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I. Philosophy and Objectives

A. Mission and Philosophy Statement

The purpose of Harbert Hills Academy is to provide Christian education for the youth through the harmonious development of the physical, mental and spiritual faculties, enabling the students to have a vision and preparation for God's service.

B. Statement of Beliefs

Harbert Hills Academy believes that each student was created in the image of God and is endowed with a power akin to that of the Creator--individuality, the power to think and to do. The work of true education is to train students to be thinkers and not mere reflectors of other men's thoughts, thus enabling the individual to be restored to the image of God.

C. Statement of Description

Harbert Hills Academy is a boarding school for youth, grades 9-12, from multi-cultural families. It provides the student with academic, work, vocational and spiritual training.

D. Statement of Business Principles

Harbert Hills Academy has adopted these principles to guide the leaders and employees in its day-to-day business practices:

1. SERVICE IS OUR BUSINESS. Harbert Hills Academy applies business principles to its day-to-day operation--courtesy, respect, public relations, marketing, accounting, training, record keeping, sales, quality and productivity. We provide to our customers the following services: education, work, health-care, vocational training and spiritual development. Service is our business.
2. SATISFY OUR CUSTOMERS. We realize the customer is the source of our business, and we are accountable to provide each one with quality services and products. Our customers include parents, students, staff, board members, volunteers, neighbors, contributors and the community-at-large. We strive for excellence and to keep our customers satisfied. We depend on them for their continued support.

D. Statement of Business Principles Cont.

3. **PRIDE IN OUR WORK.** Employees should believe in the products and services they provide and take pride in their work. We feel the staff's performance is a reflection of employees' commitment, dedication, loyalty, motivation and enthusiasm. Each employee and student is to assume ownership and strive to improve our service and products.
4. **BUILD ON A NICHE.** Harbert Hills Academy serves a specific student population, grades 9-12, providing a quality education and the opportunity to earn while they learn. Our students come from the continental United States and around the world.
5. **TRUST IN GOD.** Harbert Hills Academy operates on the belief that God is our Creator and Sustainer. Everything we have belongs to Him. We are stewards of the property He has put in our care. We have faith God will provide and care for our business. We give God the praise.

E. Adult Roles Definition

Students are to be thinkers and not mere reflectors of other men's thoughts, prepared to assume their adult roles and responsibilities in an ethical way, placing a high value on life, time, and talents.

1. **Mission:** An individual must be prepared to function as a willing server in the cause of Christ and in fulfilling the gospel commission to proclaim the three angels' messages to every kindred, tongue and nation.
2. **Leadership:** An individual must be prepared to fill leadership roles in the home, church, community, and workplace in an ethical manner, always maintaining the highest standards of professionalism.
3. **Thinker:** An individual must think clearly and concisely about problems and situations, making wise decisions based on the principles of God's Word, being adaptable and creative, but at the same time demonstrating stability and consistency.
4. **Worker:** An individual must develop attitudes, skills and abilities that enable him or her to be a motivated, dependable, and responsible worker. An individual must have the required knowledge of tools, technology, equipment, and safety to efficiently perform his or her duties.
5. **Communicator:** An individual must be able to communicate effectively through reading, writing, listening and speaking.

E. Adult Roles Definition Cont.

- 6. Balanced Individual:** An individual must strive to maintain a balanced life with an eternal perspective. This balance must include healthful living, with good habits of exercise, cleanliness, eating, dressing, continued spiritual, academic, and technical growth, and unselfish service for others.

II. Administrative Overview

A. List of Board Members

Robert Santini 2371 Sweeney Hollow Rd. Birmingham, AL 35215 205-856-0854	Joe Simpson 3575 Lonesome Pine Rd. Savannah, TN 38372 731-925-1885	
Dr. Norman Peek P.O. Box 747 Ooltewah, TN 37363 615-238-5537	Elder Conrad L. Gill Southern Union Con. P.O. Box 849 Decatur, GA 30031 404-299-1832	
Bill Moon 25 Moonway Savannah, TN 38372 731-925-1548	Geraldine Dickman 3575 Lonesome Pine Road Savannah, TN 38372 731-925-8057	
Kathy Moon 25 Moonway Savannah, TN 38372 731-925-1548	L.L. Dickman 3575 Lonesome Pine Rd. Savannah, TN 38372 731-925-8057	Randall Dickman 3410 Lonesome Pine Rd. Savannah, TN 38372 731-925-5713
Mavis Sutherland 503 Hood Lakes Lawrenceburg, TN 38464 615-762-4996	Dr. Chester Clark Ouachita Hills Academy P.O. Box 35 Amity, AR 71921	
Charles Harris 3765 Aydelott Rd Centerville, TN 37003 615-729-5820	Steve Dickman 3575 Lonesome Pine Rd. Savannah, TN 38372 731-925-1449	

III. General Information

A. Employee Handbook

The purpose of the Employee Handbook is to clarify relationships and provide information regarding policies and procedures with reference to employment at Rural Life Foundation. If questions arise they should be discussed with the supervisor, department director, and/or the Administration Office.

1. **Current Edition:** This edition of the Employee Handbook supersedes all previous editions and shall be adhered to except as it shall be amended by subsequent actions of the Executive Committee or Board of Directors.
2. **Changes in Employee Handbook:** Rural Life Foundation retains authority to modify or delete any provisions in the Employee Handbook.

Policies and procedures may change at any time and employees will be notified of changes.

The most current policies will be available at the Administrative Office. Employees will periodically receive corrected pages of new, revised or deleted policies which should be inserted in or removed from the handbook.

3. **Exceptions to Policies:** Any exceptions to policies, regulations, and procedures are authorized only by the Executive Committee or Board of Directors.

B. Fire Drills

Fire drills are a necessary safety measure; they are practice evacuations of the building. Practice makes perfect. Rural Life Foundation policy requires us to have at least one per month. A fire drill is not a recess or a time for talking, jesting, or play. Students should be informed of this. It must be taken seriously.

Below are a few suggestions and regulations concerning fire drills:

1. **Suggestions:** Study well the diagram for the fire drill dismissals in your building. Make sure you understand it before attempting to explain it to your students. Then explain to the class the procedures and instructions for dismissal from the room during a fire drill. All academy teachers, take a few minutes (this is important) from each class during the day for specific instruction for the classroom in which you are teaching that period. Perhaps it may be advantageous to practice a fire drill on your own without the use of the bells. This would be done at the teacher's discretion and would give the students the opportunity to get the "feel" of a fire drill, noticing which side of the hall to use and which direction to leave the classroom, etc.

B. Fire Drills Continued

2. Regulations:

- a. The fire signal is a continuous blast on the fire horn.
- b. A fire drill diagram should be posted in a conspicuous place in each room.
- c. Students should exit in single or double file, not in swarms.
- d. Absolutely no talking is allowed. During an actual fire, additional information may be given. This must be heard.
- e. Students must remain on the designated side of the hall while filing out of the building.
- f. Students are to move as quickly as possible without running.
- g. While outside, students are to remain silent and stand at least one hundred feet from the building.
- h. Ad building occupants gather at flagpole; dorm occupants gather on road in front of dorm; cafeteria occupants gather at flagpole.
- i. The ringing of the bell (approximately 15 seconds duration) means students may re-enter the building.

