

**MID-AMERICA UNION CONFERENCE OF  
SEVENTH-DAY ADVENTISTS**

***EDUCATION CODE***

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## GLOSSARY

### 0800:15

Academic Standards Committee: An Academic Standards Committee is an academy sub-committee of administration that processes curriculum and academic issues.

Academy: The term academy indicates senior academy, grades nine through twelve.

Administrative Leave: The immediate removal of an employee from assigned duties.

Assignment: The period of time for allocation of responsibilities for certificated personnel, usually either ten or twelve months.

At-Will Employment: An employment status based on mutual consent whereby either the employer or the employee has the right to terminate employment, with or without cause or prior notice.

Certificated Personnel: Persons employed for positions requiring North American Division educational certification. (See §4200)

Classified Personnel: Persons employed for positions not requiring North American Division educational certification. All classified personnel are “at-will” employees. (See §4400)

Conference: A basic administrative unit: Seventh-day Adventist Conferences in the Mid-America Union are Central States, Dakota, Iowa-Missouri, Kansas-Nebraska, Minnesota, and Rocky Mountain.

Conference Board of Education: A legislative body selected by the conference to assume responsibilities for the operation of the conference school system.

Conference School System: All Seventh-day Adventist schools within the conference under the jurisdiction of the conference board of education.

Constituency: Seventh-day Adventist Church members who support a Seventh-day Adventist school.

Director: An education advisor and coordinator who serves from the General Conference, Division, or Union Conference Office.

Division: See North American Division.

Edit Committee: A committee organized by the Union director to arrange education policy wording in such a manner as to properly express the intent and will of the Union Board of Education.

Education Employee: A person employed to perform functions related to the education ministry in a Seventh-day Adventist school.

Education Ministry: Services provided to encourage the spiritual, mental, social, and physical development of young people who attend Seventh-day Adventist schools.

Ex Officio: A committee member who serves by virtue of or because of their elected or appointed position.

Executive Committee: A subcommittee authorized by the board to conduct business between scheduled meetings.

Executive Session: A committee or board session at which only the elected members are allowed to be present for the purpose of discussing personnel or disciplinary issues. It is appropriate to include invitees designated in the motion to attend this executive session.

General Conference: The world organization of the Seventh-day Adventist Church.

Junior Academy: A school that offers secondary subjects for grade nine and/or grade ten as authorized by the Mid-America Union Board of Education.

Legal Guardian: See Parent/Legal Guardian.

Level I: Level I is the employment status given to an employee who does not hold current denominational North American Division certification or is employed under identified special provisions. (See §4210)

Level II: Level II is the employment status given to an employee holding a North American Division Basic Certificate. This level may also be given for up to three years to employees holding a current North American Division certificate who transfer into the conference. Level II employees are employed for an academic year. (See §4215).

Level III: Level III is the employment status given to continuous full-time employees who hold a current North American Division Standard or Professional certificate. (See §4220)

Local Conference: See Conference.

Local Office of Education (LOE): LOE designates the Conference Office of Education.

## **0800:15, Cont.**

Mandatory: Containing the nature of a mandate or command. Obligatory.

Mid-America Union Conference (MAUC): A regional unit of the North American Division of Seventh-day Adventists comprising the states of Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wyoming, plus San Juan County in New Mexico.

Mid-America Union Office of Education: MAUOE designates the Mid-America Union Office of Education.

Minimum Day: A shortened school day which can be counted as a full day of school. See §1496.

North American Division (NAD): A regional unit of the General Conference of Seventh-day Adventists including Bermuda, Canada, and the United States. Sometimes referred to as the Division or the NAD.

North American Division Office of Education: NADOE designates the North American Division Office of Education.

Employment Offer: A written employment offer letter. (See §4008.)

Office of Education: The office that represents the Board of Education.

Parent/Legal Guardian: For the purposes of this Code the term parent is defined as an individual who has legal guardianship of a minor child as defined by state law.

Payroll Center: The office from which an employee's wages are paid.

Probation: A set period to correct specific identified conditions.

Reassignment: A change of responsibilities within the school or the conference's school system.

Resignation: The request by an employee to terminate employment.

Reversion Funds: Funds that the NAD returns to the Union for specified uses by the MAUOE and by the various conferences for K-12 education.

School: A school is a group of students pursuing defined studies at specific levels and receiving instruction from one or more teachers.

School Board: A representative body that is elected or appointed by a school's constituency, in accordance with the school's constitution, to develop policies and procedures in accordance with local conference and Mid-America Union policy for the operation of a school.

Senior Academy: A school that offers a program for grades nine through twelve.

Student Information System (SIS): An NAD-endorsed digital database of student information essential to the operation of a school system.

Superintendent: A local conference administrator of schools PreK-12.

Suspension: See Administrative Leave.

Termination: The revocation or nonrenewal of employment for reasons defined in the Employment Policies.

Transfer: The relocation of an employee from one position to another within the Seventh-day Adventist denomination.

Union: See Mid-America Union.

## THE EDUCATION CODE – INTRODUCTION

### 0900:15

The Mid-America Union Conference of Seventh-day Adventists coordinates a system of schools for the education of its youth, pre-kindergarten through graduate school. The purpose and aim of this educational program is to promote the harmonious development of the whole person -- spiritual, intellectual, physical, and social.

The Education Code is a compilation of policies and provisions relating to the establishment, organization, administration, operation, and maintenance of the PreK-12 school system. It clarifies and details the role and responsibilities of persons, committees, and boards of each entity -- union conference, local conference, and school.

The policies contained in the Education Code are developed and adopted through the cooperative efforts of school, conference, and union administrators and boards of education. The Education Code is accepted as the basis for the organization, administration, and operation of the Mid-America Union Conference PreK-12 school system.

When there is no provision, stipulation, or prohibition in the Education Code for an area under consideration, a conference or institution may (a) develop a policy, procedure, or practice to meet a local need and/or (b) recommend that a policy be adopted for inclusion in the Education Code.

Adoption dates for additions, revisions, or deletions in the Mid-America Union Conference Education Code are indicated in the margin behind the Code number. References to North American Division Working Policy are italicized.

## NAD MISSION STATEMENT

### 0910

*The Seventh-day Adventist church in North America operates a system of elementary and secondary education that began in 1872. The unique philosophy of Christian education of the Church is based on the Scriptures and the writings of Ellen G White.*

*The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to all the world.*

*The education programs of church-affiliated schools are predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person.*

*Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church. (FEA 05 05)*

## MAUC MISSION STATEMENT

### 0915:00

The Mid-America Union education school system is a unit of schools where professional education presents both Jesus Christ as Savior and the Seventh-day Adventist education curriculum to students.

## LOCAL CONFERENCE/SCHOOL MISSION STATEMENT

### 0917:00

Each local conference and individual school should develop a mission statement unique to that conference/school.

## A STATEMENT OF SEVENTH-DAY ADVENTIST PHILOSOPHY

### 0920:

*The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.*

*The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime.*

*Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for citizenship here in this world and for eternity.* (FEA 05 01)

## OBJECTIVES OF SEVENTH-DAY ADVENTIST EDUCATION

### 0940:

*The Seventh-day Adventist Church desires to provide for all its youth an education within the framework of the science of salvation. The fundamentals and common branches of knowledge are to be studied so that proficiency is achieved and a high quality of teaching is maintained.*

*The Seventh-day Adventist elementary school will assist each child to develop 1. a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual and social group, and 2. a wholesome respect and attitude for each unit of society—home, church, school, and government. The elementary school will offer an organized program to ensure adequate development leading toward total spiritual, physical, mental, and emotional health and a basic core of skills and knowledge for everyday living.*

*The Seventh-day Adventist secondary school, predicated on the results obtained through the elementary school with character building as an undergirding structure, will endeavor to operate realistically for each student in the upgrading and maintenance of health, in the command of fundamental learning processes, in the teaching of worthy home membership, vocational skills, civic education, worthy use of leisure, and ethical maturity. The secondary school implementing the church philosophy will seek for objectives of spiritual dedication, self-realization, social adjustment, civic responsibility, and economic efficiency.* (FEA 05 15)

## CRITERIA WHICH IDENTIFY THE SEVENTH-DAY ADVENTIST SCHOOL AS PART OF THE CHURCH

### 0950:

*Seventh-day Adventist schools are an integral part of the mission of the Church in the following ways:*

- A. *"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized – this was to be the work of redemption. This is the object of education, the great object of life." (Education, pp. 15, 16)*
- B. *The commission given in Matthew 28:18-20 states that the basic task of the Church is an educational task.*
- C. *Seventh-day Adventist education has as its basic evangelistic task the education and redemption of the children and youth of the Church. Its object is to promote the development of character and to direct the youth to a "knowledge of God, the Creator, and of Christ, the Redeemer, as they are revealed in the sacred word." (Education, p.17). In pursuing this task Adventist schools have a greater continuing influence than any other aspect of the church program.*

- D. *The school is concerned about the whole person—body, mind, and soul—and seeks to ensure that youth receive a balanced physical, mental, moral, social, and practical education.*
- E. *The school emphasizes the principle of service to God and man. It prepares youth for a life of service whether as employees of the Church or as active, contributing lay members.*
  - 1. *The students generally come from Seventh-day Adventist homes and/or are baptized members of the Seventh-day Adventist Church.*
  - 2. *In addition, the school may also serve as a mission outreach to the community. When a school desires to recognize this potential ministry to the community, non-Seventh-day Adventist youth may be enrolled in larger numbers. This type of program carries additional responsibility as detailed in FEA 45 10. (See §1648).*
- F. *The members of the school boards and conference board of education are members of the Seventh-day Adventist Church.*
  - 1. *The school board is composed of members of the Seventh-day Adventist Church in regular standing who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education.*
  - 2. *The conference and union conference boards of education are composed of representatives of various church institutions and/or conferences, lay members of the Church, in regular standing, and church officials.*
- G. *Educational employees must be active members of the Seventh-day Adventist Church in regular standing, and committed to the program of the Church. Employment qualifications, licenses and credentials, salary and wages, benefits, and retirement are all established and regulated by the policies which cover all other denominational workers.*
- H. *The uniquely designed curriculum in Seventh-day Adventist schools is developed by church educators who ensure that the educational objectives of the Church are achieved.*
  - 1. *It is based on a distinctive Seventh-day Adventist philosophy with a strong commitment to academic excellence.*
  - 2. *It utilizes the best in current curricular research.*
  - 3. *It reflects an awareness of the principles of human growth and development and the worth and dignity of each student.*
  - 4. *It emphasizes a process which encourages, guides, and sustains the learner as he seeks to relate to the Creator and to his fellow human beings.*
- I. *The title to school buildings and property is held by the conference association which is the legal corporation that holds title to all church and school properties, not by individual trustees or congregations.*

(FEA 05 20)

# DIVISION 1 – ADMINISTRATION

## CHAPTER 1 – UNION ORGANIZATIONAL STRUCTURE

### ARTICLE 1

#### MID-AMERICA UNION OFFICE OF EDUCATION

##### **1001: Identity**

*The Mid-America union conference office of education is an administrative entity operating within a structure authorized by the Mid-America union conference executive committee. The policy-formulating body for the educational program within the Mid-America union conference is the Mid-America union conference board of education which operates under the delegated authority of the Mid-America union conference executive committee. North American Division policies and guidelines are to be followed in the operation of all K-12 schools* (FEA 15 05)

##### **1003 Personnel**

*The personnel of this office may include the following:*

- A. *Director of education*
- B. *Associate directors of education*
- C. *Certification registrar* (FEA 15 10)

##### **1005 Functions**

The administrative and supervisory functions of this office include the following:

- A. Develop and maintain a cohesive program of K-12 education, involving school and conference education personnel.
- B. Develop and administer the union-approved budget for K-12 education.
- C. Provide leadership in acquainting the constituency with the imperatives of Seventh-day Adventist Christian education.
- D. Establish and maintain regularly scheduled education councils.
- E. Advise the union conference board of education on educational policies, standards, practices, and problems.
- F. Cooperate with the North American Division Office of Education in developing and coordinating the curriculum in K-12 schools.
- G. Provide assistance in the supervision of instruction.
- H. Participate with the conference offices of education and academies in providing in-service education programs.
- I. Participate in the program of on-site school evaluations.
- J. Apply North American Division standards as guidelines in processing applications to teach secondary subjects in junior academies.
- K. Act as the denominational certification agent for educational personnel.
- L. Process applications for the establishment of new junior and senior academies.
- M. Develop job descriptions for each member of the office of education staff.
- N. Provide leadership in the development and maintenance of an education code.
- O. Assume responsibility for the development and annual publication of a list of approved textbooks and other curriculum materials.
- P. Prepare and submit statistical and financial reports as required by the North American Division Office of Education.

- Q. Submit copies of minutes of the union conference board of education and other major councils and committees to the North American Division Office of Education.

## **ARTICLE 2**

### **MID-AMERICA UNION BOARD OF EDUCATION**

#### **1050 Identity**

*The Mid-America union board of education, K-12, is the policy-formulating body for the education program. It derives its authority from the Mid-America union conference executive committee.*

*(FEA 15 20)*

#### **1060:15 Membership**

The membership of the Mid-America Union Board of Education, PreK-12, includes the following personnel from the Mid-America Union:

- A. The following serve by ex officio membership:
1. Union President, chair
  2. Union Director of Education, executive secretary
  3. Union Vice-President for Administration
  4. Union Vice-President for Finance
  5. Union Associate Director of Education
  6. Union College President
  7. Union College Division of Human Development Chair
  8. Conference presidents
  9. Conference superintendents
- B. Additional Members – The following serve on a three-year, staggered, rotation basis, distributed among the conferences:
1. One lay representative from each conference
  2. Three conference treasurers
  3. Three academy principals
  4. One elementary school principal
  5. One junior academy principal

#### **1063: Meetings**

*The Board of Education shall meet at least once each year.*

*(FEA 15 30)*

#### **1065: Functions**

*The functions of the Board of Education are to:*

- A. *Establish policies for the Mid-America union education code.*
- B. *Review applications for establishing new senior academies.*
- C. *Authorize the establishment of nine- and ten-grade junior academies as recommended by the conference boards of education.*
- D. *Authorize terms of approval for nine- and ten-grade junior academies.*
- E. *Authorize the teaching of secondary subjects in nine- and ten-grade junior academies.*
- F. *Establish guidelines for conference school calendars.*
- G. *Authorize curriculum development.*



- H. Review progress reports of the educational program.
- I. Approve wage scales in harmony with NAD and Mid-America union executive committee actions.
- J. Approve a budget for the distribution of K-12 funds. (FEA 15 35)

**1080:94 Mid-America Union Board of Education Executive Committee**

An executive committee of the Board of Education shall meet as necessary between sessions of the board. It shall operate within the powers delegated to it by the board.

The membership shall consist of the following Board of Education members:

- A. Union President, chair
- B. Director of Education, secretary
- C. Union Vice-President for Administration
- D. Union Vice-President for Finance
- E. Associate Director of Education

**ARTICLE 3  
MID-AMERICA UNION EDUCATION COUNCIL**

**1200: Identity**

*The Mid-America Union education council serves as an advisory body on educational planning and policies for the Mid-America Union conference office of education and Board of Education. (FEA 15 45)*

**1205:15 Membership**

The membership of the Mid-America Union Education Council shall include:

- A. The following serve by ex officio membership:
  - 1. Union Director of Education, chair
  - 2. Union Associate Director of Education, vice-chair
  - 3. Union Vice-President for Finance
  - 4. Superintendents and Associate Superintendents
  - 5. North America Division Office of Education personnel
  - 6. Union College Vice-President for Academic Affairs
  - 7. Union College Division of Human Development Chair
  - 8. Academy principals
  - 9. Elementary and junior academy principals having five or more instructional employees.
- B. Additional Members – The following serve on a three-year, staggered, rotation basis, distributed among the conferences:
  - 1. One teacher from conferences without representation under subparagraphs A.8 or A.9.
  - 2. One academy Vice-Principal for Academics or registrar
  - 3. One academy Vice-Principal for Finance

**1210: Meetings**

*The education council shall meet at least once each year. (FEA 15 55)*

**1215: Functions**

*The functions of the Mid-America union education council are:*

- A. *To receive reports and recommendations.*
- B. *To study educational issues, trends, pilot programs, and innovative practices which affect the educational program.*
- C. *To initiate, review and revise policies and proposals.*
- D. *To submit recommendations to the Mid-America union conference office of education and Mid-America Union board of education.* *(FEA 15 60)*

**1220:15 Subcommittees**

The subcommittees of the Mid-America Union Education Council are:

- A. PreK-12 Curriculum Committee.

The Mid-America Union Curriculum Committee is a standing committee which gives direction and guidance regarding curricula within the PreK-12 educational system. This committee shall meet at least twice each year. (See §2120 - §2132.)

- B. Edit Committee.

A committee organized by the Union director to arrange education policy wording in such a manner as to properly express the intent and will of the Union Board of Education. The minimum membership shall include:

- 1. The following serve by ex officio membership:
  - a. Director, chair
  - b. Associate Director, co-chair
- 2. Additional Members – The following serve on a three-year, staggered, rotation basis, distributed among the conferences:
  - a. 1 Superintendent
  - b. 1 Academy Principal
  - c. 1 Elementary Principal/Teacher

**ARTICLE 4**

**MID-AMERICA UNION EDUCATION CERTIFICATION REVIEW COMMITTEE**

**1240:00 Identity**

The Union Certification Review Committee shall have discretionary authority delegated by the North American Division Office of Education to study and resolve problems pertaining to certification of individual teachers.

**1242:15 Membership**

The Certification Review Committee members who do not serve by virtue of office shall be appointed by the Board of Education for a period of three years each, contingent upon the member's continuity in their position when appointed. Membership distribution shall include the following:

- A. The following serve by ex officio membership:
  - 1. Director of Education, chair
  - 2. Associate Director of Education, vice-chair
  - 3. Certification Registrar, executive secretary
  - 4. Union College Division of Human Development Chair

- B. Additional Members – The following serve on a three-year, staggered, rotation basis, distributed among the conferences:
1. 1 Superintendent
  2. 1 Academy representative
  3. 1 PreK-10 representative

**1243:07 Meetings**

The Certification Review Committee shall meet at the call of the Director.

