-fitting), distinction (visible difference between the sexes), and appropriateness (clothing befitting the activity and setting).

Part of proper workplace etiquette is dressing in a manner befitting a professional setting. Apparel will vary based on work area. Professional positions require business casual attire, a higher level of attire than manual positions, where dress clothes are not practical. Ask your area manager for any specific dress requirements (i.e., steel-toe shoes, uniform). Hair should be neat and professional. When traveling for business purposes, it is expected that employees wear business casual attire.

Clothing may not have writing or pictures that are offensive, divisive, inappropriate, suggestive, or contrary to biblical principles. Clothing should be well-kept without tears or holes and must be loose-fitting enough to allow for the gathering of an inch of fabric on either side without stretching the material so as not to cling or conform to the body. For ladies, dresses/skirts and shorts should be no shorter than the top of the kneecap.

At all times, care must be taken to avoid association with companies, lifestyles, and trends that oppose biblical principles. Extreme dress or hair styles, unnatural hair colors (e.g., pink, green, blue, etc.), and body piercings are not permitted. Employees are not permitted to get a tattoo (permanent or temporary) or body brand while employed and may be asked to keep existing tattoos or brands covered.

Whether at work or elsewhere, all employees have influence as an example for students in how to dress appropriately. Always err on the side of conservatism, appropriateness, neatness, and cleanliness.

When out of town or on vacation, both men and ladies should filter clothing choices through the principles of modesty, distinction, and appropriateness and generally abide by these dress standards.

## Women's Appearance

Extreme dress/makeup styles and masculine hairstyles (i.e., shaved/close-cropped) are not acceptable. Three ear piercings may be worn, but no ear cuffs, wraps, plugs/gauges, or industrial bars.

## Women's Clothing

Suitable dress is related to the setting and event.

- Hemlines for skirts or shorts are to reach the top-of-knee level at all times.
- Tops are to cover the shoulder, back, midriff, and cleavage; undergarments should not be seen. Sheer material alone is not considered adequate for coverage.
- Dresses or skirts/tops are to be worn on campus to classes, church, and for any college event or function unless otherwise designated.
- Denim skirts/dresses are not acceptable for church, classroom, or office attire.
- Shorts or pants must hang loose in a relaxed fit so as not to cling or conform to the body. They may be worn when off campus, as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday and Sunday outside of services.
- Flip-flop style shoes should not be worn at work or church.

## Formal

Required for formal events and Fine Arts performances.

### *Guidelines*

- Traditional formalwear or best dress
- Dress shoes

### *Notes*

- General guidelines for length, fit, and coverage apply.

## Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

### *Guidelines*

- Dress or skirt/ coordinating top
- Dress shoes/sandals

### *Notes*

- No denim skirts or dresses

## Smart Casual (also Business Casual)

Required on and off campus weekdays until 4:45 p.m. and for work, business travel, concerts, recitals, forums, seminars, and Wednesday evening services.

### *Guidelines*

- Relaxed, semiprofessional dress or skirt/ coordinating top
- Semiprofessional shoes

### *Notes*

- Denim jackets or tops are appropriate.
- No denim skirts or dresses
- Other than pocket-sized logos, clothing may not have pictures or writing.

## Casual

Appropriate when off campus and when on campus after regular work hours (M–F, 8 a.m. to 4:45 p.m.) and all day Saturday and all day Sunday outside of services.

### *Guidelines*

- Knee-length shorts
- Athletic pants (wind pants, sweats), loose-fitting slacks, jeans, or capris
- T-shirts, hoodies, pullover sweatshirts
- Ball caps
- Athletic shoes/flip-flops

### *Notes*

- All clothing items should hang loose in a relaxed fit so as not to cling or conform to the body.

## Women's Recreational Attire

Appropriate attire for specific recreational events and locations is listed below and under specific [facilities tabs](#) on the Employee Services website.

- A conservative swimsuit that covers the midriff may be worn at the beach, pool, sun deck, and water park. (T-shirt must be worn in the water park; casual attire must be worn to and from these locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire is required for all activities at West Campus and Camp o' the Pines.

## Men's Appearance

Hair must be neatly combed and tapered (i.e., blended/faded or styled without obvious lines) and may not come over the ears, eyebrows, or collar; sideburns may not extend beyond the bottom of the ear. Men may choose to be clean-shaven or maintain neatly trimmed facial hair.