3. Teachers!

- j. You should close all windows (if possible), turn out lights, and close the door, taking your attendance register or class book with you. During an actual fire you are required to account for each student.
- k. You should remain outside and keep order in your class until re-entry.
- l. Emphasize the importance of an organized fire drill to your class.
- m. Students who willfully break fire regulations must be dealt with severely.
- n. Take record book and take roll.

C. Keys

Approval for obtaining keys is to be gotten from the principal or treasurer. Fill out a key-request slip, get it signed, and turn it in to the treasurer's office. The required key will then be issued. It may be necessary to have a key made, in which case 3 days should be allowed.

Each teacher is issued a key to his room(s), entrance key, and other necessary keys at the beginning of the school year. It is the teacher's responsibility to hold possession of the keys throughout the school year. In case keys are lost, broken, or fail to work, report such to the treasurer's office immediately. Classroom keys are to be turned in at the end of the school year.

D. Use of Phones

Office phones are for business calls. Personal long distance calls should be made from home. In the event that a personal long distance call must be made from the office, please use your personal prepaid calling card.

No collect calls are to be accepted without the authorization of a supervisor.

E. Equipment

1. **Use of Facilities--Equipment and Furniture:** Instructional or non-instructional equipment and furniture belonging to the school should not be moved from the school grounds without the knowledge and consent of the school administration.

2. If such equipment is damaged while in private use, the user will be expected to contribute to its repair or replacement. If considerable depreciation is anticipated through this use, some compensation will be required.

3. Generally, such equipment is not to be lent or rented to people who are not members of the Harbert Hills Academy staff nor lent over long periods of time (e.g. a week) nor at a time when there may be a need for the equipment in the school program.

F. Cafeteria Purchases

Purchases may be made through the cafeteria by contacting the cafeteria manager. The charges will be recorded on the staff member's monthly statement and deducted from their paycheck.

PET POLICY

- G. This is the institution's policy on having pets. Please note the following:
1. If you have a pet, you are responsible for it at all times.
 2. The institution allows staff to have pets with the understanding that:
 - A. Pets will not be kept in school housing units, with pets being defined as non-caged animals.
 - B. If you want your pet inside, you will sign an agreement stating that you will agree to pay the established pet fee and cover the expenses of any cleaning, replacement and/or repair.
 - C. The institution **will not** replace carpet, etc., solely on the basis of these items being ruined by your pet.
 - D. The institution will replace carpet, etc., in the event that these items are damaged or worn out due to natural causes. All major replacements and repairs are approved through the Executive Committee.
 - E. In cases where your pet has soiled and ruined institutional property, your last paycheck will be held to cover the repair or replacement costs ***above and beyond the amount applied to the upper limit*** when you move from that house/trailer.
 3. It is the responsibility of each pet owner to rid his/her living quarters of fleas. Pet owners living in apartments will share the cost for ridding fleas in the entire building.
 4. There are some apartments designated as being "pet free," meaning no pets are allowed.
 5. Each home is inspected before a person moves in and when a person moves out. Replacement and repair decisions are then based on this report.

PET FEES

There is a \$500.00 advance deposit:

- a. When new staff come with indoor pets.*
- b. When you get an indoor pet (did not previously have one).*
- c. When you move into a different house if there has been a pet problem in your previous house.*
- d. When your carpet is changed if there has been a pet problem with your pet.*

In addition to the Advance Deposit, there is also a monthly pet fee of \$20.00. This fee will be paid into the pet fee fund until you have reached the upper limit as described below:

The upper limit is comprised of the \$500.00 Advance Deposit (if it applies to you) plus \$1.25 per square foot of floor space in your living quarters.

After 5 years of being under the pet policy, and having no problems, the renter has the option to receive half of their Advance Deposit back in cash.

The pet fee is for everyone who has pets in their living quarters. This means even if your pet is inside just **part** of the time.

IV. General Staff Guidelines and Policies

A. General

1. Discipline and Control of Students

a. Policy

One of the major objectives of education is to develop among pupils those attitudes and behavior patterns which characterize good citizenship. In seeking to attain this primary objective, it shall be the purpose of Harbert Hills Academy:

1. To encourage each student to develop a personal relationship with Christ which will enhance character development.
2. To provide learning experiences for pupils in an atmosphere conducive to the development of self-discipline and self-control.
3. To search for the causes of maladjustments rather than to merely suppress the symptoms.
4. To mobilize all available resources which may contribute to the rehabilitation of problem youth.

b. Use of Physical Force

Board policy authorizes "reasonable and appropriate actions, including physical force when necessary, to prevent a breach of discipline or to stop the continuance thereof." This policy proves effective in eliminating the "you can't touch me" attitude of a few pupils. At the same time, it should be pointed out that the professional responsibility to determine what is reasonable and appropriate is one that should not be taken lightly. All circumstances influencing a case should be taken into consideration--certainly the age, sex, previous history and maturity of the pupil, as well as the seriousness of the breach of discipline. Obviously, physical force used in self-defense or in protecting a pupil or other persons would be different from that used in less serious cases. In all situations where time permits, it is assured that physical force will be used only when other means of preventing or stopping a breach of discipline have proven ineffective.

1. Physical force is justified when it is an alternative to a greater harm. When necessary, it should be applied without anger and as a restraint rather than a retaliation.
2. The force used should be no greater than the force that is required to stop the aggressive behavior. Negative name calling and insulting is beneath the teaching profession.
3. Teachers who find it necessary to use physical force are to report complete details verbally and in writing to the principal immediately following the incident.

2. The Protection of School Property

The destruction and abuse of school property must not be tolerated. Pupils are required to pay for any willful damage to textbooks, furniture, walls, etc. It is the duty of each teacher to assist in development of pride for school property.

3. Supervision of Students

EVERY TEACHER is morally and legally responsible for the students in his charge. At no time should a teacher leave his classroom, study hall, or the area in which he is in charge. No curricular or extracurricular activities should take place in or out of the buildings without the personal supervision of the teacher. This applies before, during and after school; also on Sundays and holidays. Students are not permitted to have their own meetings without a faculty member present.

- a. Faculty members do not have the right to excuse a student from his or any other teacher's class or study period without making proper arrangements; nor does the teacher have the right to keep a student from being on time to his next appointment. Faculty members are not to dismiss their class before the period ends. (Special consideration may be given occasionally for incentive purposes.)
- b. Each teacher must take his/her own attendance record. (It is part of knowing who is absent or tardy to your class.) *It is the teacher's duty to speak to the students about absences and tardinesses.

*Teachers are to keep attendance records in their grade books, as the teachers' record book supersedes the registrar's records.

- c. All teachers are expected to have complete control of their classes and supervised areas at all times.

The school-wide assertive discipline plan should be followed by all staff.

D. Weekend Duty Supervision and Meal Supervision Guidelines

1. Meal Supervisor:

- a. Arrive a little early for the meal.
- b. Supervise students while eating. (No shouting, horseplay, or throwing food or other items.)
- c. Make sure that all students except dish crew have left cafeteria area after the meal.
- d. Make sure students have cleared the area and returned to their dorm.

2. Friday Night Vespers: - Coordinator

- a. Arrive early to vespers to make sure the chapel is unlocked and in order for the service.
- b. Plan and coordinate vesper program.
- c. Make sure chapel, restroom and hall lights get turned off and doors locked.