## **CHAPTER 2 – CONFERENCE ORGANIZATIONAL STRUCTURE**

### **ARTICLE 1**

#### **CONFERENCE OFFICE OF EDUCATION**

**1275: Identity**

*The conference office of education is an administrative office operating within a structure approved by the constituency and/or conference executive committee. (FEA 20 05)*

**1280: Personnel**

*The administrative personnel of the conference office of education may include the following:*

- A. *Superintendent of schools*
- B. *Associate and Assistant Superintendent(s) of schools (FEA 20 10)*

**1282: Functions**

*The administrative and supervisory functions of the conference office of education are the responsibility of the Superintendent.*

A. *The Administrative Functions are to:*

1. *Serve as executive secretary and agent of the conference board of education in administering, coordinating, and supervising K-12 education within the conference in accordance with the educational policies of the union board of education.*
2. *Serve as the agent of the conference board of education in the employment of all education personnel, assuming responsibility for the coordination and implementation of recruitment, placement, transfer, termination, and/or dismissal of education personnel in consultation with school administration, committees, and/or boards.*
3. *Prepare job descriptions and establish areas of responsibility for each member of the office of education staff.*
4. *Counsel school boards in the selection of non-certificated personnel such as teacher assistants (aides), administrative assistants, and others.*
5. *Ensure that all education personnel are properly certificated.*
6. *Encourage professional growth for all education personnel and provide leadership in planning and implementing annual in-service education programs. (See §1620.)*
7. *Provide for an annual orientation for new personnel.*
8. *Provide The Journal of Adventist Education to certificated education personnel.*
9. *Provide leadership in the development of short and long-range plans for education in areas such as budgeting, school evaluation, curriculum, facilities, personnel, establishment of new schools, or consolidation or closure of existing schools.*

10. *Maintain an effective working relationship with the conference administration and the constituency.*
  11. *Acquaint the constituency with the imperatives of Seventh-day Adventist Christian education.*
  12. *Develop long-range educational plans for the conference K-12 school system.*
  13. *Maintain an effective working relationship with the union Office of Education participating in union-wide councils and program development.*
  14. *Develop and maintain effective working relationships with the local or state offices of education and regional accrediting associations, and private school organizations.*
  15. *Foster positive relationships between home and school and actively promote the Home and School Association.*
  16. *Prepare a master calendar providing for the required number of school days, legal holiday observance, teacher in-service meetings, pre- and post-school teacher work days, school evaluations, and other special conference-wide school activities.*
  17. *Ensure implementation of procedures for the maintenance and safekeeping of student attendance and scholarship records as required by law.*
  18. *Supply each school with essential record-keeping materials.*
  19. *Assume responsibility for the preservation of all records of discontinued schools.*
  20. *Assume responsibility for the development and maintenance of school health and safety program aligned with governmental requirements. (See §1885.)*
  21. *Provide teachers with the approved list of textbooks and other curriculum materials.*
  22. *Ensure that teachers and administrators are informed of and provided in-service training in adopted technology to facilitate student learning and school administration.*
  23. *Gather data and process reports required by the union and North American Division Offices of Education and government agencies.*
  24. *Compile and present requests to the union Office of Education for permission to teach secondary subjects in junior academies.*
  25. *Consider applications for the establishment of new elementary schools in consultation with the conference board of education.*
  26. *Process requests for the establishment of junior and senior academies in accordance with union and North American Division protocols.*
  27. *Plan and lead elementary school evaluation visits and collaborate with the union Office of Education in junior academy evaluations.*
  28. *Arrange periodic in-service meetings for local school board personnel.*
- B. *The Financial Functions are to:*
1. *Counsel with local school boards in the preparation of annual school budgets to ensure adequate funding for school operations.*
  2. *Develop an annual conference education budget in cooperation with the conference treasurer/chief financial officer which includes, but is not limited to such items as salaries and wage-related expenses at the currently approved rate factors, school subsidies, funding for curriculum development and professional in-service programs, and contingencies.*
  3. *Submit the annual conference education budget for approval and funding to the conference board of education and conference executive committee.*
  4. *Work in cooperation with the conference treasurer ensuring that schools are audited annually in accordance with General Conference and North American Division policies and that copies of the audited statements are filed in the conference office of education.*
  5. *Ensure that monthly financial statements and annual audited statements of academies are filed in a timely manner with the conference and union offices of education.*

C. *The Curricular Functions are to:*

1. *Provide leadership in developing and implementing an Adventist curriculum involving the board of education, administrators, teachers, and constituent members.*
2. *Consider recommendations of the union conference curriculum committee and implement curriculum policies and practices adopted by the union conference board of education.*
3. *Approve requests for experimental programs to meet specific needs and evaluate implementation.*
4. *Conduct or participate in pilot studies/programs in cooperation with the union and/or NAD offices of education.*
5. *Initiate and conduct research projects and surveys as needed.*
6. *Coordinate participation of conference personnel in curriculum study committees at the local conference, union conference, and North American Division levels.*
7. *Provide leadership in the supervision and evaluation of educational personnel in harmony with employment policies.*
8. *Inform schools of current state or federal legislation pertaining to educational requirements.*

(FEA 20 15)

## **ARTICLE 2 CONFERENCE BOARD OF EDUCATION**

**1300: Identity**

*The conference board of education is the body authorized by the constituency, and/or the conference executive committee to administer the conference K-12 school system in accordance with the policies adopted by the Mid-America Union conference board of education.*

(FEA 20 20)

*The conference board of education should designate an education executive board or committee in order to expedite the transaction of official business between regular sessions. The executive committee of the board shall operate within the powers delegated to it by the board of education, K-12.*

(FEA 20 40)

**1305: Membership**

*Members of the conference board of education shall be elected by the constituency and/or the conference executive committee for specified terms of office.*

(FEA 20 20)

The membership of the conference board of education may include:

- A. Conference president or designee, chair
- B. Superintendent of schools, executive secretary
- C. Conference secretary
- D. Conference treasurer/chief financial officer
- E. Conference education associates and assistants
- F. Three additional members from the conference committee
- G. Mid-America Union conference director of education or designee
- H. Senior academy principals

*A minimum of eight additional members selected from the following categories: pastors, laity, school board chairs, elementary/junior academy principals, and teachers representing K-12.*

(FEA 20 25)

**1308: Meetings**

*The conference board of education should meet at least twice each year.*

(FEA 20 30)

**1310: Functions**

*The functions of the conference board of education are to:*

- A. Assume general administrative authority for long-range planning of the conference K-12 school system.*
- B. Approve the annual budget for the school system and recommend same to the conference executive committee for its consideration and approval.*
- C. Consider and act on the recommendations of the superintendent of schools in the employment, transfer, and dismissal of education personnel.*
- D. Review wages of education personnel to determine compliance with the approved wage schedules.*
- E. Receive data annually from the conference office of education regarding elementary school evaluations, evaluate the data, and determine approved and non-approved schools, including term and conditions.*
- F. Adopt a school calendar which meets union conference and state requirements.*
- G. Arbitrate school-related appeals and grievances.*
- H. Evaluate facility needs and project an overall long-range plan for school plant development.*
- I. Receive and consider applications from elementary schools and junior academies requesting permission to teach secondary subjects as submitted by the superintendent of schools and make recommendations to the union conference.*
- J. Consider applications for the establishment of new schools, the expansion of existing schools to higher grade status, and the consolidation of schools.*
- K. Appoint subcommittees as needed to expedite the work of the conference board of education.*
- L. Review and make provision for implementation of curriculum policies approved by the union board of education.*
- M. Approve local school operating budgets. (FEA 20 35)*

**ARTICLE 3  
SCHOOL CONSTITUENCY**

**1330: Identity**

- A. The local school constituency consists of the church or churches which operate the school.*
- B. The boarding school constituency consists of the conference membership. (FEA 30 05)*

**1340: Meetings**

- A. The local constituency shall meet annually or as specified in the school constitution.*
- B. Between conference constituency meetings the boarding school constituency is the conference executive committee. (FEA 30 10)*

**1345: Functions**

*The functions of the school constituency are to:*

- A. Receive reports of the school operation.*
- B. Provide adequate financing for the general operating costs.*
- C. Approve financial plans for major capital improvements as recommended by the conference board of education or school board.*
- D. Encourage the organization and maintenance of a Home and School Association.*

- E. *Establish and adopt a constitution, in harmony with denominational policies, which defines the principles and guidelines by which the school shall be operated.* (FEA 30 15)

## **ARTICLE 4 SCHOOL BOARD**

### **1350:15 Identity**

In every school there shall be organized a school board elected by the school constituency. The conference board of education and the school constituency delegate responsibility for the operation of the school to the school board, according to the guidelines and policies as stated in the *Mid-America Union Education Code* and the school constitution.

### **1352:16 Meetings**

*The school board should meet at a regular time and place.* (FEA 30 30)

### **1355:15 Membership**

*The school operating board is composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency. This membership may include:*

- A. *Chair*
- B. *Vice-chair*
- C. *Secretary*
- D. *Treasurer/chief financial officer*
- E. *Pastor(s)*
- F. *Home and School Association leader*
- G. *Union, conference officers and office of education personnel (ex officio)*
- H. *Other church members as appointed.*

*The school board members (other than ex officio members) are to be elected by the constituent church or churches in accordance with school constitutions or working policies. Ex officio members on all education/school boards are considered to be voting members of the board.* (FEA 30 25)

Ex officio members of school boards are the Union director of education and associate, conference officers, superintendents, and associate superintendents. Ex officio members of PreK-10 School Boards exercising their voting rights at any one meeting shall not make up more than ten percent of committee membership.

When feasible, employee's (other than the principal) and their immediate family (spouse, children, parents, in-laws or siblings) should not serve as members of the School Board.

### **1357:15 Membership Election and Term of Office**

The School Board members (other than ex officio members) are to be elected as specified in accordance with the respective constitution.

The following plan is recommended in the election of PreK-10 board members and their terms of office:

- A. Members of the School Board may be chosen for terms varying from one to three years according to a schedule as delineated by the school's constitution.
- B. Board membership vacancies are filled by the church board or school constituency that made the original appointment. The person filling the vacancy serves for only the remainder of the unexpired term.

Churches, when selecting parents/legal guardians to serve on the School Board, appoint only those who support Adventist education by placing their school-age children in the local Adventist school. Parents/legal guardians of special education students are exceptions.

## **1360:15 Functions**

*The functions of the school board are to:*

- A. Ensure the implementation of policies and plans of the conference office of education.*
- B. Develop a clear, practical set of objectives in harmony with the Seventh-day Adventist philosophy of education.*
- C. Develop policies in areas of local concern such as:
  - 1. Use of school property*
  - 2. Bus schedules and routes*
  - 3. Purchasing procedures*
  - 4. Tuition and/or other methods of support*
  - 5. Admission requirements (in accordance with state or conference guidelines)*
  - 6. Equipment and maintenance of school plant*
  - 7. Textbook purchases (pupil or school-owned)*
  - 8. Master planning*
  - 9. Criteria for selection and use of films videos and media materials*
  - 10. Dress and social behavior.**
- D. Support the principal (or head teacher) in the administration of the school program.*
- E. Recommend employment of personnel as needed to the conference board of education.*
- F. Support the Home and School Association.*
- G. Ensure that official minutes of each meeting of the school board or subcommittees are kept and one copy filed with the conference office of education. Academy boards are to file copies with the Mid-America union and conference offices of education.*
- H. Consider appeals and answer questions regarding the operation of the school.*
- I. Participate in the process of school evaluation.*
- J. Cooperate with and support the conference office of education in-service education program.*
- K. Consider a proposed plan of school organization including a constitution and bylaws.*
- L. Adopt the recommended conference-wide school calendar.*
- M. Authorize the preparation of a school bulletin. (See §1759.)*
- N. Assume responsibility for the planning and funding of an annual operating budget.*
- O. Assume responsibility for planning and funding a capital improvements budget.*
- P. Consult the conference guidelines for construction procedures. Denominational guidelines can be obtained from the superintendent.*
- Q. Cooperate with the Mid-America union and conference offices of education in matters of curriculum development.*
- R. Appoint subcommittees as needed such as personnel, finance, etc. (FEA 30 35)*

## **1361:15 Personnel Employment**

The employment, assignment, transfer, retirement, or termination of personnel is the function of the conference board of education and not the school board.

## **1365:94 Constituent Concerns**

Constituent concerns should be processed in a manner which maintains the integrity of the student, parent/legal guardian, and teacher. Concerned constituents are to:

- A. Share the concern directly with the staff member involved.*



- B. Meet with the principal to further attempt resolution between staff member and constituent. (If the principal is the staff member involved, or in the case of a one-teacher school, move directly to step C.)
- C. Request a meeting with the superintendent to further attempt to resolve the problem.

**1371: Church Education Secretary**

*Each church should appoint an individual to serve as Education Secretary. The Education Secretary's duties may include:*

- A. *Maintaining an up-to-date census of all the children and youth of the church.*
- B. *Assisting in contacting all Seventh-day Adventist homes where there are school-age children or young people to encourage attendance at the local church school, or at a Seventh-day Adventist secondary school, college, or university, and to suggest solutions to possible problems.*
- C. *Contacting members who have no school-age children, encouraging them to provide financial aid to needy Seventh-day Adventist students.*
- D. *Maintaining contact with students from the church who are in attendance at Seventh-day Adventist schools away from the home church.*
- E. *Making sure that all students are actively integrated into the program of the church.*

*It is recommended that the Church Education Secretary serve in an advisory capacity to the local church board and the school board. (FEA 30 45)*

**1375:94 School Board Chair**

The functions of the board chair include the following:

- A. Call and preside over School Board meetings.
- B. Assist the executive secretary in preparation of the agenda.
- C. Encourage discussion which is relevant to agenda items.
- D. Be acquainted with the school program and confer with the principal on items pertaining to the operation of the school.
- E. Support the principal in the administration of the school.
- F. Act as liaison with individual church(es).

**1377:94 School Board Executive Secretary**

The School Board executive secretary is the principal or head teacher of the school. The main functions are to prepare board agendas in consultation with the board chair for board meetings, prepare minutes for all board meetings, and to oversee the implementation of all voted board actions.

**1380:94 School Board Treasurer**

The school treasurer is responsible for maintaining proper financial records and managing the school budget in cooperation with the School Board chair and principal. The treasurer's functions include the following:

- A. Maintaining an accurate record of accounts separate from those of the Church, following conference format and procedure.
- B. Assuming responsibility for collecting accounts receivable.
- C. Preparing and providing monthly financial statements/reports for board members.
- D. Making disbursements as authorized by the School Board.
- E. Providing information to the principal as needed in regard to budget control.

**1381:07 Personnel Subcommittee**

Each School Board is to establish a personnel subcommittee to cooperate with the superintendent in recommending the employment, transfer, or termination of personnel. The superintendent or superintendent's designee is chair and must be present for all personnel discussions.

**1382:07 Finance Subcommittee**

It is recommended that the School Board establish a finance subcommittee which will assume the following responsibilities:

- A. Recommending to the School Board and the constituency an annual budget for the school.
- B. Establishing policies and procedures for the collection of all receivables.
- C. Participating with the treasurer in providing a monthly written statement/report of financial conditions for the school.
- D. Overseeing the budget and the financial position of the school.
- E. Recommending financial policies.

(See §3105.)

**ARTICLE 5  
SCHOOL EVALUATION AND ACCREDITATION**

**1395: School Evaluation and Accreditation**

*The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities is the denominational accrediting authority for all tertiary and graduate educational programs and institutions operated in the name of the Seventh-day Adventist Church. It also reviews and endorses the accreditation of secondary schools, as recommended by the Commissions on Accreditation of the divisions and attached unions (see FEA 25 50). The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and the Commissions on Accreditation evaluate the quality of the denominational institutions' programs and their implementation of the Seventh-day Adventist philosophy of education, in order to foster the unity and mission of the Church. (FEB 05 05)*

*Evaluative instruments have been designed to provide guidelines by which constituencies and schools may systematically explore their beliefs about school organization, students, curricula, and the unique characteristics of their respective institutions. The use of these instruments should ultimately identify the degree of success with which the school community is meeting its objectives.*

*It is the responsibility of the Mid-America union and conference offices of education to implement regularly scheduled programs of conference and K-12 school evaluation, utilizing instruments developed by the North American Division Commission on Accreditation.*

*Union and conference K-12 boards of education shall review evaluation reports and recommend terms of accreditation to the NAD Commission on Accreditation for K-10 and K-8 schools, respectively. Review of K-12 and 9-12 secondary schools is a function of the NAD Commission on Accreditation which approves terms of accreditation for all schools, K-12, as the authorized agent of the Association of Seventh-day Adventist Schools, Colleges, and Universities in North America.*

*Data to indicate the recommended term of accreditation for K-8 schools is sent by the conference to the union conference office of education. The union conference will include the recommended term of accreditation for K-10 schools and forward all information to the North American Division Commission on Accreditation.*

*While the value of state and/or regional accreditation is recognized, denominational evaluation and subsequent accreditation demands priority consideration. (FEA 25 50)*

## **1396:94 School Evaluation Expenses**

The expenses for the self-study and evaluation are distributed as follows:

- A. K-10
  - 1. School -- Self-study preparation
  - 2. Conference -- Lodging, per diem, travel, substitute teachers for team members
- B. Senior Academies
  - 1. Academy -- Self-study preparation; on site visiting team expenses (lodging; meals; and transportation to and from lodging).
  - 2. Team Member's Employing Organization -- Mileage/airfare; per diem and lodging to and from campus; substitute teachers.

## **CHAPTER 3 – THE SCHOOL**

### **ARTICLE 1**

#### **ORGANIZATION OF SEVENTH-DAY ADVENTIST SCHOOLS**

#### **1400: Organization**

*In establishing a school, it is the responsibility of the local church to determine its specific goals and objectives in terms of the needs and interests of its constituency and in harmony with policies of the Mid-America union conference board of education. Basic to all other requirements for the establishment of a school the church shall:*

- A. *Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.*
- B. *Indicate a willingness to assume responsibility for the educational process.*
- C. *Indicate a willingness to cooperate with other denominational agencies in the achievement of broad objectives of the school and the Seventh-day Adventist Church.*
- D. *Assume the financial responsibility for the support of professionally qualified educational personnel appropriate to their positions.* (FEA 25 05)

#### **1420:07 General Criteria**

The criteria for a school to be recognized as a part of the Mid-America Union education system are as follows:

- A. Identify as a Seventh-day Adventist institution.
- B. Conducts an educational program that reflects the philosophy and objectives of Seventh-day Adventist education.
- C. Follows the Mid-America Union Education Code.
- D. Employs denominationally certificated teachers.
- E. Participates in the denominational accreditation (school evaluation) program.
- F. Publishes a nondiscrimination statement.
- G. Accepts conference classroom supervision.