All facial hair must be groomed to remain defined and of uniform length at all points of growth. Mustaches, goatees, and beards must be fully grown in (between 1/4 and 1/2 inch in length) with clean lines and trimmed an inch above the Adam's apple. Mustaches may not extend below the upper lip or below the corners of the mouth. Goatees and beards should be fully grown in under the bottom lip, symmetrical on both sides, and connected to an appropriately grown mustache. If you plan to start growing facial hair, it should be done only during Christmas or summer vacations.

Fads and drastic styles are not acceptable, including artwork shaven into the hair, beads, ponytails, mullets, shelf cuts, buns, braids, and cuts such as thin lines along the cheekbones and around the chin or lip. Any hairstyle (including high tops) should be neatly combed and managed and may not exceed 1½" above the scalp. Avoid braids, buns/ponytails, patches, stubble, or undefined facial hair (scruffy, unkempt, patchy, or thin). [Examples of appropriately groomed facial hair.](#)

Earrings and necklaces (except for chains or leather cords inside the shirt) should not be worn.

## Men's Clothing

Appropriateness in dress is related to the setting and activity.

- Pants must be at least ankle-length.
- Shorts (longer lengths—avoid mid-length or short styles) may be worn when off campus as well as on campus after regular work hours (M–F after 4:45 p.m.) and on Saturday.
- Shorts are also appropriate when attending and participating in on-campus recreational activities.



## Formal

Required for formal events and Fine Arts performances.

### *Guidelines*

- Traditional formalwear or best suit
- Tucked-in dress shirt
- Tie
- Belt or suspenders
- Dress shoes and dress socks

### *Avoid*

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

## Professional/Church

Required for Sunday services, Bible Conference services, and evening Opening Convocation services.

### *Guidelines*

- Suit or sport coat
- Tucked-in dress shirt
- Tie
- Dress pants
- Belt or suspenders
- Corresponding dress shoes and socks

### *Notes*

- The top button of the shirt must be fastened, and the tie pulled tight.

### *Avoid*

- Cartoon or themed ties
- Bolo ties
- Turtlenecks
- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

## Smart Casual (also Business Casual)

Required on and off campus weekdays until 4:45 p.m. and for work, business travel, concerts, recitals, forums, seminars, and Wednesday evening services.

### *Guidelines*

- Casual pants with belt or suspenders
- Collared shirt (tucked in)
- Turtleneck
- Lifestyle/dress shoes and socks

### *Notes*

- Pants may not be cargo-style, denim, drawstring, or athletic material.
- Other than pocket-sized logos, clothing may not have pictures or writing.

### *Avoid*

- Athletic shoes, tennis shoes, sandals, slides, flip-flops, Crocs, and slippers

## Casual

Appropriate both on and off campus on weekdays after 4:45 p.m., all day Saturday, and all day Sunday outside of services.

### *Guidelines*

- Jeans
- Athletic pants
- Knee-length shorts
- T-shirts (may be untucked)
- Hoodies/pullover sweatshirts
- Ball caps
- Athletic shoes/flip flops

### *Notes*

- All clothing items should hang loose in a relaxed fit so as not to cling or conform to the body.

## Men's Recreational Attire

Appropriate attire for specific recreational events and locations is listed below and under specific [facilities tabs](#) on the Employee Services website:

- Swim trunks for beach, water park, and Swim Center. Tank tops, muscle shirts, and runner-style shorts are to be worn only in the Field House and on East Field. (Casual attire must be worn to and from all the above-listed locations.)
- Shorts are not permitted when using the rock climbing wall.
- Casual attire (or swim trunks with t-shirt) is required for all activities at West Campus and Camp o' the Pines.

## Casual Friday Attire (Interterm and Summers)

Employees may use this alternate dress guide when participating on designated Interterm and summer dates wearing Casual Friday attire.

- Jean skirts (women), jeans (men), appropriate T-shirts, and athletic shoes are acceptable.
- Employees in work areas or with responsibilities that require a uniform should still wear their uniform and safety equipment (e.g., Dining Services, Security, Maintenance, nurses).
- Employees who work directly with the public (e.g., Information Desk, Admissions, etc.), should wear typical business casual/professional work attire.
- Faculty and students in summer sessions should follow the dress guidelines published in the Faculty Manual and Graduate Student Handbook.