3. Sabbath Duties

- a. Pick up Sabbath duty keys in office on Friday afternoon.
- b. Drive van for student transportation to church.
- c. Supervise students at church and Sabbath school (they are to be in class or in church, not outside or in halls during services).
- d. Serve lunch and supervise cleanup of cafe (for 11:30 crew as well as (students off duty).
- e. Supervise campus area (deans may be gone).
- f. Take students on walk or plan and supervise other appropriate activity for sabbath afternoon.
- g. Prepare and clean up after supper.
- h. Conduct sundown vespers.
- i. Plan and supervise Saturday night recreation until 10:00 PM.
- j. Make sure students are in their dorms, the alarms are set, and the deans are around before leaving campus.

NOTES: Make sure students are dressed appropriately.

1. Slacks and ties for boys at Friday night vespers, Sabbath school and church, and Sabbath dinner.
2. No knee pants or tank tops for Sabbath afternoon activities.
3. Girls are to wear skirts or dresses (no denim) to Sabbath supper and sundown worship unless they are on an outside activity. (Guy's too)
4. Check dorm at 8:30 a.m. on Sabbath. Inform students that departure time is 8:55 a.m.

Other Notes

1. Students are not to do laundry on the Sabbath.
2. Please check dorms regularly throughout Sabbath to assure proper activities are maintained.

E. Work Training Program

Harbert Hills Academy operates a work training program in conjunction with the academic training program. The goal is to have students and staff working together in an environment where the student is trained and supervised at the same time. These duties of training and supervision as part of the work program are very important and should not be taken lightly. All staff are expected to be involved in the work training program in some capacity. Staff are responsible to acquaint themselves with the Child Labor Laws and assure that all activities are safe and in accordance with the applicable laws.

F. Recreation Time

The activities a staff chooses for their personal recreational time should be practically acceptable as an example to the other staff and students. Remember that what we as staff do is even more important than what we say.

G. Off-Campus Activities

Staff taking students for any off-campus activity should plan the activity so that the same policies and rules are adhered to off-campus. When planning for activities please remember that it is advisable to have two or more staff as supervision. Always try to plan for more supervision than you think you will need.

H. Computer-use Policies

Office and lab computers are for work and school related functions. The personal use of these computers should be limited to non-duty busy times. No "pirated" software should be installed on any computer. All software and any games used should adhere to the Christian principles of Harbert Hills Academy. Any supplies used for personal use should be paid for by that staff.

I. Sick List and Medical Emergencies

The deans have the first line of responsibility for putting students on sick list and managing the day-to-day related problems of the students. If the dean is not available, the staff on supervision has the responsibility to put the student on sick list and provide for his or her needs. If a medical emergency occurs, try to contact the principal but do not let that interfere with prompt and appropriate action to see that the medical needs of the student are met.

V. EMPLOYMENT POLICIES

A. Employment Opportunities

Rural Life Foundation is an incorporated nonprofit organization. The employment practices of Rural Life Foundation reflect religious preferences in harmony with the United States Constitution and controlling laws. Rural Life Foundation does not discriminate with regard to race, national origin, sex, color or age in its employment policies and practices.

B. Employment at Will

The employee's position constitutes an employment-at-will relationship and the employee may terminate his position at any time for any reason subject to the notice requirements in the Employee Handbook. The employer has the same rights as the employee for terminating the employment of the employee. The provisions of the Employee Handbook do not constitute a contract of employment nor are they covenants. No representative of the employer, other than the Executive Committee, has any authority to enter into any agreement with the employee for any specified period of time, or to make any agreement contrary to the foregoing. The provisions of the Employee Handbook are guidelines only and may be changed or deleted by the employer as specified.

C. Employment Procedure

In order to be considered for employment in any capacity, the prospective employee must file an application for employment with Rural Life Foundation.

D. Employment Requirements

Harbert Hills Academy seeks to maintain a highly qualified staff. Personnel selection is based on the following qualifications: character, church status, aptitude, education, training, experience, ability, integrity, adaptability and physical ability to perform job functions. Minimal qualifications are:

1. **Church Membership** - Membership in the Seventh-day Adventist Church, unreserved commitment to its objectives, and a personal relationship with Christ.
2. **Church Teachings** - Careful adherence to Bible-based teachings and standards of the church by exemplifying standards of personal conduct which would preclude:
 - a. Use of alcoholic beverages and tobacco.
 - b. Illegal possession and/or misuse of drugs.
 - c. Use of profanity.
 - d. Immoral conduct including but not limited to adultery, fornication and homosexuality.
3. **Lifestyle** - Personal conduct demonstrated in a lifestyle which is expected of Seventh-day Adventists, in attitudes, work performance, and thoughtful attention to personal example and influence in housekeeping, grooming, dress and the avoidance of extremes.
4. **Professional Standards** - Careful adherence to the highest professional and ethical standards in integrity and confidentiality.
5. **Loyalty** - Willing and consistent loyalty and cooperation.
6. **Stewardship** - Exemplary witness in faithful stewardship, as Biblically defined, in personal #finance, tithe, time and talents.
7. **Commitment** - Unreserved commitment and fidelity to Christian service for all employees and to ordination vows for ministers.
8. **Personal Finances** - Management of personal finances enabling one to live within one's regular income and assure the payment of all just obligations on a timely basis.
9. **Conflicting Interests** - Avoidance of conflicting interests and enterprises.
10. **Prescribed Procedures** - Compliance with prescribed procedures for resolving conflicts, disputes, complaints and grievances.
11. **Employee Handbook** - Compliance with the regulations of Harbert Hills Academy as set forth in the Employee Handbook.

E. Cooperation With Institutional Objectives

All staff will agree to uphold the standards of the institution and live up to the same standards required of the students.

F. Communications-School Personnel

The general public and people in the community are more likely to turn to teachers and school personnel for information about the school rather than to the school administration. In addition, the teachers and other school personnel are in a better position to know the attitude of the community toward the school program and the image of the school. Hence, the responsibility of the school personnel in representing the school and program to the community is a very significant one.

School personnel (teachers, aides, service personnel, students) should be very mindful of the impact of their comments, etc., on the attitude that the people in the community have toward them and the school generally. They should be informed of the goals and programs of the total school and take active steps to seek such information from other teachers and the administration.

Harbert Hills Academy has nothing to fear from open and honest communication with the community through its school personnel, when the misrepresentations and false rumors are dispelled and the real direction and goals and programs are presented to the public.

School personnel and anyone attached to the program should seek to uphold the respect and image of the place and program in which they are involved.

G. Faculty Meeting

It is important and vital that the entire faculty meet together to discuss and solve problems affecting the whole school family. This meeting generally lasts for an hour or an hour and a half. This is also the time to hear reports from the various chosen committees. Teacher attendance is required. Necessary absences should be approved prior to the faculty meeting. Agenda items may be submitted to the principal up to one day prior to the meeting.

H. Employment Classification

1. **Regular, Full-Time** - An employee is considered as regular and full-time when assigned a regular position, working a scheduled minimum of 32 hours a week or working full-time on a 40 hours per week pay basis and after having been employed for at least three months. Employees must work full time for at least 1600 hours in a calendar year in order to be eligible for elementary student tuition assistance.