## ARTICLE 2 SENIOR ACADEMIES

### **1460: Identity**

*A senior academy is a school authorized by the North American Division Board of Education, K-12, to offer an education program to meet the needs of students in grades 9 through 12. It is operated by a school board within the guidelines or constitution of the supporting constituency and in accordance with the policies of the union and conference boards of education. (FEA 25 10)*

### **1462: Establishing Senior Academies**

*Procedures—Permission to open a senior academy is contingent upon approval of the conference and union conference boards of education and the North American Division Board of Education, K-12. (Additional criteria for establishing senior academies are available from the union or division office of education.)*

- A. Application by the proposed constituency is to be submitted to the conference office of education on the North American Division Manual for Application and Authorization for Senior Academy Status and Application for Denominational Status Approval for consideration by the conference board of education, K-12. Those involved in the application and approval process need to be aware of the meeting dates of boards/committees in order to obtain approval by the desired time.*
- B. The conference board of education, K-12 reviews the validity of the request. If the board recommends further consideration, the conference superintendent of schools shall request the Mid-America union director of education to ask the North American Division Office of Education to appoint an on-site evaluation committee including the following members:
  - 1. A representative from the North American Division Office of Education, who shall serve as chair*
  - 2. The Mid-America union conference director of education or designee*
  - 3. One (1) out-of-union director of education to be appointed by the chair*
  - 4. One (1) out-of-conference church financial administrator*
  - 5. One (1) member at large to be appointed by the chair*
  - 6. The local conference superintendent of schools, invitee.**
- C. The travel expenses of the out-of-union director of education, out-of-conference church financial administrator, and one (1) member at large shall be paid by the local conference office of education.*
- D. The on-site evaluation committee shall report its findings to the conference board of education, K-12.*
- E. The conference board of education, K-12, acts upon the committee's report and submits a recommendation to the conference executive committee.*
- F. The conference executive committee submits a recommendation to the Mid-America union board of education, K-12.*
- G. Mid-America Union conference board of education approval shall be granted only upon assurance by the conference board of education that the proposed school will, within three years, meet the standards for accreditation identified in the Evaluative Criteria for Seventh-day Adventist Secondary Schools.*
- H. If approved by the Mid-America union conference board of education, the application with supporting data is to be forwarded to the North American Division Board of Education, K-12 for final consideration and action.*
- I. Initial approval by the North American Division to operate a senior academy (grades 9 through*

12) shall be for a three-year probationary period. By the end of the third year, an evaluation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities will be conducted. (FEA 25 15)

**1492:05 School Days – Minimum Number**

The minimum number of school days in the school year shall be 180 or more if state law requires, 175 of which must be teacher-student instructional days. A school may request approval through the conference board of education to base teacher-student instruction time on 7000 minutes per non-lab course. All lab courses should have 8750 minutes per course. There shall be no more than five days of school in any given calendar week. The academy calendar shall be approved by the conference board of education.

**1496:03 Length of School Day**

- A. The length of the school day must be at least six hours including the regularly scheduled chapel, assembly meetings, and supervised study periods. This does not include the lunch period.
- B. Scheduled minimum days must include at least four hours of instructional time and have prior academy board approval. For schools using block scheduling, the required number of minutes may be an average over a two-week period.

**1498:89 Length of Class Period**

A minimum of 200 minutes per week shall be scheduled for secondary non-laboratory courses and 250 minutes per week for laboratory courses. State requirements must be met if they exceed these minimums.

**1499:07 Guidelines for Acceleration of Academy Students**

Students in the secondary schools should normally take four years to complete their secondary work. Some students might benefit by an accelerated program through which they could graduate in three years. School administrators shall use the following criteria as guidelines in determining which students may be permitted to complete their secondary program in three years:

- A. The student should make written application for acceleration within the sophomore year. The student's parent/legal guardian must sign the application for acceleration.
- B. The student should demonstrate scholastic achievement by having a composite score at or above the 90th percentile on the most recent nationally normed test and have a cumulative GPA of 3.5 or higher.
- C. The student should meet the required total and specific units normally required for graduation, including junior and senior Bible.
- D. The student should be at least 16 years old by the time of graduation to enter the program.
- E. A student who would be at least 19 years of age by graduation in a four-year program may accelerate with a 3.0 GPA and will not be required to take the qualifying test, as required in B. above.

**ARTICLE 3  
JUNIOR ACADEMIES**

**1500: Identity**

A junior academy is a unit authorized by the Mid-America union board of education and administered by the conference office of education. The organizational plan for a junior academy is to be based on one of the following options:

- A. The multi-grade classroom grades 7 through 9
- B. The standard program grade 9

- C. The standard program grades 9 and 10
- D. The subject alternation program grades 9 and 10.

In selecting one of the options, consideration is to be given to the number of students, the needs of the students, and the ability of the community and the local conference to support the program. (FEA 25 10)

**1502:15 Authorization to Operate and Minimum Standards**

*Authorization to operate a junior academy is granted by the Mid-America union conference board of education. After initial authorization has been granted, annual progress reports are to be submitted to the Mid-America union conference office of education. Contingent upon satisfactory annual progress reports, authorization will be continuous.*

**A. Procedures for Authorization to Operate a Junior Academy:**

1. *Application is made by the school constituency to the local conference board of education. This application necessitates an on-site evaluation of school facilities and programs by a committee appointed by the Mid-America union conference director of education.*
2. *If approved by the conference board of education, the application will be presented to the Mid-America union conference office of education for consideration by the Mid-America union conference board of education.*
3. *Schools making application for junior academy status are to meet the following general standards.*
  - a. *A demonstrated educational need not currently met by presently established schools.*
  - b. *An adequate physical plant and equipment for a secondary school program, grades 9 and 10.*
  - c. *Demonstrated financial support for secondary education which will not weaken the elementary school program.*
  - d. *Adequate budget control.*
  - e. *Curricular offerings approved by the Mid-America union conference board of education.*
  - f. *A faculty of sufficient size and training to provide effective instruction.*
  - g. *Adequate curricular materials for the proposed offerings.*
  - h. *A prospective continuing enrollment adequate for the financial and curricular needs of a strong educational program.*
  - i. *Adequate library materials for the size and type of school as defined by the Mid-America union education code.*
    - i. *Books: The junior academy library shall have access to titles (print and non-print) appropriate to grades/courses taught. (A suggested number of titles for a nine-grade junior academy is 750; a ten-grade junior academy is 1250.)*
    - ii. *Periodical Subscriptions: The library collection (print and non-print) shall include an appropriate number of periodical subscriptions for all grade levels. (A suggested minimum of five periodicals for a nine-grade junior academy program, and eight periodicals for a ten-grade program.) These periodicals should be geared to the areas of devotional, instructional, and general informational interest.*
    - iii. *Reference Works: Current unabridged dictionaries, Ellen G. White books, encyclopedias, yearbooks, and atlases shall be provided.*

**B. Minimum Criteria for the Operation of a Junior Academy:**

1. *A minimum of two full-time teacher equivalents with valid denominational certification shall be employed for the combination junior academy, grades 7 through 10.*
2. *The curriculum shall be structured in accordance with the policies of the Mid-America union conference board of education.*

3. *Departmentalization of the junior academy program should not be considered below grade 7 in the core subject areas except where the teacher(s) are appropriately certificated.*
4. *Student permanent records shall be kept in accordance with the policies of the Mid-America union conference board of education.*
5. *An annual request to offer secondary subjects shall be submitted to the conference superintendent by February 1, for study by the Secondary Credit Review Committee. The final authorization is granted by the Mid-America Union Education Council. (FEA 25 20)*

**1504:15 Junior Academy Registrar**

The Mid-America Union Office of Education serves as registrar for the junior academies. Final grades for all approved secondary subjects shall be recorded in the Mid-America Union Office of Education, and transcripts issued only by the Mid-America Union Office of Education. (See §2241.)

**Filing of final grades from junior academies:** It is the obligation of all junior academy administrators to file with the Mid-America Union Office of Education a copy of the final grades of all 9th and 10th grade students. This report of final grades is due in the Mid-America Union Office of Education no later than June 15.

**1506:07 School Days – Minimum Number**

The minimum number of school days in the school year shall be 180 or more if state law requires, 175 of which must be teacher-student instructional days. A school may request approval through the conference board of education to base teacher-student instruction time on 7000 minutes per non-lab course. All lab courses should have 8750 minutes per course. There shall be no more than five days of school in any given calendar week. The junior academy school calendar shall be approved by the conference board of education.

**1509:15 Multi-grade Classroom Grades 7-9**

*A nine-grade intermediate school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which is structured to offer grade 9 in combination with and as an extension of grades 7 and 8. (FEA 25 10)*

A minimum of one full-time certificated teacher, or the equivalent, is required in a multi-grade classroom which includes grade 9. A maximum of three grades (7-9) may be taught by the upper grade teacher with the enrollment limited to a maximum of 15 students. (See §4250.)

**1510: Guidelines for Establishing a K-9 Intermediate School**

*The expansion of an elementary program to include grade nine requires authorization by the conference board of education subsequent to an evaluation by a committee appointed by the superintendent of schools, including representation from the Mid-America union conference office of education.*

- A. *Rationale – The purposes for adding a ninth grade to an approved elementary school include provision for:*
  1. *An additional year of Seventh-day Adventist education in the student’s home environment.*
  2. *The potential of reducing expense to the student.*
  3. *Consideration for the age of the student.*
- B. *Criteria – When a school is structured in a K-9 pattern, the following criteria will be met:*
  1. *A demonstrated educational need shall exist which is not currently met by already established Seventh-day Adventist schools in the area.*
  2. *An adequate physical plant shall be provided with sufficient instructional equipment, library, and multi-media materials as defined by the Mid-America union education code.*

3. *It shall be demonstrated by adequate budget control that financial support for the ninth grade will not weaken the school program in grades K-8.*
4. *A prospective continuing enrollment is adequate for the operation of a K-9 program.*
5. *Where a kindergarten is included in the school organization, a kindergarten teacher should be added with responsibilities for the kindergarten program.*
6. *The school may be departmentalized in terms of teacher preparation and special skills.*
7. *The curriculum shall be approved by the conference office of education, and the grade 9 offerings shall be an extension of those for grades 7 and 8.* (FEA 25 25)

## **ARTICLE 4 ELEMENTARY SCHOOLS**

### **1520: Identity**

*An elementary school is a unit authorized by the conference board of education and administered by the conference office of education. It offers an organized education program which may be structured in a variety of ways in terms of community needs such as K-6, 1-6, K-8, 1-8.*

*A conference-authorized kindergarten is an integral part of Adventist education and should be sponsored, controlled, and financed as a part of the elementary education program.* (FEA 25 10)

### **1521:15 Kindergarten**

Schools are authorized to conduct kindergartens designed around the North American Division Kindergarten Curriculum. That curriculum fosters a "developmental" education process as opposed to an academically oriented kindergarten. The teacher must have a current North American Division teaching certificate endorsement in Early Childhood Education or Elementary Education and obtain state certification if required.

### **1524: Authorization to Operate an Elementary School**

*Authorization to operate an elementary school is granted by the conference board of education.*

#### **A. Procedures for Authorization to Operate an Elementary School:**

1. *Application is made to the conference office of education by the constituent church(es) proposing the establishment of an elementary school. (The application is made by December 1 of the year prior to the anticipated opening.)*
2. *Initial application necessitates a study of the proposal (including building plans), the planned program, and an on-site evaluation of existing school facilities by a committee appointed by the conference superintendent of schools.*
3. *The recommendation of the on-site evaluation committee shall be submitted to the conference board of education for approval.*

#### **B. Criteria for the Establishment and Operation of an Elementary School:**

1. *A demonstrated educational need not currently met by presently established schools.*
2. *An adequate physical plant and equipment for an elementary school.*
3. *Proof of ability to provide adequate financial support.*
4. *Adequate budget control.*
5. *Curricular offerings approved by the Mid-America union conference board of education.*
6. *A denominationally certificated faculty of sufficient size to provide effective instruction.*
7. *Adequate curricular materials for the proposed offerings.*
8. *A prospective continuing enrollment adequate for the financial and curricular needs of an effective educational program.*
9. *A principal whose teaching assignment is in proportion to the required administrative duties.*



10. *Teacher load in accordance with the policy of the Mid-America union conference board of education. (See §4250.)*
11. *Subject offerings and class period time allotments in agreement with policies of the Mid-America union conference board of education.*
12. *Specific local policies as may be needed, in agreement with the conference office of education, regarding administration, finance, curriculum, and personnel. (FEA 25 30)*

**1526:00 Entrance Requirements**

*Readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents/ legal guardians and by the school administrator. Adventist schools accept children in accordance with compulsory state or provincial requirements. Placement within the system is based upon criteria stated in the Mid-America union conference education code. (FEA 45 05)*

Students are to be admitted to kindergarten only if they shall have attained the age of five years on or before September 15 of the current school year.

Students are to be admitted to the first grade only if they shall have attained the age of six years on or before September 15 of the current school year.

**1530:03 Daily School Schedule**

Each elementary teacher will prepare and display a class schedule. Provision shall be made for a balanced curriculum and to ensure that each subject area receives a proper balance of time.

**1542:15 School Days – Minimum Number and Length of School Day**

- A. The minimum number of school days in the school year shall be 180 (1080 hours per year) or more if state law requires, 175 (1050 hours per year) of which must be teacher-student instructional days. A school shall request approval through the conference board of education to base teacher-student instruction time on hours per year. Less hours may be required for grades K-4 as per the schedule in B below. There shall be no more than five days of school in any given calendar week. The elementary school calendar shall be approved by the conference board of education.
- B. The weekly schedule of five school days shall consist of the following minimum time requirements excluding the lunch period:

Grades K - 2:	20 hours – 4 hours per day
Grades 3 - 8:	30 hours – 6 hours per day

The Friday schedule may be adjusted if the weekly time requirements are met.

The lunch period must be at least 30 minutes.

When minimum days are scheduled, there must be at least four hours of instructional time. Scheduled minimum days must receive prior approval from the Conference Superintendent.

The teachers shall be present for supervision purposes at least 30 minutes before and 30 minutes after the school day.

**1580:06 Academic Placement**

The following factors are to be considered in order to achieve appropriate grade placement of the student:

- A. Chronological age.
- B. Emotional, physical, and social development.
- C. Scholastic achievement as determined by the following measures:
  1. Teacher evaluation of academic progress.

2. Teacher observation of the student's ability to reason and to express ideas logically.
3. Current norm-referenced test scores.

**1582:06 Academic Acceleration**

Criteria for acceleration of a student are to be based on the following minimal requirements:

- A. A student is expected to have a composite score on a standard achievement test battery at the 90th percentile or above.
- B. The student must demonstrate to the school staff and to the parents/legal guardians satisfactory evidence of academic, chronological, emotional, and social readiness.
- C. Prior written requests for acceleration of the student in elementary education (i.e., two years in one, or three years in two) must be submitted to the Conference Office of Education. Written approval from the Conference Office of Education must be kept in the student's cumulative record.
- D. The student must maintain an average or above level of achievement on the accelerated program.

**1584:06 Approval Procedures for Acceleration**

- A. To initiate this program, the teacher/school administrator must submit a letter of application to the Conference Office of Education. This application must include the written consent of the parent/legal guardian.
- B. The application must be approved by the Conference Office of Education in writing before a student is permitted to begin work on advanced placement.

**1586:00 Retention of Students**

Criteria for retention of a student are to be based on the following minimal requirements:

- A. A student has a composite score on a standardized achievement test battery which places the student at or below the 25th percentile. Other conference-approved testing methods may be used to determine testing criteria.
- B. The student demonstrates to the school staff and to the parents/legal guardians evidence of unsatisfactory academic, emotional, or social readiness/growth.

**1588:03 Approval Procedures for Retention**

- A. Prior to student retention, a Conference Office of Education approved intervention plan must be implemented by February 1. The intervention plan should be developed by the teacher, in consultation with the parents/legal guardians and student. The intervention plan should include a description of desired student learning to occur over a recommended time frame. Without an intervention plan, the student will be promoted to the next grade level.
- B. Written request for retention of the student in elementary education must be submitted to the Conference Office of Education by May 1. Written approval from the Conference Office of Education must be kept in the student's cumulative record.

**1590: Mission School**

*A mission school is a denominationally organized and operated school primarily for non-Seventh-day Adventists.* (FEA 25 10)

**1595:15 Home and School Association Identity**

*An active Home and School Association should be maintained by the parents/legal guardians and teachers of the community for the purpose of advancing the cause of Christian education in the home and school.* (FEA 30 40)

**1597:15 Home and School Association Membership**

Any member of the constituency or patron of the school may be a member.

**1598:15 Home and School Association Officers**

The officers of this association usually consist of a leader, an assistant leader, and a secretary-treasurer. Other officers may be added as needed.

**ARTICLE 5  
ADMINISTRATION**

**1620: Identity and Functions – Principal**

*The principal is the chief administrator of the school with responsibilities and other functions as may be assigned by conference office of education and school board policies. The principal should hold a valid Administrators Certificate with proper endorsement(s). The responsibilities and functions are to:*

- A. Serve as executive secretary of the board.*
- B. Serve as agent of the school board in administering the school in accordance with the Mid-America union conference education code, and any additional policies adopted by the conference board of education and the school board.*
- C. Provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate.*
- D. Be responsible for the organization of the school program.*
- E. Serve as fiscal manager and operate the school on a sound financial basis.*
- F. Maintain a record-keeping system to ensure the security of all school, student, and board records.*
- G. Provide leadership in preparing for the school evaluation process.*
- H. Assume responsibility for school marketing and the recruitment of students.*
- I. Provide leadership for the instructional program.*
- J. Provide direction for co-curricular programs and off campus activities and tours.*
- K. Serve as agent of the school board in working with the conference office of education in the employment of school personnel.*
- L. Maintain discipline in accordance with Christian principles.*
- M. Develop and maintain positive community relations.*
- N. Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant, with regularly conducted fire and disaster drills.* (FEA 35 10)

**1632:83 Teaching Load for Elementary and Junior Academy Principals**

Principals of elementary schools or junior academies should not be required to carry more than a three-fourth (¾) teaching load if there are 75-99 students and/or four other teachers; one-half (½) teaching load if there are 100-149 students and/or six other teachers; one-fourth (¼) teaching load if there are 150 or more students and/or eight other teachers. Consideration will be given to the six-hour teaching schedule for a definition of "load." (See §4250 B.)

## CHAPTER 4 –STUDENTS

### ARTICLE 1

#### ADMISSION OF STUDENTS

##### **1642:15 Non-discrimination Policy**

*Admission of Students–Seventh-day Adventist schools admit students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and do not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.*  
(FEA 05 25)

##### **1648: Non-Seventh-day Adventist Student Attendance**

*Seventh-day Adventist education has a two-fold mission. The school's primary role is to educate and to spiritually strengthen Seventh-day Adventist youth. In addition, the school is to serve as a mission outreach to the community. When a school and its constituency recognize its potential ministry to the community, non-Seventh-day Adventist youth may be enrolled subject to the following considerations:*

- A. Orientation of church members, teachers, parents/legal guardians, and students to their role as Christian witnesses.*
- B. Orientation of parents/legal guardians of prospective students to the goals and objectives of Seventh-day Adventist education.*
- C. Regular pastor/teacher visits in student homes.*
- D. Seventh-day Adventist curriculum and school standards shall be maintained.*
- E. Character and scholastic ability should be considered before the student is accepted into the program.*  
(FEA 45 10)

##### **1660:07 Special Education Students**

Seventh-day Adventist schools have not generally been established for the purpose of offering special education and they are, therefore, generally unable to accept students who have serious physical, scholastic, or behavioral problems.