In all cases, be sure to check with your supervisor if you have any questions about appropriate Casual Friday attire.



# ***Family Information***

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## **Parents**

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### **Academy Parent and Orientation Days**

Parents may visit their child's academy classroom during Parent Day and Orientation as long as their work may be made up in the same week without it being a hardship for their supervisor or coworkers. Because of their work, teachers and certain others cannot be excused. Ask your supervisor in advance to see if it is possible for you to go.

### **Proper Respect**

Parents are expected to make sure their children's actions are appropriate. A faculty/staff child who is rebellious against the school's mission, whose influence harms other students, or who requires so much individual attention from the faculty as to hamper the instruction of other students cannot be retained in school.

Parents are encouraged to be active in their children's education, but no parent is to ever reprimand or intimidate their child's teacher.

## **Children**

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### **Ministry Building Use**

Children are not to be in any building after hours unless accompanied by their parents.

Teenage children who use the Commons during Interterm and summer must be dressed in accordance with the College dress code.

## Facility Use

Usage of athletic facilities is limited to staff children or out-of-town staff guests. It is a privilege for children of personnel to use the ministry's athletic facilities. Security may ask any person to leave the campus, athletic facilities, or playing fields when necessary. Because of the large number of college students on campus, personnel children (through grade 12) may not play sports on campus during the College's fall and spring semester sessions.

## On-Campus Employment

### PCC Students

- **Eligibility**—Faculty/Staff children who are PCC students may participate in the student work program. Eligibility for PCC student work begins upon high school graduation and acceptance as a PCC student.
- **Applications**—Incoming freshmen can apply for work through their applicant portal. Current students can find the work application on Eagle's Nest.
- **Vacation**—College student workers are allowed one week of unpaid vacation during the summer. Any exceptions must be approved by the Student Employment Office before travel plans are made.
- **Summer Meals**—Faculty/Staff children who are town students will receive 5 meals a week on workdays.

### High School Students

- **Eligibility**—Faculty and staff may request summer work for their children ages 14 and older by completing a high school work application on the Employee Services website (available February 1) and returning it to Employee Services before March 1. Employee Services will notify you in April if a job is assigned to your child(ren). Summer work for faculty/staff children is a privilege and not an obligation of the institution. Students will be hired as needed. Those with the best work records will be given more work opportunities and hiring preference.
- **Vacation**—For high school workers, vacation time is unpaid and must be requested on the application.
- **Summer Meals**—Lunch is provided during normal workdays.

## 13-Year-Old Volunteers

- **Eligibility**—Faculty/Staff children who are 13 years old may request to be Sports Center Day Camp volunteers during the summer. Assignments are based on each year's needs and are made on a first-come, first-serve basis when both parents are working.
- **Summer Meals**—Sports Center Day Camp volunteers may either bring their own lunch or eat the camp lunch at no charge.

## Solicitation

Staff children and parents are not permitted to solicit on campus. When PCA has a candy sale, on-campus sales are limited to PCA residence hall students.

## Spouses Not Employed by This Ministry

### Dress

For the sake of consistency, spouses not employed here are expected to follow employee policies regarding modest and appropriate dress when on campus or attending any ministry-related event.

### Employment

For the sake of consistency and to send a clear message of loyalty to the ministry, faculty or staff spouses who are not employed by the ministry are not to seek or accept employment with any local or online academic institution.

### Solicitation

It is unethical for spouses not employed by this ministry to sell items, promote services, distribute books, or pitch multi-level marketing to students or other employees. Using or sharing any ministry provided contact information (employees, students, parents, vendors, etc.) or using ministry equipment for any of the above activities or for any other outside activity, organization, or interest is strictly prohibited.



## ***Job or Ministry***

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A job is at your choice;

A ministry is at God's will.

In a job, you expect to receive;

In a ministry, you expect to give.

In a job, you give something to get something;

In a ministry, you return something  
that has already been given you.

A job depends on your abilities;

A ministry depends on your availability to God.

A job well done brings you praise;

A ministry done well brings honor to Christ.