2. **Regular, Part-Time** - An employee is considered as regular and part-time when assigned a regular position, working on a scheduled basis of less than 32 hours a week after having been employed for at least three months.

3. **Temporary, Full-Time** - An employee is considered as temporary and full-time when filling a temporary position, and working on a scheduled basis of at least 32 hours a week. Such employees are eligible for tuition assistance if their assignment is for more than three months.
4. **Irregular, Part-Time** - An employee is considered as irregular and part-time when filling floater assignments as needed.
5. **Regular, Full-Time Volunteers** - An individual is classified as a regular full-time volunteer if they work at least 32 hour per week or are assigned a job classified as a full-time volunteer position.
6. **Regular, Part-Time Volunteers** - An individual is classified as a regular part-time volunteer if they work less than 32 hour per week or are assigned a job classified as a part-time volunteer position.

I. Conflict of Interest

Employees of Rural Life Foundation are expected to accept the conflict-of-interest policy as adopted by the Board of Directors. Situations which are considered to be in violation of this policy are as follows:

1. Engaging in outside business or employment which permits encroachment on the organization's call for the full services of its employees even though there may not be any other conflict.
2. Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity or objective of the organization.
3. Engaging in any business with, or employment by, an employer that is a supplier of goods or services to the organization.
4. Making use of the fact of employment by the organization to further outside business or employment, or associating the organization or its prestige with an outside business or employment.
5. The ownership or leasing of any property with knowledge that the organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustee or is in any fiduciary relationship with the organization or is otherwise regularly involved in business transactions with the organization.
7. The acceptance of any gratuity, favor, benefit or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort of connection with work of the organization other than the compensation agreed upon between the organization and the employee.
8. Making use of any confidential information acquired through employment by the organization for personal profit or advantage, directly or indirectly.
9. It is further understood that no staff member shall have any outside business or employment without administrative approval.

J. Confidential Information

Many times within the Rural Life Foundation office there are strictly confidential disclosures of a personal or organizational nature. The employee will protect himself and the organization by not allowing the dissemination of such information to family, friends, or strangers unless authorized to do so by an appropriate administrator.

K. Personal Appearance Policy

Rural Life Foundation employees play an important role in presenting to students, visitors and co-workers alike a positive image of conservative, Christian professionalism as exhibited through dress and personal appearance. Modest dress, personal grooming, and overall professional appearance of employees truly reflects commitment to the highest levels of Christian values in dress and appearance.

For these reasons, the Rural Life Foundation, while not acting as conscience for others, requires all of its employees, from the first day of employment, to follow the personal appearance standards outlined in the Student Handbook.

L. Television

We do not have television in the dorm or school buildings, except on special occasions with approval from the administration. Since we recognize and feel that great danger of the free use of television and also the difficulty of control, we highly recommend that the staff not have television.

M. Music and Reading

Music and reading should be of an uplifting nature. The choice of what to read, listen to and watch should be guided by the principles outlined in Philipians 4:8, "Finally brethren whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things."

N. Food

Harbert Hills Academy serves a vegetarian diet in our cafeteria and strongly promotes a meat free diet as the best means of maintaining a healthy mind and body. If a staff member is not a vegetarian, we ask that **NO** meat dishes or products be served to the students at any time. When a staff member is in charge of an off-campus activity that requires arranging for student meals we require that these meals be planned as vegetarian meals.

O. Firearms

Due to the fact that many of the young people are in the staff homes on various occasions and State laws prohibit the use of firearms by Minors, Harbert Hills Academy staff shall not have guns or firearms in their home unless they possess a written permit from the Executive Committee.

P. Students in Faculty Homes

If a staff member is hosting a student or group of students in their home for any function or reason we require that the staff member maintain all conduct and activities in accordance with the school policies and regulations.

R. Religious Service Attendance

All staff are expected to regularly attend Sabbath services and are encouraged to attend the chapel and vesper programs. The Deans are required to attend the chapel morning worships and vesper programs unless other arrangements for supervision have been made. All other available staff should make an effort to regularly attend morning worships services and be on time.

S. Leave of Absence

1. Procedure - Leaves of absence may be granted for study programs, health problems or extenuating circumstances. Requests must be submitted in writing to the supervisor/department director for consideration by the Executive Committee.
2. Conditions - If a leave of absence is approved by the Executive Committee, conditions shall be clearly defined and communicated to the employee in writing. These shall include the length of the leave of absence, financial assistance, if any, and the responsibility, if any, of Rural Life Foundation to reemploy the individual.
3. For further information on Leave, see Section VI.

1. Requests - Employees who desire a few weeks of time off without remuneration for personal reasons shall submit their request to their department director.
2. Approval - If the department director approves, the request shall be referred to the Executive Committee for decision.
3. Unauthorized Absence - The employee will be considered absent without authorization if a message is left with anyone other than the supervisor or department director.

U. Discipline

The purpose of disciplinary procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to assist employees in achieving optimum performance. The procedures outlined herein are for guideline purposes only and may be changed or omitted by the employer.

A. Causes for Discipline - Causes for discipline may include but are not limited to the following:

1. Violation of conditions of employment.
2. Violation of published policies and procedures.
3. Failure to comply with any reasonable job-related request by a supervisor.
4. Causing employee unrest by airing complaints in lieu of following established complaint and grievance procedures.
5. Failure to keep accurate records in the prescribed manner or submit valid reports.

B. Procedures for Employee Discipline - There are four steps that supervisors are normally expected to follow when policies, regulations and guidelines in this handbook are ignored or violated:

1. Verbal Warning - A verbal warning by the immediate supervisor directed to the involved employee. Successive verbal warnings shall be documented in the employee's file.
2. Written Warning - Use of the Employee Warning Form which outlines the problem area(s), describes corrective action to be taken within the prescribed time frame and further action which will occur if improvement is not noted within this time frame. A copy of this form shall be given to the employee and another copy shall be sent to the Administrative Office and placed in the employee's file. Forms are available at the Administrative Office.

3. Evaluation - At the end of the noted time frame, another session will be conducted between the supervisor and employee to discuss results since the initial counseling session. If desired improvement has not been made, the Administration shall be informed.
4. Probation - The Administration or Executive Committee shall take action placing the employee on probation. Another session with the employee will be held in which the employee is advised of the probationary action. A letter will follow from the Administration confirming the probationary status and will be placed in the employee's file.
5. Discipline - The Administration or Executive Committee may choose an appropriate level of discipline, based on the severity of an offense, including, but not limited to, verbal warnings, written warnings stated above and administrative leaves with or without pay.

C. Basis for Termination - Any cause for discipline which is not corrected may lead to termination. Causes may include but are not limited to the following:

1. Violation of conditions of employment.
2. Violation of published employment policies and regulations.
3. Failure to practice the fundamental teachings and standards of the Seventh-day Adventist Church.
4. Misuse of confidential information.
5. Habitual tardiness and/or absenteeism.
6. Misappropriation or misuse of organizational funds or other assets.
7. Unauthorized possession or use of property belonging to the organization or other individuals.
8. Inadequate effort to fulfill a job assignment or unsatisfactory performance.
9. Committing, aiding, advocating or being convicted of a felony.
10. Supporting or being involved with activities that are in conflict with the teachings and objectives of the Seventh-day Adventist Church.
11. Persistent disregard or violation of sound principles of Christian interpersonal relationships or inability to maintain cordial relations with fellow employees.
12. Refusal to accept a transfer or a justified reassignment.
13. Attitude detrimental to the objectives and philosophy of Rural Life Foundation.
14. Falsification of records, time reports or expense reports.
15. Insubordination.
16. Misuse of confidential information.
17. Remarriage without Biblical grounds.