It is recommended that schools exercise caution in accepting special needs children. Parents/legal guardians must submit full disclosure of all diagnostic/medical/psycho-educational reports to appropriate school personnel before registration in order to determine if the student's education needs can be met. The admissions committee should screen all such applications and inform the parents/legal guardians that the educational goals expected of the average student may not be met by their child. Parents/legal guardians of such students should be encouraged to explore all local resources and services that may be provided to special needs students.

Adventist school personnel are encouraged to become aware of the local resources and services that could assist special needs children, and where possible, dual enrollment and/or collaborative resources are encouraged.

##### **1680:07 Attendance Requirements**

- A. Every student is expected to attend school punctually and regularly.*
- B. Reasons for excused absences include sickness, attendance at a funeral, and doctor appointments.*
- C. A local school shall set minimum attendance requirements.*

**1690:02 Student Transcripts and Delinquent Accounts**

Where not prohibited by law, schools may withhold transcripts of scholarship credit until the student account is paid or satisfactory financial arrangements are agreed upon. This statement must be published in the school bulletin. (See §1930.)

**1692: Agreement of Accountability**

It is recommended that the student, parent/legal guardian, and a school representative sign an agreement which clearly states the family's financial obligation to the school.

**CHAPTER 5 – GENERAL ADMINISTRATIVE SCHOOL POLICIES**

**ARTICLE 1  
STUDENT CITIZENSHIP**

**1700: Disciplinary Authority**

*Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not appropriate in Seventh-day Adventist schools. The purpose of citizenship development is to learn how to relate in an acceptable manner to others in society and to prepare for life in this world and the world to come. The principal and school board are responsible for establishing disciplinary procedures in consultation with parents/legal guardians and teachers. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by the individual staff members. Repeated offenses or major infractions of school rules are to be handled by the principal, the school government committee, or the board.*

*(FEA 45 20)*

**1735:94 Dismissal of Students**

The dismissal of students is by action of the School Board upon the recommendation of administration. In an academy, this authority may be delegated to a school administrative body. The student should be given opportunity for appeal. In no case should a student be sent home until the parent/legal guardian has been notified.

**1738:07 Suspension of Students**

Suspension is the temporary separation of the student from normal school activities for disciplinary reasons. A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures and parent/legal guardian notification should be on file in the student's folder.

The principal may suspend a student from school for a serious overt act although there has been no prior deviant behavior. The term of the suspension must be communicated to the student and parent/legal guardian.

A teacher may suspend a student temporarily from class until a conference can be arranged with teacher, principal, and student. Extended suspension from school or a class may be made only by the principal or discipline committee or, in small schools without designated principals, by the teacher in consultation with the superintendent.

The student may be separated from other students until parent/legal guardian removes them from campus. In no case should a student be released from campus until arrangements have been made with the parent/legal guardian.

**1740:07 Student Harassment**

Harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is unacceptable and prohibited.

Teachers shall discuss this policy with their students in an age appropriate way. Any student who engages in harassment shall be subject to disciplinary action up to and including dismissal.

Each school shall adopt a harassment policy. The policy shall include a definition of harassment and procedures for reporting harassment. In addition, each school shall adopt administrative guidelines for investigating and responding to reports of harassment.

Each school's written policy shall be published in the student handbook or bulletin which is distributed to students and parents/legal guardians.

A copy of the school's policy regarding harassment shall be displayed in a prominent location in the administrative building or other location where such notices are posted for students.

A copy of the policy shall be provided as part of the orientation of new students at the beginning of the school year and to each new staff member when employed.

(See Education Code Supplements – "Model School Policy for Student Sexual Harassment" and the "Guidelines for Responding to Student Sexual Harassment Complaints" on the Mid-America Union Education Website.)

**ARTICLE 2  
PUBLIC RELATIONS**

**1750:07 Marketing**

Adventist Christian schools have been established to serve the entire church, and the goal is that every Seventh-day Adventist child be enrolled in a Seventh-day Adventist school.

- A. Each conference fosters a marketing program under the direction of the superintendent.
- B. Each school should have a marketing program.
- C. Pastors are urged to present to every church member their duty to support Adventist education.
- D. Every Seventh-day Adventist home having children of school age should be visited each year by a school representative, the pastor, and educators in the interest of enrolling every young person in an Adventist school.
- E. The financial structure of church schools should be planned to include all students regardless of financial ability. (See §3040.)

**1755:15 Census**

It is recommended that each conference maintain an up-to-date census of youth, ages 0-21, throughout the conference.

**1757:94 Promotional Activities**

It is recommended that the school and church schedule dates for presentations promoting Adventist education during the worship service as well as at other church functions.

**1757:94 School Bulletin**

Each school should have a school bulletin which describes for patrons and students the organization of the school, the services it offers, and student regulations. The bulletin may include items such as:

- A. Statement of mission or philosophy.
- B. Aims and objectives.
- C. Statements of accreditation.
- D. Names of School Board members and officers.

- E. Names of faculty.
- F. Membership of faculty committees.
- G. Calendar of events for the school year.
- H. Description of the curriculum.
- I. Description of the courses offered.
- J. Requirements for entrance and graduation.
- K. Definition of the unit of scholastic credit.
- L. Description of the system of grading.
- M. Standards of conduct.
- N. Statement of costs.
- O. Description of the school plant, including the facilities for housing students.
- P. Nondiscrimination statement. (See §1642.)
- Q. Legal announcements and disclosures.

**1760:94 Fund Raising Projects**

The School Board must approve all major fund-raising activities.

**1764:15 Off-Campus Activities and Tours**

- A. *Guidelines for Co-Curricular Activities and Extra-Curricular Activities*
  - 1. *The general purposes of the co-curricular activities include:*
    - a. *Be educationally enriching.*
    - b. *Increase the student's interest in life experiences.*
  - 2. *Planning and preparation for off-campus activities for presentation to the School Board or administration should include the following:*
    - a. *A structured learning program, with educational objectives.*
    - b. *An itemized finance plan.*
    - c. *Arrangements with the persons in charge of facilities to be visited.*
    - d. *Written permission from parent/legal guardian.*
    - e. *A plan for transportation and supervision. (See §1764B, §3510, §3515, and §3520 for vehicle requirements.)*
  - 3. *Requirements:*
    - a. *Conference trips and field trips (day or overnight), must be approved by the School Board.*
    - b. *No student should be denied the opportunity to participate because of the lack of finances.*
    - c. *Teachers must discuss proposed plans, including fund raising, with the school administration and receive approval before developing any plans for off-campus activities with students. In schools where the teacher is the only on-campus authority, consultation with the School Board is required.*
    - d. *An application for all overnight out-of-conference trips is to be submitted to the conference board of education for consideration. The application is to be received by the superintendent at least two weeks prior to the meeting.*
    - e. *Applications for approval of overnight out-of-union tours during the school year must be approved by the School Board and submitted to the superintendent at least 60 days in advance of the trip. Requests for tours scheduled for the summer months must be submitted to the superintendent by March 1.*

- f. *Trips scheduled by the Union Board of Education are exempt from conference board of education approval. These trips should be approved by the School Board.*
  - g. *In addition to sponsors and supervisors all overnight trips shall include the principal or designee(s).*
  - h. *Up to three school days may be granted for off-campus trips, one of which shall have an educational base.*
  - i. *Any additional days above the three-day limit must be documented by administration as an outgrowth of the student's curriculum.*
  - j. *Published school standards must be upheld.*
  - k. *Prior to the trip the students will be briefed on safety regulations and proper behavior.*
  - l. *Each school must be aware of and in compliance with their insurance carrier's policies and procedures for any and all off campus activities.*
- B. *It is the responsibility of the school administrator or a designated representative to ensure that all policies pertaining to safety regulations are closely followed. Release forms for participants in the activity and for medical treatment must be prepared and carried with the group. Copies must be filed at the school for backup purposes. (See §3510 - §3525.)*
- C. *Out of Division Trips*
- 1. *Out of division trips sponsored by Seventh-day Adventist educational institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of out of division trips request forms shall occur in close cooperation with the North American Division Office of Education.*
  - 2. *Tours that need to be coordinated include the following:*
    - a. *Trips organized by secondary schools, colleges, and universities including mission trips.*
    - b. *Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.*
  - 3. *All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization's board or committee.*
  - 4. *Out of Division Trips Forms shall be received by the North American Division Office of the Secretariat no later than sixty (60) days prior to the date of the trip.*
  - 5. *The following trip information is required to be submitted on the out of division trips form (found at [www.nadeducation.org/trips](http://www.nadeducation.org/trips) then search for "Out of Division Trips Form".)*
    - a. *Name of sponsoring organization.*
    - b. *Name of governing board or committee that has approved the trip and the approval date.*
    - c. *Full detailed itinerary including name of trip, schedule of the dates, and locations.*
    - d. *Name of trip director(s).*
    - e. *List of Seventh-day Adventist churches and/or institutions to be visited, if any.*
    - f. *A copy of the latest United States State Department Consular Information Sheet form (<http://travel.state.gov/travel>) including any warnings. This is to be reviewed within forty-eight (48) hours prior to leaving on the trip.*
    - g. *If this is a mission trip, provide a description of the materials needed and the method to provide these materials.*
    - h. *A list of needed vaccines, immunizations or inoculations needed for travel to the area(s) on the itinerary and the date(s) to be given to all participants.*
    - i. *A copy of the trip permission sheet is to be signed by all parents/legal guardians of minor children.*



- j. *A completed and signed volunteer information form for all adult participants, who are not employed by the school or a denominational organization and verification that the organization has conducted an appropriate personal background/reference screening of the individual.*
- 6. *Upon receipt of the Out of Division Trips Form, the North American Division Office of the Secretariat shall inform the General Conference Department of Education, who in turn shall communicate with the Director of Education of the division to be visited. All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.*
- 7. *The trip participants should be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area to be visited shall be considered at all times, and great caution shall be exercised to not disparage the host country or peoples in reporting about the trip.*
- 8. *Groups and individuals should be advised of their personal responsibility for expenses incurred while visiting denominational institutions and/or personnel. Groups should not expect denominational institutions or organizations to provide food or entertainment gratis.*
- 9. *Trip directors must ensure that individual participants are provided adequate travel insurance for bodily injury and medical expenses caused by an accident, or sickness, and provisions for emergency extraction of individuals, if needed. Trip directors shall carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.*
- 10. *All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements shall be reviewed by legal counsel to minimize the potential of financial loss in the event the trip is canceled due to the negligence or fraudulent actions of the travel agent or agency.*
- 11. *Participants will be asked to sign an acknowledgment of risk and code of conduct statement.*  
(FEB 05 40)

### **ARTICLE 3 STUDENT ORGANIZATIONS**

#### **1766: Supervising Student Organizations**

All student organizations and student-conducted cultural, social, and recreational activities shall be under direct supervision of the school staff. Faculty sponsor(s) must be appointed for each organization or activity and be present at every function.

#### **1768:07 Student Association**

A general student association may be organized in a manner best suited to the students and faculty of the school. The student association shall operate in harmony with the philosophy and objectives of the school.

The following factors should be considered:

- A. The organization membership shall be open to all students and staff members.
- B. Faculty advisors are appointed by the administration.
- C. A constitution should be developed and subsequently approved by the administration, staff, and students of the school.
- D. Activities of the organization are to be approved by the administration.

**1770:07 Student Officers**

Student officers must meet specific standards of citizenship, scholarship, and attendance as identified by the school.

**1772:00 Class Organization**

Each school is to provide a standard plan for class organization. This should include details of organization, qualifications of officers, social functions, and financial policies.

**1779:15 Statement on Interscholastic Sports**

Mid-America Union schools that participate in competitive interscholastic athletics shall do so with the primary purpose of fostering the moral character development of students. Accordingly, each Mid-America Union school that operates an athletic program will develop a written Interscholastic Sports Plan (ISP) to ensure:

- A. Alignment with and contribution to the overall school mission and vision
- B. Balance of time and resources to protect academic, spiritual, and social programs available to the entire student body
- C. Implementation of a deliberate plan to educate and mobilize parents, students, and coaches to positively impact the outside community for the glory of God and good name of the school
- D. Appropriate training for athletic administrators and coaches in best practices for accomplishing the indicators above

The ISP shall be approved by the school board and a copy sent to the conference and union offices of education.

**1785: Class Wills and Prophecies**

Class wills and prophecies and other harassment type activities are not to be a part of any class activity and are not to be used in school publications.

**ARTICLE 4  
SCHOOL HEALTH AND SAFETY**

**1880:00 Health and Safety Committee**

The School Board shall appoint a Health and Safety Committee which is responsible to:

- A. Inspect school facilities for safety hazards.
- B. Maintain proper insurance.
- C. Oversee the student health program.

**1882: Student Safety**

*Each conference and academy shall make provision for adequate student accident coverage. In each school, the board and administration are required to conduct regular fire, tornado, and other emergency drills in accordance with local or state laws. Regular safety inspections of all school buildings and equipment are to be conducted. (FEA 40 25)*

**1884: Substance Abuse Policies**

*Each school board, in cooperation with the administration and faculty, should develop clearly stated substance abuse policies and provide preventive education. (FEA 40 15)*

**1885:15 Student Health and Safety Programs**

A school health record is to be maintained in a separate locked, fire-proof file from the cumulative record folder for each student. Each school is responsible for seeing that state immunization

requirements are met and that proper records are maintained. School personnel are not to assist in giving medication to students unless the parent/legal guardian requests such assistance in writing and a doctor provides written instructions. State protocols regarding the distribution of all medications are to be followed.

**1886:07 First Aid, Safety, and Hygiene**

- A. First Aid Equipment
  - 1. Each building should have access to first aid and blood borne pathogen kits and a current Red Cross book of first aid instructions.
  - 2. When going on field trips or excursions, each group is required to carry an appropriate emergency kit.
- B. Safety Provisions – Proper precautions shall be taken to safeguard students and employees from injuries in laboratories, shops, gymnasiums, stairways, and in all other areas of the plant. An adequate number of fire extinguishers which are inspected not less than annually, shall be readily accessible throughout the buildings, and fire exits shall be clearly designated. There shall be regular comprehensive inspections for fire safety, cooperating with official fire or police inspectors. All power machinery shall be equipped with protective guards.
- C. Student Hygiene – Particular care shall be taken to provide proper hygienic conditions in all buildings occupied by students.

**1887:94 Labor Laws and Work Permits**

*Compliance with federal and state labor laws governing working conditions and work permits for all students is required.*

- A. *Administrative officers of educational institutions in the United States shall familiarize themselves with federal and state legal requirements concerning wages and hours, child labor, age certification, working conditions, labor records, and regulations for health, sanitation, and safety, for the purpose of bringing the institutions into full compliance with such requirements.*
- B. *Administrators of institutions having industries engaged in interstate commerce shall familiarize themselves with all applicable federal and state regulations.*
- C. *Questions concerning the broad application, the general interpretation, establishment of programs, standards and policies of the above laws as pertaining to Seventh-day Adventist institutions, shall be taken up with the national office of the Department of Labor through the Office of Education of the North American Division. Items concerning specific information and details of day-to-day operations, such as eligibility, number of permits allowed, and working conditions, etc. are to be obtained from the regional offices of the Department of Labor.*
- D. *School administrators shall keep themselves informed in respect to new labor legislation and its application as it is enacted. (FEA 40 40)*

**1888:03 Reporting of Suspected Child Abuse Cases**

Each conference shall develop a process which complies with public law for reporting child abuse. All employees shall be familiar with and follow applicable laws.

**1889: Environmental Concerns**

*Each conference board of education, K-12 or academy board, will develop a procedure for monitoring compliance with the Environmental Protection Agency (EPA) laws and regulations related to protecting the environment and the health of students and teachers. In states with environmental policies that are different from federal laws, the state regulations must also be followed. (FEA 40 20)*

## ARTICLE 5 REQUIRED RECORDS

### **1930:03 Legal Documents**

Student records should contain only the factual information necessary for the process of education. Cumulative folders must be available for review by a student and their parents/legal guardians if the student is a minor under state law, but must not be accessible to unauthorized individuals. All medical related forms and information must be in separate files.

Official records will be forwarded in accordance with the Family Educational Rights and Privacy Act (FERPA), which includes but is not limited to the following conditions:

- A. To officials of another school, school system, or institution of postsecondary education where the student intends to enroll.
- B. In connection with financial aid for which the student has applied or which the student has received.
- C. In connection with a health or safety emergency.
- D. To a prospective employer at the written request of the student or their parents/legal guardians if the student is under 18 years of age.

All schools should include a statement in their bulletin that the school forwards education records under the rules and regulations of FERPA.

Records pertaining to a student's mental health contain entries made under the direction of the student's physician and should be kept separate from academic records. These records should be released only with the parents'/legal guardians' written request if the student is a minor under state law.

### **1935:15 Student Scholarship Records for K-10 Seventh-day Adventist Schools**

Each conference is to assist schools in implementing one of the NAD-endorsed Student Information Systems (SIS). The permanent legal record for K-10 schools is the data collected in the SIS. The teacher is required to accurately input, in a timely manner, the student demographic information, attendance, grades, and special information records on each student.

### **1940:03 Cumulative File**

Cumulative folders are temporary records that follow a student during the elementary/secondary school years. The file includes student information such as school copies of student progress reports, standardized test results, other test results, and current application.

Teacher, parent/legal guardian, and/or student correspondence, disciplinary records, or teacher anecdotal records, etc. **should not** be included in the cumulative folder or forwarded to another school.

Current medical and consent to treatment form, updated medical record information, along with medical information received from previous schools attended must be kept in a separate file.

Cumulative folders should be forwarded in accordance with FERPA. (See §1930.) Otherwise, each school is to retain a student's cumulative folder for a minimum of two years after a student graduates from academy (or class graduates), if not out of harmony with state regulations.

### **1945:15 Annual Reports**

Opening and Closing Reports are generated through Data Rollup. Schools are responsible to check the accuracy of each report and make necessary corrections in the adopted SIS by published deadlines.

