



Abeka Services, Inc.

Part-Time Remote Employee Handbook

2025-2026

Employee forms and communications are available at the employee website, Employee Services, found at www.employeeservices.me.

Email: serve@abekaservices.com

Address: P.O. Box 17023, Pensacola, FL 32522

On-Campus Location: AE-9

©2025 Pensacola Christian College. All rights reserved. Duplication or distribution in any form is prohibited. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, or by license from any collective or licensing body, without permission in writing from Employee Services.

Table of Contents

A Word from Our President	1
Introduction	2
Employee Websites	2
Who We Are	3
Mission	3
Purpose	3
Articles of Faith	4
Philosophy of Education	6
Ministry Positions	7
How We Are Organized	9
Board of Directors	9
President	9
Administrators/Supervisors	9
Staff	9
Pay and Benefits	10
Compensation	10
Payday and Reporting Periods	10
Absences	10
Retirement	12
Social Security	12
Employment Policies & Professional Ethics	13
Anti-Discrimination	13
Anti-Harassment	13
Communication Systems Ethics	14
Confidential Information	15
Equipment Use	15
Grievances	15
Media Communications	16
Ministry Expectations	17
Orderliness and Safety	17
Privacy Expectations	17
Probationary Period	18
Property Rights	18

Work Policies	19
Absences	19
Communications	19
Ethical Considerations	20
Personal Information Changes	21
Responsibilities	21
Reporting Time	23
Work Hours	23
Workspace	23
Virtual Meetings and Training	23
Worship	24
Local Church	24
Edification	24
Personal Conduct	25
Encouraged Behaviors	26
Prohibited Activities	28
Music	29
Entertainment	30
Social Media	30
Dress Standards	32
Job or Ministry	34



A Word from Our President

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

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

In this handbook, you will find links and references to Employee Services, the employee website which may be found at 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

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.

Mission

Our mission is to promote the cause of Christ by providing distinctively Christian-traditional higher education that develops students spiritually, intellectually, morally, culturally, and socially.

Purpose

Our purpose in both undergraduate and graduate programs is to produce Christian leaders who are knowledgeable, articulate, moral, dedicated to excellence, and committed to serving Jesus Christ as they learn to influence the world by applying biblical principles in their chosen field and daily life.

Articles of Faith

(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

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

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 ministry affiliates 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

Board of Directors

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

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

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.

Staff

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

Compensation

Remote hourly employees report all hours worked each day and are paid biweekly based upon the number of hours worked during the reporting period. Remote employees are eligible for overtime when working over 40 hours in a week.

Payday and Reporting Periods

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 falls 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 are calculated by [reporting periods](#) as shown on your pay slip in Workday.

Absences

Sick Leave

Sick leave is unpaid time off work for illness, for medical appointments, 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. Request absentee sick leave on Workday.

Holidays

Days the office is closed will be announced annually.

Jury Service

Please notify your supervisor as soon as you get a jury duty summons. You will not be penalized because of the nature or length of jury duty service, but jury duty is unpaid. When returning from jury duty, submit an absentee request on Workday. You should attach a copy of your jury service certification.

Bereavement

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

Up to five days' unpaid leave 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' unpaid leave 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, unpaid PTO may be requested. You may request time off or use unpaid PTO to attend a local funeral.

Retirement

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. Additional information is available on the Retirement pages of the Employee Services website or by emailing 401khelp@abekaservices.com.

Social Security

The ministry matches the amount paid by the employee to the Social Security program through FICA/MQFE withholding taxes.



Employment Policies & Professional Ethics

Anti-Discrimination

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

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

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

Ministry communication tools include but 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

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

Any equipment provided is for business use only and must be returned upon termination.

Grievances

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.

Abeka Services has 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

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.

Ministry Expectations

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 ministry relationships 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 for any of the above activities or for any other outside activity, organization, or interest is strictly prohibited.

Orderliness and Safety

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.

Privacy Expectations

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.

Probationary Period

Remote employees are hired on a 30-day probationary period. At the conclusion of the probationary period, an evaluation of employee performance will be made. Up to 2 additional 30-day probationary periods may be added.

Property Rights

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.



Work Policies

Absences

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.

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

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 should 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.

Ethical Considerations

During your work shift, it is unethical for remote employees to work for another company, care for children or dependents, manage pets, or engage in other responsibilities such as housework, yard work, church duties, or personal projects.

A reliable, high-speed internet connection is essential for remote work. If the employee loses connectivity and cannot perform their duties, they must inform their supervisor and clock out until the service is restored.

Responsiveness is a professional skill set demonstrated through prompt, appropriate, and accurate responses to communications. Employees must frequently check all communication channels (chats, emails, and calls) and respond promptly to customer and home office inquiries.

Personal Information Changes

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

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.

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).

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.

Reporting Time

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 remote work site for any reason. 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.

Work Hours

Daily work hours will be assigned and may only be changed by the work-area supervisor.

Employees may not work overtime without authorization from Employee Services.

Workspace

To perform work duties professionally, efficiently, and with a focus on excellence, remote employees should maintain a dedicated workspace free from noise and distractions.

Virtual Meetings and Training

Microsoft Teams is used for most virtual meetings and training sessions, and it must be downloaded onto your work PC with the camera and microphone enabled. Your supervisor can assist you with this. Attendance at these virtual meetings and training sessions is mandatory. Remote employees must be available for impromptu check-ins during their work shifts. The camera and microphone must be turned on during all virtual check-ins, meetings, and training.



Worship

Local Church

For the benefit of your own walk with the Lord and for the sake of the ministry's testimony as a whole, you are expected to be a member of a fundamental, independent Baptist church in your area and regularly attend (Sunday morning Bible study and worship service, Sunday evening, and Wednesday evening services). As part of a spiritual ministry, your influence matters; be a good example to your family, to each other, and to your community.

When your church holds revival, family conferences, or other special services, you are encouraged to attend each service. These special messages will strengthen your walk with the Lord.

Edification

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.rejoicetv.org) or on WPMI (channel 15), Cox digital (channel 17), or WDPM (18.1).

These ministries would appreciate your prayer and support.



Personal Conduct

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

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

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 activities below 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

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

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

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

General Guidelines for All Employees

There may be times remote employees need to participate in video settings, photo sharing, conventions, or on-campus training. In these settings, remote employees are asked to share the same dress guidelines as on-campus staff.

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).

Clothing must be loose-fitting enough to allow for the gathering of an inch of fabric on either side without stretching the material. At all times, care must be taken to avoid association with companies, lifestyles, and trends that oppose Christian values, including extreme dress or hair styles, body piercings, unnatural hair colors, and tattoos. Employees are not permitted to get a tattoo while employed and may be asked to keep existing tattoos covered.

Always err on the side of conservatism, appropriateness, neatness, and cleanliness.

- When traveling for business purposes, it is expected that employees wear business-casual attire.

Women's Appearance

Hemlines are to reach the **top-of-knee level**. Tops are to cover the shoulder, back, midriff, and cleavage; undergarments should not be seen. Sheer material alone is not considered adequate for coverage.

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

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 $\frac{1}{4}$ and $\frac{1}{2}$ 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.

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/ponytail, 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.



Job or Ministry

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.



 **Employee Services**
DEDICATED TO EXCELLENCE • COMMITTED TO SERVICE