D. Procedures for Terminating Employees

1. Opportunity to Resign - If disciplinary or corrective measures have failed to remedy the situation and if termination seems to be necessary, the employee may be given the opportunity to resign on his own initiative.

- a. If the employee feels that written conditions of employment or published regulations, policies, or procedures have been inequitably applied in his impending dismissal, he may use the established grievance procedure. If the employee wishes to use this procedure, intention must be stated in writing to the Administration Office within five working days of receipt of written notice of proposed dismissal. Notice shall be delivered in person or by registered mail with return receipt requested.
- b. If the employee does not resign or does not initiate a grievance procedure, the matter will come back to the appropriate committee for final action.

2. Gross Misconduct - In case of serious violation of conditions of employment or a major infraction of policies and regulations, such as gross misconduct, the action of the appropriate committee to terminate the employee's services is final. In such cases an employee may not be given an opportunity to resign. Prior notice and warnings need not be given and steps under Section D-1 above are not applicable. Dismissals for gross misconduct may be for, but not necessarily limited to, the following acts:

- a. Vandalism
- b. Act of immorality or indiscretion
- c. Disorderly conduct and profanity
- d. Gross neglect of duty
- e. Dishonesty
- f. Use of tobacco in any form and/or alcoholic beverages
- g. Illicit use of drugs

3. Settlement - Should an employee be dismissed, Rural Life Foundation will give a minimum of two week's notice (except in the case of dismissal for gross misconduct). Rural Life Foundation at its own discretion may pay the dismissed employee in lieu of notice. The employee who is dismissed for gross misconduct will receive the full remuneration that he has earned up to the time of discharge and applicable termination settlement.

V. Grievance Procedures

Should feelings arise that an employee has not been justly treated, the following procedures should be pursued:

1. Initial Discussions - The issue or problem in question should first be discussed with the immediate supervisor. If satisfaction is not obtained, the matter should be taken to the department director. If the potential cause of the issue or problem in question is the supervisor himself, the employee may, at his option, bypass the supervisor and proceed directly to the department director. If not resolved at this level, the Principal or Administrator shall be consulted.

2. Grievance Committee - If the foregoing steps do not result in the resolution of the issue, the complainant has the right to request the Executive Committee for a hearing. The complainant must provide a list of specific issues that he/she wishes to have the Executive Committee consider. The Executive Committee shall take the action which it deems appropriate. Should this step fail to bring satisfaction, the final step is a hearing before the Board of Directors. The Board's evaluation and resolution of the problem will be considered final.
3. Third Parties - No third party shall participate in either the hearing before the Executive Committee or the Board of Directors. No written or electronic transcript of the hearing shall be kept by the employer or the employee. The evaluation and the resolution determined by the Executive Committee and/or the Board of Directors may be verbal and/or written.
4. Any item brought to the Executive Committee level for resolution will be reviewed by the Board of Directors.

W. Inservice Training/Continuing Education

Inservice and continuing education are considered an essential part of an employee's job. Each employee shall attend on-site training as provided and shall request any additional training deemed necessary through the administration.

X. Harassment

1. Personal Conduct - Employees of Rural Life Foundation are to exemplify a Christ-like life and should avoid all appearance of wrongdoing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life.
2. Mutual Respect - Employees should respect and uplift one another. They must never place another employee or student in a position of embarrassment, disrespect, or harassment because of their sex or sexually related conduct, or because of their age, race or ethnicity. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.
3. Definitions -
 - A. Sexual harassment includes, but is not limited to, the following:
 1. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature which affects an individual's employment status or the terms, conditions or benefits of his or her employment. Such conduct constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
 - d. Where threats or suggestions are made that an individual's employment, future promotions, wages, etc., depend on whether or not he or she submits to sexual demands or tolerates harassment.
2. Unwelcome sexually oriented statements (e.g. kidding, teasing, jokes, degrading or offensive sexual comments, sexual tricks, etc.);
 3. Requests or pressure for sexual activity;
 4. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.); or
 5. Suggestions, threats or demands for sexual favors.
- B. Harassment on account of age, race or ethnicity includes, but is not limited to, the following:
1. Subjecting employees to derogatory remarks, insults, slurs, jokes or tricks based on age, race or ethnicity;
 2. Denying employees opportunities to participate in training or education on account of their age, race or ethnicity;
 3. Limiting opportunities for promotion, transfer or advancement on account of age, race or ethnicity;
 4. Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.
4. Working Environment - Rural Life Foundation recognizes its responsibility to all employees to maintain a working environment free from harassment on account of sex, age, race and ethnicity. It endeavors to achieve this environment through educating employees that harassment on account of sex, age, race and ethnicity violates the law and is strongly disapproved by Rural Life Foundation. Rural Life Foundation also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment on account of sex, age, race or ethnicity.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, Rural Life Foundation shall take the following actions:

- A. Each employee shall receive a copy of this harassment policy and complaint procedure;
- B. Each employee shall acknowledge receipt of this policy and complaint procedure, which will be maintained in his or her personnel file;
- C. Employees are required to participate in annual training sessions which include coverage of the harassment policy and complaint procedure;
- D. Rural Life Foundation shall designate a male and a female person to whom complaints of harassment on account of sex, age, race or ethnicity can be made, in addition to an employee's department director; and
- E. Employees who file harassment complaints will not be subjected to retaliation by supervisors or co-workers.

5. **Reporting Incidents** - Rural Life Foundation will not tolerate harassment on account of sex, age, race or ethnicity in any form. Employees who believe that they have been harassed on account of sex, age, race or ethnicity by supervisors, fellow employees, clients, or non-employees should immediately take the following steps:

- A. Make it clear that such conduct is offensive and should be stopped immediately;
- B. Report the incident to their department director or to the Administrator. The initial report shall be followed by a written statement describing the incident and identifying potential witnesses; and
- C. The employee should not discuss the incident, and maintain the harassment complaint in confidence. The person to whom the complaint is made shall keep information received in confidence, except as necessary to investigate or rectify the matter.

6. **Third-Party Reports** - Employees who are aware of incidents of potential workplace harassment toward others on account of their sex, age, race or ethnicity are urged to report such incidents to their department director or the director of Personnel Administration for investigation.

7. **Investigation** - Complaints of harassment on the basis of sex, age, race or ethnicity shall be investigated promptly. The investigation must be a genuine attempt to identify and remedy the problem. The Administration (or designee) will direct the investigation of all harassment complaints. The investigation will include, at a minimum, confidential interviews with all involved persons and obtaining, if possible, written statements regarding the incident(s). The investigation and results will be documented in writing.

The determination of whether or not a particular action constitutes harassment shall be made from the facts on a case-by-case basis. In determining whether alleged conduct constitutes harassment on account of sex, age, race or ethnicity, Rural Life Foundation shall look at the record as a whole and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. The designated Administrator will review the results of the investigation with the complainant and accused employee and explain any corrective action to be taken. Both employees will be cautioned to maintain the investigation and results in confidence.