**1947: Records of Discontinued Schools**

*The conference office of education is responsible for the preservation of all records of discontinued schools. If a new academy succeeds one that is discontinued, the old records are to be transferred to the new school. Otherwise, such records are to be transferred to the conference office of education.*

*(FEA 25 55)*

**1960: Conflict of Interest and/or Commitment**

- A. *Conflict of Interest and/or Commitment Defined—Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination.*

*Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. However, an officer, trustee, or director serving on an organization’s board is expected to act in the best interest of the organization and its role in denominational structure.*

*A conflict of commitment shall mean any situation which interferes with an employee’s ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full-time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee’s duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization’s statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).*

*(E 85 05)*

- B. *Individuals Included Under This Policy – All trustees, officers, executive committee/board members, employees, and volunteers of denominational organizations shall be subject to this policy.*
- (E 85 10)*
- C. *Conditions Constituting Conflict—A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:*
- 1. Engaging in outside business or employment that encroaches on the denominational organization’s call for the full services of its employees even though there may be no other conflict.*
  - 2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.*
  - 3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.*
  - 4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one’s connection to the denomination to further personal or partisan political interests.*
  - 5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.*
  - 6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services or lending to/borrowing from a trustor or anyone who*

*is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.*

7. *Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.*
8. *Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.*
9. *Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.*
10. *Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.*
11. *Using one's connections within the organization to secure favors for one's family or relatives.* (E 85 15)

**D. Statement of Acceptance**

1. *By employees – At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization's employee handbook. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the Conflict of Interest and/or commitment policy. On an annual basis the employer shall provide all exempt employees, excluding seasonal workers, student employees, and student literature evangelists, with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.*
2. *By Administrators, Department Directors and Trustees – The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on Conflict of Interest and/or commitment from each administrator, department director, member of the board/executive committee, and any other person authorized to handle financial resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.*
3. *All statements of acceptance and compliance shall be reviewed annually through a process and reporting mechanism as determined by the board/executive committee of the organization.* (E 85 20)

**E. Reporting Potential or Actual Conflicts of Interest or Commitment – All present and potential conflicts of interest must be disclosed:**

1. *If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly; or*
2. *If not known in advance, when the actual, possible, or potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person's supervisor, as appropriate. The person should remove himself/herself from the room or situation to avoid participation in all discussion or deliberation on the issue, and voting. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent group may decide that no conflict of interest exists and invite the participation of the person.*

*This policy establishes a process which is self identifying. However, third parties may report alleged conflicts in writing with supporting documentation, to an officer of the organization*

*concerned if the employee fails to disclose a conflict or does so inadequately. The source of third party reports shall be held in confidence by the recipient unless it is required to divulge the information pursuant to a court order or if there is indication that the report is fraudulent or made with malicious intent.* (E 85 25)

*F. Review Process for Conflicts of Interest and/or Commitment*

*The officer or human resource/personnel office that receives the report of potential conflict shall inform the employee's supervisor and shall have the matter reviewed by the appropriate employing authority or by the committee assigned to review such matters. If the disclosure has come from a third party, the officer or human resource/personnel office shall inform the employee concerned and shall give the employee an opportunity to submit any information which may help in the review of the reported conflict. The decision of the employing authority or review committee as to whether or not a conflict exists shall be communicated to the employee in writing.* (E 85 30)

*G. Sanctions for Noncompliance – Noncompliance includes failure to:*

- 1. Comply with this policy;*
- 2. Report accurately on the disclosure form;*
- 3. Comply with decisions made by the employing authority or review committee as a result of reported potential or actual conflicts of interest and/or commitment.*

*Non-compliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.* (E 85 35)

## **DIVISION 2 –CURRICULUM K-12**

### **CHAPTER 1 – GENERAL ORGANIZATION**

#### **ARTICLE 1 DEFINITIONS**

##### **2000:04 Definition of Curriculum**

Seventh-day Adventist curriculum is a program of studies designed to foster a balanced development of the whole person – spiritually, physically, intellectually, and socially. The areas of study include religion, communication skills, physical and life sciences, mathematics, social studies, health, physical education, applied arts, fine arts, and technology. This program of studies is designed to integrate faith throughout the curriculum. It will also build connections within and between the discipline/subject areas and co-curricular activities.

#### **ARTICLE 2 GOALS**

##### **2010:04 Goals for Curriculum in Seventh-day Adventist Schools**

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education:

- A. Acceptance of God – Each student will surrender one’s whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one’s life.
- B. Commitment to the Church – Each student will desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
- C. Interpersonal Relationships – Each student will develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
- D. Responsible Citizenship – Each student will develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others, and accept responsibility for local, national, and global environments.
- E. Healthy Balanced Living – Each student will accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- F. Intellectual Development – Each student will adopt a systematic, logical, and biblically based approach to decision-making and problem-solving when applied to a developing body of knowledge.
- G. Communication Skills – Each student will recognize the importance of effective communication and develop the requisite skills.
- H. Personal Management – Each student will function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
- I. Aesthetic Appreciation – Each student will develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.
- J. Career and Service – Each student will develop a Christian work ethic with an appreciation for the dignity of service.



**ARTICLE 3**  
**MID-AMERICA UNION CURRICULUM COMMITTEE**

**2120:08 Identity**

The Curriculum Committee is the organization whereby ideas, methods, and materials can be creatively proposed, tested, and implemented in an orderly manner.

**2121:00 Membership**

The members of the MAUC Curriculum Committee shall be appointed by the Education Council upon the recommendation of the MAUC Office of Education and may be composed of:

A. Ex officio Membership

1. MAUC Director of Education.
2. MAUC Associate Director of Education.
3. Two Union College Division of Human Development staff members.
4. Superintendent(s).
5. Associate Superintendent(s).

B. Appointed Membership

Members shall be appointed in a manner providing equitable distribution by conferences throughout the Union.

1. Members of the secondary section.
  - a. Seven secondary school staff members representing the various disciplines.
  - b. One academy principal.
  - c. One academy registrar.
  - d. One junior academy principal.
  - e. One junior academy school staff member.
2. Members of the elementary section.
  - a. Four elementary teachers or principals from three plus teacher schools.
  - b. Four elementary teachers from one- and two-teacher schools.
  - c. Persons invited by the MAUC Office of Education for specific purposes, i.e., special subcommittee chair.

C. Term of office

1. Ex officio members shall serve on a continuing basis.
2. The appointed members shall serve for three years on a staggered, school-year basis. If a member is replaced midterm, the replacement shall serve for the remainder of that term. (See §1220.)

**2122:16 Meetings**

The MAUC Curriculum Committee shall meet annually. Its recommendations and proposals are to be submitted to the Education Council.

**2123: Functions**

*The MAUC K-12 curriculum committee is the central organization within the MAUC office of education designed to:*

- A. *Assist in the development and implementation of a distinctive Seventh-day Adventist K-12 curriculum.*
- B. *Promote curricular innovation.*

- C. *Review curriculum proposals, projects, and practices.*
- D. *Identify and research curriculum needs.*
- E. *Establish ad hoc committees for special curriculum studies.*
- F. *Approve the elementary and secondary textbook lists.*
- G. *Structure an effective program of pupil assessment and reporting.*
- H. *Develop procedures to assure the articulation of the K-12 curriculum.*
- I. *Make recommendations to the NAD Curriculum Committee.*
- J. *Review recommendations from the elementary and secondary curriculum subcommittees.*
- K. *Review recommendations from the small schools committee.* (FEA 15 80)

**2132:08 Reimbursement of Expenses**

Transportation, per diem, and lodging will be reimbursed according to MAUC policy and as authorized by the Office of Education. Substitute teacher expenses will be paid by the salary-issuing organization. A stipend will be paid in addition to the above reimbursement items for educators on a ten-month assignment who are appointed to curriculum work during the summer. The MAUC will reimburse the above expense items to the employee but will pay the stipend through the employee's payroll center. (See §3640.)

**ARTICLE 4  
CONFERENCE CURRICULUM COMMITTEE**

**2136:04 Curriculum Committee Appointment**

The local conference board of education should appoint a curriculum committee.

**2138: Identity**

*The local conference curriculum committee is a standing committee which gives direction and guidance regarding curricula at the local conference and school level.* (FEA 20 45)

**2140: Membership**

*The members of the local conference curriculum committee shall be appointed by the conference board of education upon recommendation of the superintendent of schools and may be composed of:*

- A. *Superintendent of schools, chair*
- B. *Associate superintendent(s)*
- C. *Elementary and secondary classroom teachers*
- D. *Elementary and junior academy principals*
- E. *Curriculum committee chairs of senior academies* (FEA 20 50)

**2142: Meetings**

*The local conference curriculum committee shall meet at least once each year.* (FEA 20 55)

**2144: Functions**

*The functions of a local conference curriculum committee are to:*

- A. *Explore and identify ways of organizing resources for the purpose of improving learning opportunities.*
- B. *Develop appropriate performance objectives for the various subject areas or disciplines.*
- C. *Evaluate and authorize proposals for innovative programs which may be initiated by individual schools.*

- D. *Provide leadership in conducting in-service education.*
- E. *Explore ways of achieving an articulated curriculum in designated subject matter areas. Resource personnel for this program should include representation from K-16.*
- F. *Make recommendations to the MAUC K-12 curriculum committee.*
- G. *Cooperate with the MAUC curriculum committee in providing leadership for and maintenance of an ongoing program of curriculum development.*
- H. *Implement curriculum policies of the MAUC board of education.*
- I. *Conduct pilot studies in cooperation with the NAD Office of Education and the MAUC Office of Education.*
- J. *Initiate and conduct research projects and surveys.* (FEA 20 60)

**ARTICLE 5  
MID-AMERICA UNION SECONDARY CREDIT REVIEW COMMITTEE**

**2150:16 Identity**

The secondary Credit Review Committee Serves as a peer audit committee that is tasked with reviewing the curriculum of all schools offering secondary subjects in conference schools.

**2152:16 Membership**

The MAUC Secondary Credit Review Committee membership shall include:

1. Chair – Office of Education designee
2. All Conference Superintendents
3. All Junior Academy Principals
4. All Senior Academy Principals

**2154:16 Meetings**

The Secondary Credit Review Committee shall meet annually.

**2156:16 Functions**

The functions of the Secondary Credit Review Committee are to:

1. Review the secondary subjects taught at each school
2. Recommend approval of or changes to the SCRC report to the MAUC Education Council
3. Provide leadership professional development opportunities
4. Provide a report to the local school operating board the findings of the Secondary Credit Review Committee

**2158:16 Expenses**

The employing organization will cover travel expenses for individuals with travel budgets. Mid-America Union will cover travel expenses for individuals without travel budgets.

**ARTICLE 6  
CURRICULUM DEVELOPMENT AND IMPLEMENTATION**

**2160:05 Definition**

Curriculum development is the process whereby individuals and groups meet school community needs through creation, selection, evaluation, and modification of ideas and materials.

## **2162:04 Curriculum Development Procedures**

Teachers are encouraged to create innovative curricula. These guidelines for approval are to be followed:

- A. The teacher should prepare a written proposal for major modifications, including basic textbook changes to include the following:
  1. The performance criteria or objectives.
  2. The anticipated materials and learning opportunities to be used.
  3. Evaluation plans, procedures, and criteria.
  4. Financial implications.
  5. Time allocations.
  6. Approval process compliance.
- B. Requests for alternative textbooks must follow the procedures outlined on the required form which can be found on the North American Division Education Website.
- C. The proposal will be submitted to the school principal and the superintendent before any development and implementation is begun.
- D. When the proposal alters any existing MAUC and/or NAD established curriculum policies, the approval must be secured from the level the curriculum was originally voted.
- E. See §3042 for possible financial assistance for special programs.

## **2164:16 Subject Area Standards**

The NAD has developed elementary and secondary subject- area standards which outline what students should know, understand, and be able to do with an Adventist Worldview. These are to be used as the basis for all instruction in the MAUC.

The standards were developed and are updated by working committees assigned by the NAD Curriculum Committee composed of representatives from various unions.

## **2166:16 Seventh-day Adventist Textbook and Resource List**

The textbook and resource lists are published annually by the NAD Office of Education for both elementary and secondary. Textbooks designated in the list for student use are required to be used in the schools except where otherwise authorized. (See §2162.)

Supplemental and/or correlated materials listed in the textbook and resource lists are recommended and may be utilized by the school as needed. It is also recognized that the teacher will use many carefully selected materials and teaching aids that are not included in either of the textbook or resource lists.

# **CHAPTER 2 – CURRICULUM ORGANIZATION**

## **ARTICLE 1**

### **ELEMENTARY SCHOOL CURRICULUM**

## **2212:16 Areas of Study, PreK-8**

Courses of study for PreK-8 shall include instruction, integrated where possible, in the following areas: Bible, witnessing and service, language arts, mathematics, science and health, fine arts, social studies, physical education, technology education, career awareness, and such other studies as may be prescribed by the conference board of education. For detailed planning of instruction, consult the appropriate NAD standards folder.

Certain subjects may be taught on a combined and/or alternating basis. For details of the alternation plan, consult the NAD Elementary Textbook List.

**ARTICLE 2  
JUNIOR ACADEMY CURRICULUM**

**2240:94 Definition**

Junior academy curriculum includes the total educational activities in grades nine and ten in PreK-9/PreK-10 schools.

**2241:16 Basic Curriculum**

Basic curriculum for grades 9 and 10 is:

A. Grade 9:

Religion I	Technology Education
English I	Physical Education
Earth Science or Physical Science	Health
Consumer Math and/or Algebra I	

B. Grade 10:

Religion II	World History
English II	Physical Education
Biology	
Algebra I and/or Geometry	

**2242:16 Alternation Schedule**

Certain subjects in grades 9 and 10 may be taught on a yearly alternation basis. These include Religion, English, Science, Social Studies, and Technology Education. The pattern of alternation is indicated by the term "odd year" which designates a school year ending in an odd number (i.e., 2016-2017), and "even year" which designates a school year ending in an even number (i.e., 2017-2018). If classes are alternated the subject alternation schedule must be followed. Exceptions may occur when the senior academy to which most of the students matriculate follows a different class sequence than that mandated in this code.

<b>Odd Year</b> <u>(School year ending in odd number)</u>	<b>Even Year</b> <u>(School year ending in even number)</u>
Religion I	Religion II
English I	English II
Earth Science or Physical Science	Biology
Algebra I <sup>1</sup>	Algebra I <sup>1</sup>
Geometry <sup>1</sup>	Geometry <sup>1</sup>
Fine Arts	Fine Arts
Physical Education	Physical Education
Technology Education	Health
Social Studies <sup>2</sup>	Social Studies <sup>2</sup>

<sup>1</sup>It is recommended that math not be alternated

<sup>2</sup>Social Studies may be taught in either, or both, the Odd or Even Year(s)

**2245:05 Secondary Course Outlines**

Each teacher teaching a secondary course shall submit to the administration a course outline for each course taught. These course outlines shall be updated and reviewed on an annual basis.

**ARTICLE 3**  
**SENIOR ACADEMY CURRICULUM**

**2250: Definition**

Senior academy curriculum includes the total educational activities in grades nine through twelve.

**2254:16 Semester Periods**

A semester period is the credit granted for one 40-minute class (plus 10 minutes for a lab class) which meets one day a week for one semester. Ten semester periods are the equivalent of one Carnegie unit. State minimums, where required, must be followed.

**2255:05 Down Grades and Off Campus Trips**

No down grade shall adversely affect the student's ability to earn a grade in another subject area.

**2256:05 Senior Academy Graduation Requirements**

- A. A minimum of 220 semester periods is required for graduation from a conventional four-year secondary school program. An honors program will exceed 220 semester periods at the discretion of the Academic Standards Committee. Waived classes may lower the 220 semester periods requirement.
- B. The following are minimum graduation requirements:
  - Language Arts: 40 semester periods
  - Religion: 40 semester periods less 5 semester periods for each semester attendance in a non-Seventh-day Adventist secondary school
  - Science: 20 semester periods (10 of which must be a laboratory science)
  - Social Studies: 25 semester periods (10 U.S. History and 5 Government required)
  - Mathematics: 20 semester periods
  - Technology Education: 20 semester periods (the student is to pass a keyboarding proficiency test)
  - Health: 5 semester periods
  - Physical Education: 20 semester periods (20 semester periods spread over the four years of academy experience to accomplish a regular exercise and activity program)
  - Fine Arts: 5 semester periods
  - Second Language: recommended
  - Electives: Complete the curriculum with enough courses to earn credits equaling 220 semester periods for graduation.
- C. All school work must be completed satisfactorily before the student may receive a diploma or Certificate of Completion.

**2257:05 Academic Standards Committee**

Each academy shall establish an Academic Standards Committee which ensures the school's compliance with curriculum policies established by the North American Division, MAUC, and local conference. Included is the approval of textbook selections, requests for variances from the curriculum by students and parents/legal guardians, and other assignments as identified by administration. The principal or designee chairs the committee and the registrar serves as executive secretary.

**2258:02 Senior Academy Diploma and Certificate of Completion**

Each student upon completing the graduation requirements will receive a secondary school diploma. A Certificate of Completion may be issued to a student who has completed academic requirements as outlined by the school's Academic Standards Committee.

**2259:05 Secondary Course Outlines**

Each teacher teaching a secondary course shall submit to the administration a course outline for each course taught. These course outlines shall be updated and reviewed on an annual basis.

**2260:89 Evaluation of Academy Student Progress**

Letter grades are the accepted means of reporting student progress in the conventional school curriculum. The four-point system is to be used to determine the grade point average. It is as follows: A = 4, B = 3, C = 2, D = 1, F = 0. GPA is figured on the higher grade achieved when a student repeats a course.

**2261:09 Credit Transfer from Non-Traditional or Non-Accredited Schools**

Students transferring from a home school, a non-accredited school, or an unapproved correspondence/distance education school may be granted credit based on an evaluation of appropriate documentation. In some cases, credit by examination may be required. Transfer grades should be recorded on a pass/fail basis with no GPA computed.

**ARTICLE 4**

**LIBRARY AND INSTRUCTIONAL MEDIA CENTER – SENIOR ACADEMY**

**2265: Library/Media Center Facilities**

Each academy shall have a library and/or media center which provides a collection of appropriate instructional materials selected, organized, and furnished for service to students and teachers. Space allotted should be large enough to accommodate a class for special assignments.

**2266:94 Librarian/Media Specialist**

Schools with an enrollment of more than 200 students shall employ a librarian/media specialist who devotes at least one-half time exclusively to library services. Schools with an enrollment of less than 200 students shall employ a part-time librarian/media specialist who devotes at least one-third of the school day exclusively to library services.

The librarian/media specialist shall have appropriate endorsement.

**2268:00 Library/Media Budget**

See §3137.

**2270:00 Library Collection**

The library collection must be re-evaluated periodically to assure that it supports the curriculum and meets the current needs of the students.

New books to be purchased and magazine subscription lists are to be compiled by the librarian with the participation of the teachers and/or a library committee.

The collection, which may be on electronic media, should include:

A. General Works

A minimum of 5,000 titles including paperbacks with an appropriate distribution throughout the Dewey Classification system.

B. Reference Books

Current reference materials should be provided, including but not limited to:

Unabridged Dictionaries

Encyclopedias

Almanacs

Yearbooks

World Atlases

Bible Atlases

Bible Dictionaries and Concordances

Seventh-day Adventist Bible Commentary

E.G. White publications

C. Periodicals

Periodicals shall be provided to meet devotional, instructional, and general information interests and needs of students.