8. Corrective Action -

- A. If the investigation indicates that harassment on account of sex, age, race or ethnicity has not occurred, the complainant and accused employee will be notified of the results and cautioned regarding future compliance with the Rural Life Foundation's harassment policy.
- B. If the investigation indicates that harassment has occurred, Rural Life Foundation shall take prompt corrective action. Depending on the severity of the conduct, the corrective action may range from a written warning which will be placed in the employee's personnel file to immediate dismissal.

9. No Retaliation - Rural Life Foundation prohibits supervisors and co-workers from retaliating, intimidating or harassing employees complaining of harassment on account of sex, age, race or ethnicity.

VI. REMUNERATION POLICIES

A. Philosophy of Remuneration

Rural Life Foundation has accepted the challenge of providing affordable Christian education to youth. Rural Life Foundation believes that modesty and good taste with reasonable comfort will govern the lives of Christian workers. The work of this school is a mission to which lives are dedicated rather than a business or commercial venture. The Spirit of Sacrifice on the part of the employee will be manifested not only by the level of their financial remuneration, but also by the dedication of time, talents, and energy to the cause of God and humanity.

B Remuneration Scale

All employees at Harbert Hills Academy are compensated at a rate set by the Board of Directors or the Executive Committee.

C. Overtime

Overtime for hourly employees shall be authorized by the employee's supervisor and shall be only as required.

D. Reporting Time Worked

Hourly employees must keep a careful and exact record of time worked. Time should be recorded daily. If employees arrive late or leave early, the exact time shall be recorded. Time falsely registered may result in termination.

E. Withholding of Taxes

Federal, state, and/or city income taxes and Social Security are withheld from pay checks according to law. The amounts withheld for income tax are based on the exemption certificates signed at the time of employment or subsequent updates. It is important to report immediately any change in the number of dependents. An annual statement of total earnings and deductions for taxes is issued in harmony with governmental regulations.

F. Payroll Deductions

Deductions from personal payroll checks for such things as institutional purchases, rent, utilities, and phone calls will be made for any employee on an as-purchased, used, or arranged basis.

G. Garnishments and Assignments

Personal business affairs should be conducted in such a way that Rural Life Foundation will not become involved. Rural Life Foundation will abide by court judgment if legal actions concerning delinquent indebtedness are brought against employees.

H. Payday

The pay periods end on the 15th and the last day of every month. Employees are paid on the 1st or first business day of the month and 15th of the month unless that day is a holiday or weekend. In that case they are paid on the day preceding the holiday or weekend. The time worked on the 1st through the 15th is paid on the 1st of the following month. The time worked from the 16th to the end of the month is paid on the 15th of the following month.

I. Payroll Advances

Harbert Hill Academy does not make payroll advances.

J. Pregnancy Leave

1. **Provision** - Pregnancy leave will be granted on the same basis as extended sick leave in accordance with the Sick Leave Policy and Paid Leave Policy. Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.

2. **Remuneration** - Beginning with the first day of pregnancy leave, regular remuneration will be continued and shall be charged to the sick leave bank until those accumulated hours have been exhausted. Accrued time in the paid leave bank may also be used for pregnancy leave. Additional time will be unpaid leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at Harbert Hills Academy at the end of the pregnancy leave.
3. **Adoptive Leave** - Employees who adopt a baby, up to three months of age, shall be eligible for up to a four-week leave from accumulated paid leave or without pay.
4. **Letter of Intent** - As a courtesy to the employer and co-workers, prior to the beginning of the pregnancy leave, the employee should submit to the Personnel Office a letter of intent as to plans for returning for continued employment following the pregnancy leave.
5. **Post Leave Employment** - An employee returning from pregnancy leave will continue in her position or will be assigned to another comparable position.

11. **Emergency Leave**

1. **Procedure** - If it is necessary for an employee for any reason to be absent from work even for a portion of a day, the supervisor should be notified as soon as possible of the reason for the absence and anticipated time of return. If this time should exceed three days, it will be necessary to secure permission from the Administrative Office.
2. **Time Off** - Absence from work for personal reasons, other than those provided by policy, will be deducted from paid leave. Time for an occasional emergency or personal problem may be made up outside regular hours if arrangements are made with the supervisor.
3. **Unauthorized Absence** - The employee will be considered absent without authorization if a message is left with anyone other than the supervisor or department director. Unauthorized or inadequately reported absences will be recorded in the employee's personnel file.

12. **Bereavement Leave**

Regular full-time employees of Harbert Hills Academy who lose a member of the family in death may be granted a bereavement leave of up to three days. Family members include husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of the employee and grandchildren. Request for bereavement leave is made through the employee's supervisor and the principal. Regular part-time workers are also eligible for bereavement leave on a pro-rata basis.

13. **Jury Duty**

Employees who are called to serve on jury duty will notify the director of their department and Administration. Employees may retain the standard jury fee even though they are paid their regular remuneration by Harbert Hills Academy.

Court Ordered Subpoena

Employees subpoenaed by court shall notify their supervisor and the Administration Office of the required absence. Regular remuneration will continue during the absence from work.

14. Snow and Hazardous Weather Policy

Generally all employees are expected to adhere to the regular work schedule without regard to climatic conditions.

15. Family Medical Leave Act.

VII. EMPLOYEE BENEFITS

A. Health Care Assistance

At this time Rural Life offers no benefits in this area.

2. Tuition Assistance

Harbert Hills Academy employees will receive tuition assistance for their children who are enrolled at the Harbert Hills Academy elementary school but have not yet reached the age of 12. At 12 years of age the student is expected to begin work on the farm or garden program to help cover their own tuition expense.

3. Moving Policy

Harbert Hills will advance, as a loan, \$1.00 per mile, up to \$2,000.00 for moving expense. This loan will be paid off in service at the rate of \$50.00 per month for each month the member is in service at Harbert Hills Academy. At such time that the member shall leave, the balance of the loan, if any, shall be due in full. Cases may vary according to need as approved by the Executive Committee. Harbert Hills will be responsible for moving a member one way. The member is responsible for all other moves.

4. Educational Assistance

Harbert Hills Academy encourages staff to be lifelong learners and to continue their education through formal and informal means. If a staff member is continuing their education, Harbert Hills Academy, upon written request to the executive committee may grant or loan funds to the employee for educational purposes. Terms of work-off or repayment will be as approved by the executive committee.

5. Vacation Pay

Employees with less than 6 years service with Harbert Hills Academy earn vacation days at the rate of 7 hours for each month of full-time employment. The Deans and Principal and President earn at the rate of 10 hours for each month of full-time employment.

Employees with 6 or more but less than 13 years of service with Harbert Hills Academy earn vacation days at 10 hours for each month of full-time employment. The Deans and Principal and President earn at the rate of 13 each full time month of employment.

Employees with 14 or more years of service earn vacation days at the rate of 13 hours for each month of full-time employment.

Vacation hours may be accumulated up to a maximum of 240 hours. These vacation days may be taken as earned on a monthly basis or reserved for a time at Christmas or during summer break. Employees who are involved in the school program should not plan on taking their vacation time during school terms. Not more than 3 weeks should be taken at any one time.

Under emergency conditions an employee may be allowed to borrow on unearned vacation days at the discretion of the executive committee. A record of vacation days earned and taken will be kept in the office for each employee. Employees must submit a request signed by them and their supervisor for payment of vacation days. Vacation days for part-time employees will be prorated according to the number of hours worked.

6. Sick Pay

All Harbert Hills Academy employees will earn 4 hours of sick leave for each month of full-time employment. If more than three days of sick leave are taken at the same time, a doctor's excuse must be furnished by the employee. Employees are encouraged to build and save a reserve for emergencies. Accumulated sick leave time may be used for doctor or dentist appointments.

Sick leave shall not be converted to paid leave or considered as credit payable at termination of employment. Sick leave shall be earned on a prorated basis for part-time employees.

7. Workers Compensation Insurance

1. **Accidents - Reporting** - Harbert Hills Academy provides Worker's Compensation insurance for all employees. Employees injured while working at Harbert Hills Academy should immediately report to the supervisor/department director. Within 24 hours a written report of the injury must be made by the supervisor/department director, signed by both parties and returned to the Worker's Compensation Insurance Coordinator.
2. **Emergency Care** - If emergency health care and/or hospitalization is necessary, the hospital and/or doctor should be notified that it is a Workers Compensation claim. The Workers Compensation Insurance Coordinator should be notified immediately in order to contact the insurance adjustor.
3. **Health Care** - If the employee needs to see a doctor or is hospitalized, the medical facility should be informed that it is a Workers Compensation related injury. A letter from the doctor is required stating that the visit was related to the Workers Compensation injury.

8. Water and Utilities for Deans and Principals

One half of the electric bill, all water and sewer costs, and the basic service fees for telephone will be paid for the deans and principal and President.

9. Unemployment Insurance

Harbert Hills Academy is a non-contributing non-profit employer and thereby pays no unemployment insurance fees.

10. Housing Assistance

Available staff housing is assigned by the executive committee. The employee is responsible for minimal rent as charged by Harbert Hills Academy.

11. Telephone Allowance

Where an employee is required by the nature of their jobs to have a telephone, Harbert Hills Academy will pay the basic phone fee.

12. Utilities Allowance/Garbage Disposal

Harbert Hills Academy makes a minimal charge to those connected to the school utility system, and for those who choose to dispose of their trash in the Harbert Hills Academy dumpsters. All employees are encouraged to recycle and reduce waste as much as possible.

13. Garden Produce

Harbert Hills Academy garden produce is available to staff families at no cost if they choose to participate in the garden upkeep program by working in the garden 2 to 4 hours a week assisting where needed, or employees may purchase the garden produce from the farm manager. Employees who are assisting in the garden may take as available what they need for their own families, but not for selling or trading.

14. Food Bank; NOT USED (no appl. to staff)

15. Town Service

If an employee needs an item from town they may put it on the daily town run list as long as the stop is within normal town run limits and the money for the purchase is attached.

VIII. TRAVEL

1. Travel Authorization

1. Travel authorization normally comes from the employee's supervisor or the administration office.
2. In cases where special travel is required in terms of distance, expense or other unusual arrangements, travel will be authorized by the executive committee.

3. Transporting Students

Any travel requiring transportation of students should be done using a school van; or if a private auto is used, the responsible staff is required to make sure that the auto being used has liability and medical insurance coverage. Minimum &100,000 liability, and minimum \$50,000 medical.

It is also the responsibility of the responsible staff to assure proper supervision of the students while in travel status.

4. Foreign Travel

If foreign travel is required, proper passport and visa arrangements, as well as parental permission forms and treatment consent forms, are required to be carried by the responsible staff.

5. Travel Advance

An employee required to travel may request an advance to cover expenses. Actual expense tickets must be kept and turned back in to the office with any remaining funds, unless the travel expenses advanced are for personal car mileage.

6. Sabbath Travel

All employees are encouraged to plan travel so that they may observe the Sabbath properly. If traveling locally with a group of students, try to assure that, as much as possible, arrangements are made to avoid unnecessary fuel and food stops.

7. Expense Report

Itemized travel expense reports shall include actual mileage and receipts for all related and claimed expenses.

IX. SERVICES PROVIDED BY RURAL LIFE FOUNDATION

A. Mail Service

Employees living on campus may have their mail delivered to the school office where this mail will be sorted and put in staff boxes Monday through Friday. Any UPS packages delivered should be delivered to your home. Harbert Hills Academy will accept UPS deliveries only for staff who have their mail delivered to the school office, and even in that case Harbert Hills Academy accepts no responsibility for lost or misplaced packages.

B. Office Supplies

Office supplies for your personal use may be purchased at the office if available.

C. Duplicating Services

The copy machine is available for staff personal use at the rate of fifteen cents a copy.

D. Library

Harbert Hills Academy staff may check books out of the library or use materials there according to library policies.

X. SCHOOL FACILITIES

- | | |
|----------------------------|-----------------------|
| 1. Administration Building | 11. Trailer Court |
| 2. School Shop | 12. Green House |
| 3. Ballfield | 13. Radio Station |
| 4. Cafeteria | 14. Elementary School |
| 5. Dormitories | 15. Bakery |
| 6. School Housing | |
| 7. Guest House | |
| 8. Home Ec Building | |
| 9. Swimming Pool | |
| 10. School Equipment | |

School facilities are intended for the use and enjoyment of staff and students alike. It is expected that all staff and students will cooperate with the administration in the proper use and care of all school facilities.

1. Administration Building

The administration building includes a library, classrooms, offices and chapel. Shoes should be cleaned before entering the building. Gum, candy, refreshments or food are not allowed in the administration building, except for special functions as pre-approved by the principal.

A. Chapel - The chapel is our on-campus sanctuary and should be treated at all times with reverence and respect. All activities planned for the chapel must be routinely scheduled religious services or specially planned events to be approved and scheduled by the principal.

Operation of the PA system shall be by an approved person.

All music planned for the use in the chapel should be in accordance with conservative SDA standards. Any questionable music should be reviewed with the school music director in sufficient time before program performances to allow for any necessary changes.

All programs presented in the chapel are to be in accordance with SDA doctrines and beliefs.

The chapel is available for weddings. A \$25 cleaning deposit will be required.

1. No ring ceremonies.
2. Put everything back in its place and leave the building clean.
3. No smoking or alcohol on the premises.
4. Treat the sanctuary reverently. **NO** running, loud talking, or horseplay.
5. Modest dress standards are to be adhered to.
6. No preparations for the wedding are to be done during the Sabbath hours.

B. Classrooms

Classroom furniture shall be maintained in good order.

No sitting on the desktops.

No throwing things.

A state of order shall be maintained at all times.

Only erasable markers shall be used on the white boards.

Boards should be left clean after each class.

The last teacher out will be responsible for turning off the lights.

C. Laboratories

a. Computer Lab. The computer lab will be open for use by students or staff under the supervision of the computer teacher. Only properly licensed software shall be used. Computer games or software promoting a philosophy not in accordance with conservative SDA standards are not allowed.

b. Science Lab. Experiments and projects should be cleaned up and put away at the end of each class period. All experiments and projects conducted should be under the direct supervision of an instructor or lab assistant and shall be conducted in accordance with safe laboratory methods. There will be an annual laboratory fee of \$20 per student per lab class, including biology, chemistry, and physics. All laboratory equipment and supplies shall be maintained by the teacher. Science lab storage closets shall be maintained in a clean and orderly condition.