D. Newspapers

The number and types of newspapers shall be determined by the needs of teachers and students.

E. Instructional Materials and Equipment

Audio-visual equipment and materials should be centrally catalogued in the library/media center.

**2275:94 Library Record System**

The library record system should include:

- A. A card or computerized catalogue with author, title, and subject cards interfiled and alphabetically arranged.
- B. A shelf list including the accession number on each card.
- C. A standard circulation system.

**ARTICLE 5**

**CORRESPONDENCE AND ONLINE RESOURCES**

**2290: Relationship of Griggs University and International Academy to Other Schools**

*Academies and colleges shall accept the credits of the Griggs University and International Academy as of comparable academic value to credits earned in the regular classroom. In bulletins and other publicity media, denominational schools should avoid statements that could be interpreted by students as being unfavorable to correspondence work given by the Griggs University and International Academy.*

*Griggs University and International Academy may refuse to enroll any student already enrolled in academy or college classes if application is made without a statement from the academy principal or college registrar indicating that the student had arranged to carry such work during the current school year. It shall hold all secondary school students who enroll during the summer to one unit of work, and urge the student to complete the unit before the opening of the school year in the autumn. (FEB 05 35)*



## DIVISION 3 – FINANCE

### CHAPTER 1 – SCHOOL BUDGETING AND FINANCE

#### ARTICLE 1 FINANCING K-12

##### **3010:00 Funding K-12**

*Adventist education in the Mid-America Union is funded from various sources.*

A. *Financing includes operating and capital funds from:*

<i>North American Division</i>	<i>2.35%</i>	<i>MAUC Portion of NAD Tithe</i>
<i>Union</i>	<i>0.285%</i>	<i>Equivalent of Tithe</i>

1. *North American Division participation in the financing of the operating expenses of education K-12, known as "K-12 Reversion," will be based on the equivalent of 2.5% of the gross tithe for the North American Division and shall be distributed as follows:*

*2.35% – to the unions for K-12 Fund*

*0.15 % – to the North American Division K-12 Fund (S 86 05)*

2. *Mid-America Union K-12 appropriation is an amount equal to .285% of the Mid-America Union tithe of two years prior to the budget year. Additionally, the union funds its Office of Education personnel and operational expenses.*

B. *Distribution and Implementation of Union Funds*

1. *The North American Division distributes to the unions 2.35% of its tithe income annually. An amount equal to 74% of those funds shall be distributed to the local conferences for general K-12 education use.*

*Distribution of the 74% to the conferences shall be determined by the ratio of the respective conference tithe to union tithe, applied as a percentage of the total amount allocated. These reversion funds will be disbursed on a monthly basis to the conferences.*

2. *In order to be eligible for the maximum distribution, a conference shall adopt a policy indicating the minimum percent of the total cost of the Conference K-10 Education Function that the conference will fund annually.*
3. *A minimum of 16% of the NAD appropriation will be held at the union office for the Mid-America Union Board of Education budget.*
4. *All of these funds, will be distributed through the Union Board of Education budget.*

##### **3036:00 North American Division Reversion Funds**

*NAD reversion funds shall be provided in the Mid-America Union Board of Education budget. The funds will be distributed on a monthly basis to the conferences. The fund's total will be an amount equal to 12% of NAD Reversion for the respective year. Grant funds may be used for projects as determined by the conference board of education. It is recommended that preference be given to funding student tuition grants and endowments with these funds.*

##### **3038:03 Mid-America Union Secondary Classroom Matching Subsidy**

*The Mid-America Union will provide to each senior academy an annual matching subsidy, reimbursing one-half of the academy expenditures up to 106% of the wage factor for classroom instructional equipment purchases. The deadline for requesting subsidy for the preceding school year is November 1.*

### **3040:94 Recent (New) Convert Subsidy**

- A. Purpose: The Recent (New) Converts Subsidy is to assist families new to the Adventist Church who have enrolled children for the first time in an Adventist school, or to assist recent converts whose parents/legal guardians are not Adventists.
- B. Benefits: The Recent (New) Convert Subsidy shall be funded 1/3 from the union, 1/3 from the conference, and 1/3 from the church. The total scholarship shall be set by the conference board of education. The union shall match the conference share up to \$200 per student per school year K-8 and \$500 for students 9-12.
- C. The subsidy will be prorated according to the flat-rate charges made by the school for a student who leaves prior to the end of a semester. These charges will include tuition, room, and board.
- D. Eligibility: Church membership will have been established during the 18-month period immediately preceding school enrollment.
- E. Children of denominational employees who receive tuition assistance provided by MAUC Code §3745 shall be excluded from the provision of this policy.
- F. Procedures: School Boards choosing to participate will grant the above benefits subsequent to recommendation of the respective Church Board.
- G. Superintendents will submit qualifying student names to the Mid-America Union Office of Education by November 1 following the respective school year.

### **3042:09 Mini-Grants**

The Mid-America Union shall allocate in its budget an amount to be used as mini-grant matching funds on a dollar-for-dollar basis to a maximum subsidy of \$250 per project. The funds are to be used for experimental administrative or curricular initiatives which might be of benefit to the union, as determined by the Director of Education in consultation with the superintendent. The funds shall be disbursed after the director's approval of a submitted project request.

### **3043:99 Government Aid to Schools**

- A. Nothing is to be permitted to divert schools from the purpose for which they have been established; nor is their independence in any way to be compromised. The position of the church that religious liberty is best achieved and preserved by a separation of church and state must not be weakened.
- B. Schools shall refrain from accepting gifts of land, buildings, or equipment from the government, or public tax money for capital improvements, the salaries of teachers, or the maintenance, operation, or support of the services which the schools supply.
- C. The above prohibitions shall not be construed to prejudice the acceptance of the regular functions of the public health department, nor shall they forbid the acquisition, for a consideration, of government surplus commodities.
- D. Some forms of aid to students, such as textbooks, equipment, transportation, and auxiliary services approved by the U.S. Supreme Court are considered to be a matter for the parent/legal guardian, rather than the church, to approve or disapprove. In no case, however, shall a church school cooperate in an aid program contingent on the school signing a religious nondiscrimination clause.
- E. Any government aid program not specifically covered in the provisions above shall not be accepted unless it is approved by the conference board of education, and the North American Division Church and State Study Committee.

### **3045:03 Subsidy for New Elementary Schools**

- A. A "new school" is defined as a school that has not been in operation for at least five years. The Mid-America Union and the conference shall share as follows in assisting new, conference-sponsored schools financially above the regular conference subsidy:
  - 1. First Year: A flat rate of two times the monthly wage factor is to be split equally between the conference and the union.
  - 2. Second Year: A flat rate of 1.3 times the monthly wage factor is to be split equally between the conference and the union.
  - 3. Third Year: A flat rate of one monthly wage factor is to be split equally between the conference and union.
- B. After the third year, the Mid-America Union will no longer assist in the financing of the school. All subsidies will then be provided by the conference.
- C. It is recommended that each conference board of education determine the use of funds to each school, giving special consideration to subsidizing capital expenditures.
- D. The conference board of education shall do a formal feasibility study at least seven months prior to the time the school is expected to be opened.
- E. The MAUOE subsidy will be paid only after completion of each full school year.
- F. Application shall be made to the Union Conference by the superintendent prior to November 1 following the respective school year.

### **3070:03 Conference Subsidies**

In order to improve the financial structure of our schools, the following subsidy plans are recommended:

- A. Boarding Academies  
The regular conference operating subsidy to the boarding academy shall not be less than the equivalent of three times the North American Division annual wage factor (3 x 102%). It is recommended that this subsidy be in addition to the regular 50% student tithe reversion practice.
- B. Day Academies  
The regular conference operating subsidy to an approved day academy shall not be less than the equivalent of two times the North American Division annual wage factor (2 x 102%).
- C. Elementary Schools (K-10)  
A Conference Education Function shall be created in each conference for the primary purpose of assisting in the payment of K-10 education expenses. This fund is to be created and disbursed by the conference board of education under the following provisions:
  - 1. A budget is to be set up in the conference books that shall be known as the Conference Education Function.
  - 2. The source of funds for the Conference Education Function will be the North American Division K-12 Reversion Funds, the subsidy from the conference, and monthly remittance from each school based on an average per-teacher charge.
  - 3. The conference shall establish a formula to determine the distribution of funding.

### **3075:94 Withdrawal of Conference Subsidy to Schools**

Any school that disregards the policies of the Mid-America Union or the local conference may be disqualified by the conference board of education from receiving its subsidy for the operation of the school. It may also disqualify the school from being operated as a conference school.

**ARTICLE 2**  
**SCHOOL BUDGETS AND ACCOUNTING PROCEDURES**

**3105:00 Finance Committee**

Schools should have a Finance Committee made up of the School Board chair, the principal, the accounting personnel, the local conference superintendent, and other members deemed necessary by the School Board. This committee should meet regularly throughout the school year. The duties of the committee are to guide the financial operation of the school. (See §1382)

**3110:00 Required Budgets**

The School Board shall operate within its income.

- A. The management of every school shall submit to the conference board of education an operating and capital improvement budget for the coming fiscal year (July 1 - June 30) which has been approved by its School Board. This budget should be submitted no later than March 1. (See Education Code Supplement – Sample Local K-10 School Budget on the Mid-America Union Education website)
- B. When salary increases and other changes in financial policies are made, the schools are to be notified by January 15 to enable them to prepare tentative budgets prior to the development of the constituent church budgets.
- C. At the first board meeting following the opening of school, a revised operating budget shall be presented.

**3130:99 Deficits**

Any school in which there is an operating cash flow deficit at the end of a fiscal year shall make full provision for such deficit in the preparation of the budget for the ensuing year.

**3137:00 Media Center Budget K-12**

Each School Board shall allot \$35.00 annually for each student enrolled for library/media acquisition.

**3145:00 Accounting Procedures**

- A. K-10 schools shall maintain a set of accounts separate from those of the church. (See §3192)
- B. The senior academies shall follow the procedures as outlined in the Academy Accounting Manual.

**3150:10 Accounts Receivable -- Transfer Students**

- A. Transfer students shall pay their accounts to the previous school or make satisfactory arrangements before beginning another school term.
- B. If it is discovered that a student has a balance owed to a prior school, it is recommended that the student not be allowed to continue another term until satisfactory arrangements are made with the former school. (See §1690 and §3160)

**3158:00 Closing of Accounting Books**

All schools in the Mid-America Union shall close accounting books on June 30. End-of-the-year statements shall be required by July 31.

**3160:02 Withholding Academic Credit - Transcripts**

Where not prohibited by law, schools may withhold transcripts of scholarship credit until the student account is paid or satisfactory financial arrangements are agreed upon. This statement must be published in the school bulletin. (See §1930)

### **3162:00 Suggested Collection Procedures**

Accounts receivable should be collected within 30 days of the billing.

#### **A. Registration Time:**

All students should have their registration fees in hand and their account from the previous year paid in order to register. It is recommended that any exceptions to this rule be presented in writing to the School Finance Committee for approval before registration.

#### **B. During the School Year:**

1. Bills will be sent out monthly, showing the amount due within 30 days.
2. Arrangements for continuation may be made with the parents/legal guardians of students whose accounts are not cleared within 30 days of billing.
3. The School Finance Committee should receive a 60-90-day aging list of accounts receivable each month for review and action. The list should show the date and amount of the latest payments.

### **3165:99 Student Wage Rates**

All student wages, hours, and working conditions are to comply with the regulations of state and federal laws.

### **3166:00 Student Tithe**

The school may develop a student tithe remittance policy in consultation with the local conference.

### **3170:00 Handling of Petty Cash**

The board may provide for the petty cash needs of the various departments by use of an imprest cash fund. All disbursements are by voucher or are supported by receipts.

### **3176:00 Cash Advances**

Large cash advances are not to be made to employees without special action of the respective Finance Committee.

### **3180:09 Bank Reconciliations**

All schools in the Mid-America Union are to follow generally accepted accounting practices and make bank reconciliations on all accounts monthly as soon as statements become available from the local banks.

### **3182:09 Records - Retention and Safekeeping**

In each conference organization and institution all correspondence, business papers, vouchers, canceled checks, etc., which are considered to be of probable permanent, legal, or historical value, shall be segregated into a "permanent" file in the custody of the accounting personnel or business manager of the organization. The "permanent" file shall be maintained in storage facilities adequately protected from fire and deterioration.

- A. If and when local conditions seem to make it advisable, documents in the "permanent" file may be electronically archived, properly labeled, and indexed.
- B. The North American Division provides a basic retention schedule that should be followed. (See statement BA 70 in the NAD Working Policy)

### **3184:91 Operating Capital Reserves**

The minimum standard of operating capital to be maintained by educational institutions is 15% of the annual operating expense for all K-12 schools.

**3186:09 Monthly Financial Statements**

A copy of the monthly finance statement shall be approved by the School Board and submitted to the Conference Office of Education prior to the next School Board meeting.

**3190:00 Audit of Schools-Financial Records**

The financial records of K-10 schools, including agency funds, shall be audited on a regular basis by or under the supervision of the conference treasurer in whose field the school is located. The financial records of all secondary schools shall be audited by the General Conference Auditing Service.

**3192:93 Temple Plan**

The "Temple Plan" provides a tuition-free education in a church-sponsored school for the children in that church. Contributions by the respective parents/legal guardians to the church are not deductible from tax obligations to the extent of tuition value received.

**3198:99 Depreciation of Fixed Assets**

*A. Financial Statements*

*All denominational organizations are to include depreciation expense on buildings and equipment in their annual financial statements.*

*B. Use of Depreciation Fund*

*Funded depreciation is to be used for the erection of new buildings and meeting replacement expenses, such as renewing of roofs, re-plastering, re-flooring of rooms; and for meeting the expense of replacement of furniture and equipment.*

*C. Rates*

*The following are suggested rates for building depreciation:*

<i>1. Well-constructed brick, stone, or reinforced cement buildings</i>	<i>75 yr. life</i>	<i>1 1/3% of cost</i>	
<i>2. Brick-veneer or thin-wall cement buildings</i>	<i>50 yr. life</i>	<i>2% of cost</i>	
<i>3. Frame stucco buildings on good foundations</i>	<i>40 yr. life</i>	<i>2 1/2 % of cost</i>	
<i>4. All other buildings</i>	<i>20 to 35 yr. life</i>	<i>3% to 5% of cost</i>	<i>(S 70 05)</i>

**ARTICLE 3**

**TUITION AND FEES**

**3220:91 Non-constituent Tuition Fees**

Non-constituent students in K-12 schools may be charged an additional amount of tuition that is determined by the School Board.

**3234:99 Tuition Subsidy for North American Division Based Interdivision Employees**

*When children of North American Division based interdivision employees attend schools in their home division the financial arrangements are as follows:*

- A. *The maximum rates for tuition assistance for each school year shall be based on the tuition charged by the school attended according to the following percentages:*

<i>Day Students</i>	<i>75%</i>
<i>Dorm Students</i>	<i>100%</i>
- B. *If the student also received a federal or state scholarship, the school may reduce this assistance by the amount of such scholarship.*
- C. *The division shall furnish the school concerned with the names of the students authorized to receive this financial assistance and the school will then send a charge to the division on a quarter or semester into their regular working staffs.*
- D. *Health care assistance (see NAD Y 22) shall be granted for as long as the children qualify for tuition assistance under terms of paragraphs 1. and 2.* (M 14 10)

**ARTICLE 4  
SCHOOL PLANT AND FACILITIES**

**3420:99 Building Projects**

- A. *Authorizations—Building and financial plans for church and institutional projects shall be submitted for approval according to the following plan (amount exclusive of land):*
  - 1. *All new construction or purchase projects shall be approved by the conference executive committee or institutional board.*
  - 2. *Projects exceeding \$3,000,000 shall be approved by the union executive committee or the board of union institutions.*
- B. *Counsel from Higher Organizations—Churches and schools contemplating either the purchase or the erection of a church or school building shall be cautioned against undertaking financial obligations which would embarrass the membership. When a congregation decides to buy or build a new church home or school, its building should not be sold or vacated until provision is made to house the congregation or students. In all building projects, local and union committees shall give careful counsel, taking into consideration the size of the congregation or student body, its financial strength, and the location of the building.*
- C. *Cash Requirements—In the purchase or building of church or school properties, commitments shall not be made or building operations commenced until thirty-five percent (35%) of the entire cost of the building, including initial furnishings, is available in cash or in readily convertible assets, and provision satisfactory to the authorizing committees for securing the remaining sixty-five percent (65%) is made. In the case of purchase, construction, or remodeling, the work shall proceed and obligations shall be incurred only as funds are available and the finance plan has been approved by the corresponding body. Land that has been paid for may be considered at cost as part of the required thirty-five percent (35%) of the total project.*
- D. *Construction in Stages—In cases in which it is practicable to occupy the church or school buildings before the contemplated project is entirely completed, authorization may be given for construction to be undertaken in stages, provided the project has been approved by the authorizing committees with the provision that construction will not proceed except as funds are available.*
- E. *Borrowed Funds—In cases where it is deemed advisable, a church or school may be authorized to borrow up to sixty-five percent (65%) of the cost of completing the current stage of its building project, provided a definite program for the liquidation of the loan has been approved and underwritten by the local and union conferences concerned within the time period specified by this policy. Issuance of bonds (exempt or non-exempt) for the financing of building projects by*

denominational organizations after December 31, 1999 is not authorized, except by action of the North American Division Committee (NADCOM). (S 05 42)

**3440:10 Institutional Building and Improvement Projects**

A. *Definition*

*For institutional and conference building projects, improvements and equipment, 50 percent of the funds needed for the project shall be available in cash or readily convertible assets and satisfactory provision made for securing the remaining 50 percent before authorization is granted by the responsible committee or board and commitments are made. In the case of construction, the work shall proceed and obligations shall be incurred only as funds are available. When college/university dormitories and health care institutions are considered, NADCOA may make an exception to the policy requiring 50 percent of cost to be in hand. A higher percent of borrowing may be permitted to these types of projects where earned income will fund the repayment of loans on a self-liquidating basis. NADCOA will consider each case on its own merits. In cases of housing for employees where earned income will fund the repayment of loans, the union may give final approval for construction and borrowing. In all cases where the full amount of the funds needed for a project is not available, the amount borrowed shall be underwritten by the local and union conferences concerned and the plan of finance approved by the next larger organization, with the exception of health care institutions.*

B. *Multiple Units*

*In the case of a building or expansion program involving one or more units in one of the larger institutions, the plan for the building program for each unit with the financial plan shall be submitted to the controlling committees for approval before commitments are made. A master building plan for the institution should be developed and submitted for approval. Such financial plan shall provide for the full amount of funds required to complete the project by cash or by yearly budgetary appropriations underwritten by the local and union conferences concerned. Construction shall proceed and obligations shall be incurred only as funds are available.*

C. *Cost Estimates*

*Cost estimates from the project's architect concerning contemplated building and improvement projects shall be submitted by organizations for approval by the appropriate committees. The estimated operating expenses of the new facility shall also be submitted.*

(S 05 43)

- D. In construction or purchase of school buildings or school properties, in no case shall commitments be made or building operations begin until the School Board ascertains that the plans and specifications for the new building or renovations comply with the requirements of state and local building codes and local conference association policies.