D. Library - A quiet atmosphere conducive to study shall be maintained in the library at all times. Library books, tapes, videos and other resource materials shall be treated carefully. All library reference materials shall remain in the library at all times. Non-reference materials may be checked out by students or staff. Library cards will be issued upon request. All materials not returned on time will accumulate a fine of five cents per day per item. All library fines shall be paid in cash. No checkouts will be allowed as long as a fine is owed. If materials are lost or damaged, the cost of the item shall be paid in cash before other items may be checked out.

Library materials will be checked out only when an authorized librarian is present. Hours will be as posted.

E. Offices - Office assignments will be made by the principal. Each office should be kept neat and orderly. Office phones are for school-related business. Personal long-distance calls should be kept to a minimum. Any such calls should be made collect or placed on a personal phone card.

Music played in an office should be kept on low volume so as not to disturb classes or other office occupants.

F. Basement

The administration basement area is for storage only. Items stored there should be reviewed regularly. It is not a junk storage area.

2. School Shop

The school shop is for upkeep, maintenance and repair of school vehicles and equipment. This facility is also used during teaching of certain vocational classes. Faculty and staff are allowed to use this facility as long as such use does not conflict with school business. Requests for shop use should be made to the shopmanager. Extreme caution and care should be taken when using any shop tools or equipment. Those using the shop are responsible for leaving it in a clean and orderly condition.

3. Ballfield

The ballfield is intended for student and staff recreational use. All activities planned for this area should be appropriately supervised. Lights should be turned off after the recreational period is over.

4. Cafeteria

The cafeteria is primarily for providing meals. It may be used for other staff or student functions upon the approval of the cafeteria manager. All expenses for supplies and food for auxiliary functions shall be paid by the group using the facility. The cafeteria shall be left clean, orderly, and properly locked. Dorm students are charged for their meals on a flat-rate basis. All others eating in the cafeteria should have a meal ticket, which can be purchased at the business office.

5. Dormitories

Dormitories are under the direct supervision of the respective dormitory deans. No overnight guests are allowed without permission of the dean. The furniture, fixtures and equipment in the dormitories are the property of Rural Life Foundation and should be kept in good condition at all times. These items should not be removed from the dormitories without permission from the principal.

6. School Housing

School housing facilities are for faculty and staff housing. Rental policy: All staff or faculty residing in school housing must agree to the following terms: Deposit - \$350 damage/cleaning deposit is required for all housing. This deposit may be paid in cash or taken out as a payroll deduction at \$50 per month for the first seven months of employment. An entry and exit housing condition check will be performed jointly by the renter and a member of the Harbert Hills administration. All necessary repair and cleaning costs will be deducted from the damage/cleaning deposit prior to the refund of the deposit. Any desired modifications to the home by the renter should be submitted to the administration for approval. Any items requiring maintenance or repair should be turned in on a maintenance request form to the school maintenance supervisor. In addition, home maintenance checks will be scheduled twice a year for each home.

The inside of the home is a model for students and other staff. Cleanliness and order should be maintained.

The outside area around the home shall be kept in a neat and clean condition with the lawncare being regular. If it is not kept properly, the area will be cleaned and mowed by the grounds crew. The cost of this service will be charged to the renter.

No inside pets, except fish, are allowed unless the renter will sign and hold to the terms of the Indoor Pet Contract. Staff houses are single-family dwelling units. Long-term guests, including non-immediate family members, planning to visit for more than four weeks should obtain approval through the executive committee. All electricity, water and telephone services are the financial responsibility of the renter.

7. Guest House

The guest house facility is to provide short-term housing for guests of students, staff, HHA and HHA nursing home. All use of these facilities will be scheduled with the guest house schedule coordinator.

These rooms are available on a first-come basis. Early reservation is advised. There is no charge for use of these facilities but donations are accepted.

8. Home Ec Building

The home ec building is not available for use. When it is available for other use it must be scheduled through the principal's office and should be left clean, orderly and properly locked.

9. Swimming Pool

The swimming pool is open to faculty, staff and students. Financial arrangements should be made at the business office. The pool is to be kept locked whenever not in supervised use. See one of the deans, the principal, or the business office to get the pool unlocked. There are scheduled swim times for boys, girls, and families. No cutoffs or two-piece swimsuits are allowed. Recreational attire is to be worn to and from the swimming area. All personal items should be taken with you when you leave. Unclaimed items will be disposed of after a short waiting period. There should be no running or horseplay in the pool area. There is no lifeguard on duty. Parents must take responsibility for supervising their children. Mixed swimming is not allowed for the students. Individual families should sign up for half-hour swim slots on the weekly schedule posted in the business office. The pool will be considered to be open for another family's use if you do not show up within 10 minutes of the beginning of your scheduled swim time. The swimming pool schedule will be issued each year.

10. SCHOOL EQUIPMENT

A. Copy machine. The copy machine is intended to be used primarily for school business. Any personal copies will cost 15 cents each and should be paid for at the business office.

There will be a copy log on the copy machine for recording school-related copies by department.

B. Lawn & Garden, Tools & Equipment. Any use of the school's lawn and garden tools and equipment should be authorized by the school's farm manager.

C. VCR/TV Unit. School audiovisual equipment is primarily for use in classroom and student educational purposes. Personal use of this equipment should be on an approved basis.

D. School Vehicles. The school vehicles are for use on official school business. If an emergency arises and a vehicle is needed by a staff member for personal purposes, permission for such use must be obtained through the administration. A mileage charge slip should be turned in to the office for private use. The guidelines are that for the first two weeks the individual must pay for gas used; after that, this additional use will be charged at the standard mileage rate. If a private individual or organization not associated with the school desires to use a vehicle, this must be cleared through the administration. There will be a mileage use charge for this use. If a driver is required, this cost should be covered by the party needing the service.

11. Trailer Court

The trailer court slots are for rental to individuals employed by Harbert Hills Academy. Trailer units to be placed in the trailer court rental slots must first be approved by the Executive Committee. Trailers are to be single-family dwelling units. Long-term guests, including non-immediate family members, planning to visit for more than four weeks should obtain approval through the Executive Committee. All electrical and telephone services are the financial responsibility of the renter. The individual will be charged a lot rental fee each month. The individual is responsible to maintain their trailer lot in neat and clean condition. The yard area around the trailer should be regularly mowed and kept free from trash, debris and other matter tending to give a littered appearance. Should they fail to do this, the lot will be cleaned and maintained by the grounds crew, and the individual will be charged for this service. No additions or buildings may be added to the lot without the prior approval of the Executive Committee. After an individual ceases to be employed by Harbert Hills Academy, they will have two months to move the trailer.

12. Greenhouse

The greenhouse is for use in producing plants and produce for the school. Any excess plants or produce will be made available for staff purchase.

13. Radio Station

The radio station is an educational and outreach tool. Any staff needing the use of this facility should coordinate with the radio station manager.

14. Elementary School

The elementary school building is currently not available for use. Any inquiries must go through Principals office.

15. Bakery

The Bakery is a school industry and training facility. The Bakery manager should be consulted on all matters related to this facility.