**ARTICLE 5  
AUTOMOBILES**

**3510: General Allowance for Automobiles**

A. *Denominationally Owned Automobiles*

*In order to avoid excessive or unnecessary automobile expense, it is advised that employing organizations not own automobiles for the use of their employees. (Y 29 05)*



**B. Automobile Allowances**

1. *Many denominational employees find it necessary to travel by automobile when meeting school appointments. It is the responsibility of such employees to maintain an automobile that is available as needed for school business.*
2. *Certain employees may be eligible for automobile insurance assistance if their annual automobile insurance expense exceeds a specified deduction. (See §3515.)*
3. *Conferences may use the flat travel budget plan to cover the travel expenses of their office staff and pastors. The amount of the flat travel budget shall be reviewed annually. Such employees shall be encouraged to report daily business mileage on their monthly expense reports.*
4. *Mileage reimbursement is granted to cover the additional automobile expense that employees incur because they are requested to use their automobiles for school business.*
  - a. *The maximum mileage rate paid to employees will be approved by the North American Division Committee (NADCOM) annually.*
  - b. *The maximum mileage rate for nonemployees who do not receive insurance assistance and stipend workers shall not exceed the mileage rate allowed by the Internal Revenue Service.*
  - c. *No other assistance shall be given for automobile expenses unless specifically authorized by NADCOM.*

**ARTICLE 6  
RISK MANAGEMENT**

**3515: Insurance**

**A. Commercial Auto**

*Liability protection should be secured on all owned, hired and non-owned vehicles used on behalf of the employing organization, with adequate limits of bodily injury and property-damage liability. All vehicles owned by each organization should be included in one policy, with an automatic fleet endorsement or equivalent attached. All vehicles should be registered in the legal corporate name of the governing denominational entity and included in the master policy. This includes academies and local entities. (See S 60 10 for minimum limits of liability.)*

**B. Maintenance**

*Each vehicle owned or operated by the denominational entity shall be inspected and shall adhere to a regular maintenance schedule. Before the vehicle is used it is the driver's responsibility to check the mechanical condition of the vehicle. If the vehicle is unsafe to operate, substitute transportation shall be arranged.*

**C. Vehicle Use**

*All vehicle usage should comply with all Federal and/or state laws. Vehicles owned or registered in the name of denominational entities shall not be lent, leased, or rented to nondenominational organizations nor leased or rented to individuals.*

**D. Driver Record/Qualifications**

*All drivers shall be properly licensed and comply with all Federal and/or state laws for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. A minimum allowable age of nineteen (19) years old may be granted with the approval of the conference officers. The driving record (Motor Vehicle Record) of each driver shall be obtained from state records and reviewed on a regular basis. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no accidents that results in a conviction of a misdemeanor or criminal charge while driving any vehicle. When a*

driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

E. *Load Capacity*

Vehicles should not be operated carrying more than the official rated load capacity. All vehicle occupants are required to wear seat belts and/or shoulder belts as required by law and OSHA (Occupational Safety and Health Act of 1970) standards/or the appropriate government agency.

F. *Bus Use*

Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.

1. *Pre-1977 buses shall not be purchased or otherwise obtained. It is recommended that currently owned pre-1977 buses should be removed from the fleet.*
2. *Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.*
3. *Before operating the bus, the driver shall determine that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.*

G. *Fifteen-Passenger Van Use*

In the interest of safety, denominational organizations shall not purchase, lease, rent, or use 15-passenger vans or modified 15-passenger vans for sponsored activities under any circumstances. Alternatives to 15-passenger vans include: minivans and SUVs, mini-school buses, 15-passenger buses with dual rear wheels

H. *Automobile Insurance Assistance*

1. *Eligibility—Those eligible for automobile insurance assistance shall be employees of the General Conference, General Conference and North American Division institutions, union conferences, local conferences, excluding educational personnel K-16 whose category maximum is 100 percent or more of the Remuneration Factor; conference assistant treasurers/chief financial officers, conference assistant department directors, unordained ministers, Bible instructors, university and college presidents, major administrative officers and associates in administration, and senior academy principals.*
2. *Educational Personnel K-16—Employees whose job requires less frequent use of their automobile are not eligible for automobile insurance assistance. Nevertheless, for their protection and the denominations' protection when their automobile is used in the course of employment, it is recommended that they maintain the same minimum level of bodily injury liability protection as required for employees receiving automobile insurance assistance.*
3. *Deductible—Assistance as calculated in c. below may be granted on annual automobile insurance expense that exceeds 16.5 percent of the current monthly Remuneration Factor (rounded to the nearest dollar). Proof of payment and minimum insurance limits as in a. below is required.*
  - a. *Required Coverage—Those eligible for automobile insurance as listed in paragraph 1 above shall be required to carry insurance with the following minimum limits when such limits are readily available:*

<i>*Bodily Injury Liability</i>	<i>\$250,000/500,000</i>
<i>*Property Damage Liability</i>	<i>50,000</i>
<i>Medical Payments</i>	<i>5,000</i>
<i>Comprehensive</i>	<i>**100 Deductible</i>
<i>Collision</i>	<i>**500 Deductible</i>
<i>Uninsured Motorist</i>	<i>Statutory</i>

*\*Optional \$300,000 single limit policy is acceptable*

*\*\*Any deductible above or below this amount or waiver of the requirement to carry comprehensive and collision coverage is at the discretion of the employing organization.*

- b. In the event an employee mentioned in paragraph 1. above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder of the deductible will be paid by the employing organization. If the employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to the employing organization for any amounts previously paid by the employer above the first \$50 of the deductible.*
- c. The amount of the assistance shall be determined by applying the appropriate factors to the average premiums of two insured automobiles owned by and used primarily by the employee and spouse. Premiums in excess of those typical of standard type cars shall not be considered.*

<i>Driving Record Surcharge Points</i>	<i>Allowance Factor One Automobile Owner</i>	<i>Allowance Factor Multi-Automobile Owner</i>
<i>0-2</i>	<i>100%</i>	<i>160%</i>
<i>3</i>	<i>90%</i>	<i>144%</i>
<i>4</i>	<i>75%</i>	<i>120%</i>

- d. An unmarried denominational employee, if eligible, shall receive assistance on one automobile only. Married denominational employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.*
- 4. Those organizations within the United States who prefer, may provide a flat allowance, based on a standard car, for automobile insurance assistance. (Y 29 15)*
- I. Automobile Mileage Reimbursement*
  - 1. Standard Automobile—Operating costs shall be based on a standard type automobile to be defined each year by NADCOM.*
  - 2. Components of Mileage Rate—The mileage rate shall be based on the sum of the following components:*
    - a. Gasoline cost per mile*
    - b. Additional expense for oil, tires, maintenance, and repairs*
    - c. Additional expense for depreciation*
  - 3. Insurance*
    - a. Employees who regularly drive their personal automobiles on behalf of a denominational entity shall carry limits of liability equivalent to limits required for all employees who qualify for Additional Automobile Insurance Assistance (see Y 29 15). (See §3515. H. above.)*
    - b. All other employees who are asked to drive their personal automobiles on behalf of a denominational entity shall carry a minimum of \$100,000 per person/\$300,000 per occurrence limits of liability.*
    - c. Evidence of insurance shall be kept on file by the denominational entity concerned. (Y 29 20)*

**3525:94 Student Accident Insurance**

Every student enrolled in a conference school shall be covered by student accident insurance. Extra-curricular activities may require special insurance.

**3530:99 Blanket Fire and Liability Insurance Requirements**

- A. Property Insurance*
  - 1. Replacement Values—Adequate insurance shall be carried on all denominational properties for fire and multi-peril coverage, where applicable, it being recommended that the coverage*

*should be on the basis of replacement values, where eligible, for both buildings and contents. All buildings shall be covered from commencement of construction.*

2. *Survey of Buildings—The treasurers/chief financial officers of unions, local conferences, and institutions shall survey the buildings in their respective territories, including the contents of such buildings, to determine the insurable value of all property. (S 60 15)*

**B. Earthquake and Flood Insurance**

*Earthquake and Flood Insurance should be considered on all denominational property. Consideration of the costs, the risks associated with earthquakes and floods in their respective areas, and all other alternatives including closing the institution in the event of a major earthquake or flood, should be carefully evaluated. (S 60 16)*

**C. Crime Theft Insurance**

*It is recommended that all unions, local conferences, institutions, churches, and schools protect their properties and moneys from the perils of theft, burglary, and robbery by the purchase of Crime Insurance. (S 60 20)*

**D. Boiler and Machinery Insurance**

*It is recommended that organizations include equipment breakdown insurance as part of their property insurance protection. This coverage provides sudden and accidental breakdown insurance for low or high pressure boilers, water heaters, central air conditioning, commercial freezers, refrigeration units, computers or other equipment owned by the insured. (S 60 21)*

**E. General Liability Insurance**

*There is a definite trend in today's litigious society for nonprofit religious organizations to be held legally liable for accidents and injuries of every description. Therefore, it is recommended:*

1. *Denominational Properties and Operations—Liability protection should be secured on all denominational properties and operations, including new buildings under construction, products, etc., with sufficient limits to protect the assets of each respective organization. All locations should be scheduled on the same policy.*
2. *Construction Contracts – All construction contracts shall be carefully reviewed by the conference building committee for approval prior to the commencement of construction. Contract review should include careful consideration to the risks being assumed under the contract and the requirements for contractors and sub-contractors to provide adequate insurance protection.*
3. *Independent Construction Contractors—All independent construction contractors shall be required to maintain a minimum of 3,000,000 limits of liability for major construction projects and a minimum of \$500,000 limits of liability for minor construction projects and shall provide evidence of coverage prior to commencement of construction on any denominational property. Wherever possible it is recommended to obtain higher limits of liability above the minimum limit as stated. Major construction projects would include, but not be limited to, building new structures or additions, structural changes or alterations to existing buildings, installation of heating and cooling equipment, electrical wiring, excavating, and demolition. Minor construction projects would include, but not be limited to, painting, roofing, plumbing, and floor covering. The General Conference of Seventh-day Adventists and affiliated organizations shall be named as additional insured under the contractor's policy. Also all contracts shall contain a hold-harmless clause in favor of the General Conference of Seventh-day Adventists and affiliated organizations. (See S 60 45-4, Independent Construction Contractors.) (See §3530 I-4.) It is recommended to have legal counsel assist in the review of all major construction contracts before they are executed.*
4. *Medical Professional Liability Insurance—All employed and/or contracted physicians shall obtain a professional liability insurance policy for at least \$1,000,000 coverage for which they will be reimbursed by the denominational entity by which they are employed. All volunteer physicians shall be required to maintain a professional liability insurance policy with*

*minimum limits of \$1,000,000. Evidence of coverage shall be provided to the organization to which they are donating services prior to commencement of service.*

5. *Contractual Liabilities—All contracts entered into by denominational organizations should be carefully reviewed before they are executed to avoid the unnecessary assumption of risks which may bring liability to the organization.*
6. *Proper Supervision—Adequate planning and supervision should be provided for all denominationally sponsored activities to prevent accidents. Signed permission forms should be obtained from parents or legal guardians before minor-aged children are allowed to participate in activities. Medical information and release forms should be maintained on all children for use in the event of accident or injury.*
7. *Broadcasters' and Publishers' Liability – All denominational organizations with broadcasting and/or publishing operations should have adequate coverage for their exposures included as part of their general liability insurance program. (S 60 30)*

**F. *Miscellaneous Professional Liability***

1. *Denominational organizations shall participate in the North American Division Master Policy for professional liability insurance on clergy, educators, notary publics, internal auditors, accountants, and attorneys who are employees of the denominational entity while acting within the scope of their assigned duties.*
2. *Trustees Errors and Omissions Insurance shall also be carried on all trust officers employed by the denominational entity as approved by the NAD Risk Management Committee.*
3. *All attorneys who are hired or retained by denominational entities shall be required to maintain errors and omissions liability insurance with minimum limits of \$1,000,000. Evidence of coverage should be provided to the organization prior to the commencement of their service. (S 60 32)*

**G. *Aircraft Insurance***

*Organizations authorizing or permitting the operation of an aircraft, whether denominationally owned or nonowned, shall be responsible for obtaining adequate insurance to cover potential legal liability, the aircraft, the pilot, and passengers. (See S 60 10 for minimum limits of aircraft insurance for denominationally owned aircraft and C 75 25 for insurance requirements on all privately owned aircraft.) (S 60 35)*

**H. *Garage and Garage Keepers' Liability Insurance***

*All organizations which provide repair services on nonowned vehicles shall be responsible for obtaining adequate limits of insurance to cover the denomination's potential legal liability. (S 60 41)*

**I. *Employment Practices Liability***

*All organizations should carefully evaluate the risks associated with sexual misconduct, sexual harassment, discrimination and wrongful termination, and the financial impact on the entity. It is recommended that adequate limits of employment practices liability insurance be obtained to cover the denomination's potential legal liability. (S 60 42)*

**J. *Workers' Compensation Insurance***

1. *Employees—Denominational organizations are encouraged to secure Workers' Compensation and Employers' Liability insurance or its equivalent on all employees. Where workers' compensation insurance is not required by law, coverage may be purchased on a voluntary basis. In some jurisdictions, volunteer workers may be included as part of the workers' compensation insurance policy.*
2. *Volunteers—Denominational organizations which utilize the service of volunteers should consider providing coverage for accidental injuries which may occur as the result of their volunteer service. Either workers' compensation or a volunteer labor accidental medical insurance policy should be used for this purpose.*

3. *Catastrophic Risks – Since the cost of Workers' Compensation Insurance is impacted by the insured's accident and loss experience, management should avoid potential catastrophes which may arise from a concentration of large numbers of employees while traveling in buses, trains, automobiles, and aircraft.*
4. *Independent Construction Contractors–All independent construction contractors shall be required to carry Workers' Compensation Insurance. Also, all independent construction contractors shall be required to file proof of such coverage prior to commencement of the construction on any denominational property.*
5. *Time off due to workers' compensation injury or illness for employees may be coordinated with the leave provisions under the Family and Medical Leave of Absence Policy E 83. (S 60 45)*

**K. Fire Protection in Denominational Buildings**

*Fire safety is dependent on a balanced combination of good building construction, proper attention against specific hazards, approved fire detection systems, adequate fire-extinguishing facilities, and a well-organized fire-prevention and evacuation procedure. Preventing loss of life or personal injury by fire is the first objective of all fire-protection programs. The following standards are among those which shall be applied:*

**1. New Construction**

- a. *In the construction of new buildings, a definite effort shall be made to meet the requirements of fire-resistive construction. Special care for life safety should be given to buildings designed primarily for habitational use.*
- b. *All plans drawn for any denominational building shall be in accordance with the most recent edition of the National Fire Protection Association standards (NFPA standards apply to the United States only), uniform building codes, and other applicable safety codes, as the minimum requirement. In the event of a conflict of codes, the more stringent one shall be applied.*

**2. Fire Prevention and Life Safety – All Buildings**

- a. *Fire doors shall not be blocked, wedged, or fastened in the open position. Fire doors may be held only with an approved automatic self-closing device.*
- b. *Approved fire extinguishers of the proper type and quantity should be placed throughout the premises. All fire extinguishers, fire suppression and sprinkler systems should be inspected annually and tagged on a regular basis and recharged by a licensed technician.*
- c. *Electrical wiring shall be installed and maintained in accordance with the National Electrical Code.*
- d. *Installation of an approved fire detection system which signals an alarm to a central station should be considered. Such an installation greatly increases the fire protection of the building and may also reduce the fire insurance premium.*
- e. *An approved hood and vent system with an automatic fire-extinguishing system shall be provided for all commercial and institutional cooking equipment such as ranges, griddles, broilers, and deep fat fryers.*
- f. *Data processing back-up tapes and records shall be stored in a fire resistive location which is remote to the data processing center of the organization.*

**3. Dormitories and Other Habitational Areas**

- a. *All dormitories shall have approved interior smoke detection and fire alarm systems with power backup in accordance with National Fire Protection Association standards. These systems shall be inspected on a regular basis and monitored by a central station where monitoring is available.*
- b. *Dormitories not of fire-resistive construction shall be completely equipped with an approved sprinkler system.*

- c. *All sleeping areas shall be free of dead-end corridors and, in addition, those not located on ground level shall have a minimum of two well-separated exit stairs leading to the ground level. All outside fire escapes shall be of the stair-type only.* (S 60 50)

L. *Use of Denominational Buildings by Other Organizations*

*If denominational facilities are leased, rented, or lent to nondenominational organizations, the user shall be required to provide a certificate evidencing general liability insurance and an additional insured endorsement naming the corporate entity holding the title to the facility as an additional named insured. \$3,000,000 limits of general liability insurance is recommended with no less than \$1,000,000 limits required. In addition, the nondenominational organization shall sign an agreement holding the denominational owner harmless from any liability resulting from use of the facility. Insurance shall be from an insurer rated A Class VII or better from A M Best. Coverage shall remain in force for the duration of the usage.* (S 60 51)

**3535:99 Property and Premises Security**

*All denominational organizations should carefully plan for the security of their property and premises. Consideration should be given to the following areas:*

- A. *Security Lighting—All property should be provided with adequate security lighting to provide proper illumination for public safety and to minimize the potential for vandalism and other forms of property damage.*
- B. *Locked Doors and Windows—All doors and windows on denominational premises should be checked at the end of each usage to insure that the building has been properly locked and secured after each event. A system to check out keys to employees and authorized volunteers should be utilized. It is good practice to re-key all doors whenever a number of keys have been lost or if keys have been reported stolen in order to prevent a breach in the building's security.*
- C. *Security System—If security systems are utilized, they should be installed by a licensed security system contractor. The system should be monitored by a central station in order to minimize the reporting of false alarms to the local police agencies. Consideration should be given to a combined security and fire/smoke alarm system whenever possible.*
- D. *Night Watch and Security Patrols—In high crime, urban areas and in high use facilities it is advisable to secure the services of a night watch or security patrol service to check facilities during the nighttime hours to assure that all buildings have been properly locked and secured.*
- E. *Security Guards—If security guards are employed by denominational organizations, they should be properly trained in security techniques and practices. Security guards shall not carry firearms of any type. In the event that armed security guards are needed by a denominational entity, these services should be secured from a licensed security guard service which is bonded and insured. The security service shall provide evidence of professional liability and workers' compensation insurance to the denominational entity before the contract is executed.* (S 60 52)

**CHAPTER 2 - PERSONNEL BENEFITS**

**ARTICLE 1**

**COMPUTATION OF SALARIES AND WAGES**

**3605:00 Salary and Wage Scales**

*Certified and classified employees will be paid in harmony with the current wage scales voted annually by the Mid-America Union and Conference Executive Committees.*

### **3608:00 Ten-Month Salary Plan**

The basic employment plan for Mid-America Union educational personnel is for ten months' salary and work obligation, which is paid in 12 monthly payments, July through June.

### **3610:09 Salary in Relation to Certification**

- A. The teacher's salary is determined by the denominational teaching certificate held and the years of service. Securing certification to teach is the responsibility of the teacher. Application forms are available at the Mid-America Union Office of Education and through the employing organization.
- B. Salary-step placement is established on the basis of the teaching credential currently held by the teacher and their years of service.
- C. Graduates from non-Seventh-day Adventist colleges who have satisfied all professional education requirements with the exception of Bible are eligible to receive yearly salary steps, providing a proposed program of course work in Bible has been approved by the employing organization.

### **3612:09 Salary Adjustment - Change in Certification**

- A. It is the responsibility of the educators to maintain certification and to ensure that the Mid-America Union Office of Education receives transcripts and other certification materials.
- B. Salary will be based on years of denominational employment and current denominational certification or credentials. Any increase in monthly salary through November will be made the month following the recording of transcript date in the Mid-America Union Office of Education. Salaries will be increased retroactively to the beginning of the academic year (July 1) in which the increase was granted. After December 1, the salary schedule will not be adjusted until the beginning of the next academic year. Delay of receipt of official documentation due to no fault of the teacher will not incur loss of salary. (See §3615)
- C. A teacher whose denominational teaching certificate has expired may be dropped up to two steps on the wage scale until certification is renewed.
- D. Non-degreed teachers and teachers on the conditional certificate wage scale who fail to maintain a conditional certificate by earning at least six semester hours of appropriate credit annually will remain on their current salary step until requalifying for certification.

### **3615:00 Public School Teaching Credit**

When placing an employee on the wage scale, public school teaching experience may be considered to be equal to denominational teaching experience.

### **3620:09 Annual Employment Calendar**

- A. Within the Mid-America Union, July 1 to June 30 shall constitute the employment year for all educational personnel.
- B. The combined wage scale factor for all teachers shall be paid monthly in harmony with the Mid-America Union Board of Education Wage Scale.
- C. Teachers not previously employed by the denomination but who otherwise qualify will be eligible for a health care plan and educational benefits following a probationary period as established by their employing organization. Benefits which are triggered by involuntary events (for example, accidents and illnesses) shall be provided without waiting periods and shall be independent of an employee's length of service.
- D. The assignment for all teachers will be for a ten-month period unless otherwise assigned. Teachers employed for less than ten months shall receive a proportionately lesser remuneration. (See §4235)



- E. The School Board may request of the superintendent that a teacher be assigned to work at the school for a twelve-month period.

**3625:09 Social Security**

All educational personnel (except ordained and licensed ministers) are covered by social security through their employing organization.

**3630:06 Vacations and Holidays**

A. *Basis for Vacations*

1. Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

	<i>Vacation entitlement per year of full-time service</i>	<i>Vacation entitlement accrued per 38-hour week</i>
<i>During first four-year period</i>	<i>2 weeks</i>	<i>1.4575 hours</i>
<i>During next five-year period</i>	<i>3 weeks<sup>1</sup></i>	<i>2.1863 hours</i>
<i>After nine years of service</i>	<i>4 weeks<sup>1</sup></i>	<i>2.9151 hours</i>

<sup>1</sup>*Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.*

2. *A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.*
3. *Regular part-time employees shall accrue vacation time on a prorata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.*
4. *Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.*
5. *Individuals who become exempt denominational employees after several years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service. (E 75 05)*

B. *Records*

*Denominational employers shall keep the necessary records for vacation accrual and vacations taken. (E 75 15)*

C. *Maximum Accrual*

*Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year. (E 75 06)*

D. *Termination or Retirement*

*At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual. (See E 75 06.) (E 75 30)*

E. *Transfers*

*When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins. (E 75 25)*

F. *Exempt Employees Vacation Time*

*Since vacation time should generally be taken in the year of accrual, it is assumed that exempt employees have taken their annual vacation accrual unless a written request is made by the employee to the employer for a carry-over to the following year or a formal reporting/ accounting system is in place which tracks the amount of taken vacation time. (See E 75 06 Maximum Accrual.) For exempt employees not covered under a formalized tracking system, two weeks of vacation is equal to 10 work days, three weeks to 15 work days, etc., and all vacation time must be taken in full day increments, not partial days, unless allowed under local state laws. (E 75 07)*

G. *Vacation Requests*

*A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor. (E 75 40)*

H. *Holidays and Closings*

*Paid holidays and office closings are at individual employer's discretion and are generally influenced by the respective organization's needs, climatic conditions, as well as national and local laws. (E 75 45)*

I. *Ten-month Assignment Plan*

Ten-month assigned employees with one to nine years of experience receive the holidays within the employment period as vacation days (i.e. Conference identified legal holidays; Thanksgiving, Christmas, and spring breaks). Following the tenth year of experience, an additional week of pay is added to the annual salary. Should the employee be assigned to work on a holiday/vacation, compensational day(s) should be scheduled to replace the day(s) worked. School scheduled breaks and scheduled weekend leave days are not vacation days and remain assignment days assigned by administration.

**3640:03 Special Summer Project and Twelve Month Assignments**

When ten-month assignment personnel are employed for special summer projects, they shall be paid approximately at the rate of 13.2% of the Wage Factor effective July 1 of the respective summer. (See the current Mid-America Union Wage Scale) Shorter periods will be prorated on a five-day week basis.

Stipends and all applicable withholdings for personnel on twelve-month assignments will be reimbursed to the employee's payroll center. If such work involves vacation time a School Board action prior to the summer activity should indicate how the vacation time will be allocated or reimbursed.

**3650:05 Salary Return**

The full amount of unearned salary and any benefits that have been paid to an employee on a ten-month assignment who chooses not to complete their teaching assignment shall be returned to the employer on a prorated basis. Denominational certification may be revoked where an employee chooses not to complete the teaching assignment or comply with the salary return requirements.

**3655:09 Sick Leave**

The following policy shall apply to the payment of salaries to certificated teachers during full-day absences from the classroom because of illness, accident, or approved absence:

A. *First Ten Days*

In case of absence from work because of illness or accident, salary at the regular rate shall be paid for the time away from the classroom up to a total period of ten school days during the school year. The cost of providing substitute teachers shall be included in the budgeted expenses by the employing organization.

B. Beyond Ten Days

In case of absence from work because of illness or accident, which is in excess of ten school days, the question of remuneration shall be referred to the Executive Committee of the conference board of education for resolution. (See §4160)

**3660:10 Substitute Teachers' Salary**

It is recommended that conferences use the following as guidelines for setting substitute pay:

- A. Two (2) percent of Mid-America Union wage scale per day for teachers with a bachelor's degree or less
- B. Three (3) percent of Mid-America Union wage scale per day for teachers with a master's degree or more
- C. In localities where community wages for substitute teachers are higher than A. or B. above, conferences and academies may increase substitute pay accordingly.

**3670:14 Locally Funded Personnel**

- A. All workers, whether funded by the Conference ("regular status employees") or the School ("locally funded employees") are employees of the Conference. Schools are not the employing organization of employees. All Conference employees, including those that are locally-funded, are subject to all code provisions that are applicable to their classification (See §4100).
- B. Teacher assistants and other classified or instructional personnel not required to hold a standard teaching credential may be paid on an hour-time.
- C. Conferences will establish policies and procedures for receiving wage-related expenses for locally funded employees.

**ARTICLE 2**

**COMPUTATION OF ALLOWANCES AND BENEFITS**

**3710:99 The Journal of Adventist Education**

*The Journal of Adventist Education is the official publication of the Department of Education of the General Conference and of the Association of Seventh-day Adventist Educators. Employing organizations (conferences, academies, colleges, and universities) are to provide the Journal of Adventist Education for all teachers at all levels.* (FEB 05 30)

**3715:99 Basic Moving Allowances**

A. *Employee Moving Allowances*

- 1. *Assistance—When an employee is requested by an employing organization to move to a new location or a person is being called into denominational service, the employer may provide the following assistance:*
  - a. *An amount to cover freight/van charges and insurance up to maximums established by the employer.*
  - b. *Travel expense and a per diem as per current policy and 100 percent of the regular mileage allowance to move the employee's car or up to two cars for employee and spouse to the new field of employment.*
  - c. *A flat amount rounded up to the nearest \$10 to cover packing and other moving costs as follows:*
    - Employee – 16.5 percent of the Remuneration Factor*
    - Spouse – 16.5 percent of the Remuneration Factor*

*A single parent/legal guardian with dependent children may be granted 33 percent of the Remuneration Factor as a moving allowance.*

- d. Automobile Registration and Excise Tax—Employees who are called to another state and who are required to pay duplicate excise tax/sales tax, license, and certification/inspection fees may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.*
  - e. In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which the employee is eligible to receive duplicate housing allowances in addition to the duplicate and special housing allowance. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given.*
- 2. Maximum Assistance—The allowances referred to in b., c., and d. shall be limited to two vehicles and two flat moving allowances per family even though both spouses are employed.*
  - 3. Sharing Moving Expenses—When calls are extended to a husband and wife to join two different denominational institutional organizations in the same area, the cost of moving shall be shared by the calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment, the organization that initiates the primary call shall be responsible for the full cost of the move. (Y 23 05)*

**B. Retiring Employee's Moving Allowance**

*A retiring employee may be granted assistance for one actual move to the place of retirement if the employee has been moved at denominational expense during his/her career.*

- 1. Authorized Expenses—When an employee retires, the employing organization may arrange to pay the moving expense for household goods, and transportation expense including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of choice in the North American Division. If the employee's service credit is less than thirty years, the employing organization may pro-rate the move expense based on years of actual service credit.*
- 2. Other Move Policies—The provisions of Y 23 05, paragraph 1-c., -d., and -e. do not apply to this move.*
- 3. Timing—The Retirement move must occur within five years after retirement, unless other arrangements are documented by the employer prior to retirement.*
- 4. Form of Payment—At the discretion of the employer, the move may be arranged by the employer, a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.*
- 5. Division of Expenses – If both spouses are denominationally employed by different employers at the time of retirement, and are holding a position normally moved at denominational expense, the assistance shall be shared equally by the two employers.*
- 6. Tax Obligation—The retiring employee shall be responsible for any tax obligation accruing due to such assistance provided.*
- 7. Other Applications—Employers may apply the provisions of this policy in the case of a move due to the death of an eligible employee even if the death is prior to retirement or retirement eligibility. (Y 23 10)*

**C. Additional Housing Assistance**

- 1. Duplicate Housing*
  - a. Initial Assistance—When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he is required to pay housing expenses both at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being*

*made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.*

- b. Unusual Circumstances—In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.*
  - c. Extreme Circumstances—If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.*
  - d. Amount—When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.*
- 2. Sharing of Loss on Sale—In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided in Y 16 06, items 1 through 4, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.*
  - 3. Purchase of Employee's Home— If in the course of transitioning an employee from one location to another, the employing organization decides that it is in its best interest to acquire the home where the employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.*
  - 4. Coordination of Benefits— The employing organization should discuss the options available to the employee, and should avoid the unnecessary multiple application of the provisions of this policy.*

*(Y 16 06)*

### **3720:99 Amortization of Moving Expense**

*The moving expense of denominational employees shall be amortized as follows:*

- A. Any organization calling an employee who has rendered less than two full years of service to the employing organization shall make 100 percent reimbursement for the employee's last move to the territory of that organization. In case the employee has rendered more than two but less than three full years of service, the reimbursement shall be 50 percent, and for less than four years, 25 percent. Any exception to this may be worked out on the administrative level.*
- B. If a ministerial intern who has entered upon field service is called between organizations, the above policy relating to the moving expense of regular employees shall apply.*
- C. It shall be the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.*
- D. In the case of employees called for service outside the North American Division, employing organizations are encouraged to waive the provisions of this policy.*

- E. *In the case of an employee being called from the General Conference, the principles outlined in paragraph 1 (A) above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles.* (E 45 71)

### **3725:99 Rentals – Academies**

- A. *Remuneration Factor*—The remuneration factor and the implementation of cost-of-living granted to the employee include a provision for housing. In the US the full implementation of the Relocation Assessor published by the Economic Research Institute, Inc. (ERI), provides the employee with adequate housing assistance for the area where the employee resides. Housing assistance may be granted only by following the ERI cost-of-living indicators. No additional housing allowances may be granted, except as provided for in Y 16 06. (See §3715 C.)
- B. *General Eligibility Requirements*—It is recommended that housing provided by the employer should be charged to the employee at current community rates or at the rate indicated by the ERI indicator for the location where the employee is employed, whichever is less. Any variance to this recommendation is to be approved by the next higher organization. In the case of boarding academy personnel who are requested to live in school-owned houses or dormitory quarters as a condition of employment, the rate of rent charged shall be at least 75 percent of the community rate. This same rate will apply to conference and camp caretakers.
- C. *Employee-Owned Housing*—Employees are encouraged, whenever possible, to own housing in, and make adequate provision for housing free-of-debt by the time they are no longer in active service. When an employee purchases housing, he/she accepts the full responsibility involved in home ownership. The employee should, however, counsel with his/her employer as to the appropriate geographical area for his/her new home that will best serve his/her needs and the needs of the employer.
- D. *Parsonage Allowance*—Where a parsonage allowance is granted to the employee under existing government regulations, the maximum amount of said allowance shall be stipulated annually by the respective union committees. (Y 16 05)

### **3740:99 Adoption Assistance**

*Full-time employees may be granted assistance of 75 percent of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child.* (Y 26)

### **3745:99 Tuition Assistance for Children of Employees**

- A. *Christian Education*—Employees are encouraged to support the Church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the Church.
- B. *Eligible Employees*—Full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated K-12 schools or liberal arts college/university levels, including a fifth year of college/university, or additional course study required to secure necessary credentials/certification.
- C. *Students Eligible for Tuition Assistance*—To be eligible for tuition assistance the student must be:
1. *An unmarried dependent of the employee.*
  2. *Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.*

3. *Eligible to be claimed as a dependent on the employee's income tax return and meet one of the following requirements: the student must be born to, legally adopted by, the employee and/or spouse appointed under the guardianship or legal custody (not temporary custody) to the employee, or is a stepchild by marriage.*
  4. *Assistance—The employer for the eligible employee may provide assistance on tuition and all required fees as follows:*
  5. *College & University – 70 percent for dormitory students, and 35 percent for those not in the dormitory. Starting junior year or 5th semester, 70 percent subsidy may apply to those students residing in university/college owned off-campus housing, excluding parents' or relative's house.*
  6. *Academy – 70 percent for boarding students. 35 percent for day student.*
  7. *Elementary – Assistance at 35 percent, beginning with Kindergarten In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates for elementary and secondary schools, the tuition assistance from the employer shall be based on the net tuition expense to the employee. Charges for private music lessons are only covered if the course is required for credit for the student's major or minor.*
- D. *Professional Programs—Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in Y 24 05-7 (G.).*
  - E. *Limitation on Assistance—Assistance shall be provided for a degree program for a maximum of ten semesters or fifteen quarters (or a combined equivalent).*
  - F. *Summer Sessions—Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in Y 24 05-7 (G.).*
  - G. *Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent.*
  - H. *Attending Schools Outside the NAD—Children independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college/university.*
  - I. *Adventist Colleges/Universities Abroad students receive 70% assistance based on the cost of tuition at the home campus where they are registered.*
  - J. *Method of Payment—Assistance for students shall be made directly to the invoicing school.*
  - K. *Division of Assistance—When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.*
  - L. *Exceptions—This policy is intended to apply only to employees' children who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows:*
    1. *Attendance at privately operated Seventh-day Adventist schools approved by the conference.*
    2. *In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's union.*

M. *Employees Disabled*—This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in Y 33. Assistance would be continued through the school year in which the employee’s elimination period occurs, but in no event would it be carried more than one school year.

(Y 24 05)

**3750:09 Transcript Release - Indebtedness to a College**

In order to check the transcript of credits of an applicant for certification who is indebted to a college or university, the applicant shall request release of a transcript to the Mid-America Union for certification purposes only. The employing organization shall be encouraged to develop a plan acceptable to the employee and college whereby the indebtedness will be liquidated.

**3757:99 Senior Academy Area Travel Allowance**

Senior academy School Boards may provide the administrative officers of the academy an area travel allowance.

**3760:94 Convention Travel**

All transportation, per diem, and lodging expense for teacher delegates attending authorized conventions and seminars may be paid by the employing organization at the current rates. Cost-sharing may be considered for each of those events.

**3770:99 Employee Basic Life Insurance**

A. *Benefit* – All employers shall participate in the North American Division Basic Life insurance plan. This benefit is available to all full-time denominational employees, spouse and dependent unmarried children up to the age of 26. (Y 34 05)

B. *Benefit Provisions*

1. *Benefit Scale*—The benefit shall be as follows:

Employee	\$100,000	
Spouse	\$ 50,000	(Benefits reduced at age 70)
Dependent child	\$ 10,000	
Stillborn	\$750	

2. *One Benefit Per Death* – If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be paid. (Y 34 10)

C. *Funding*—This benefit shall be provided at denominational employer’s expense for employees of all organizations and institutions in the North American Division, except health care institutions, and for North American Division-based employees serving in other divisions on a regular full-time basis. However, employees of nursing homes and mission hospitals are included in this plan, provided the employees are being remunerated according to the regular denominational scale, are not eligible for other death benefits provided at denominational expense, and the institution is not part of a health care corporation. All participating organizations shall pay a monthly premium as determined by the insurance company to the insurance company selected by the NAD Risk Management Committee. (Y 34 15)

**3775:09 Bereavement Travel**

No provision is made to cover travel costs incurred as a consequence of bereavement leave. (See §4150)

**3779:09 Continuing Education Assistance**

The employing organization should fund an annual budget up to a maximum sum equal to 3.4% of wage factor in effect at the time of course completion times eight (8) academic credit hours. This



reimbursement is paid on the basis of each academic hour successfully completed. It is to cover expenses such as travel, textbook and supplies, and living costs. These funds may also be used for tuition at a college or university other than the La Sierra University Extended Campus Program or Union College MAUC approved courses. To qualify for these inservice grants prior approval must be given by the individual's employing organization.

### **3780:00 LSU/UC Summer School**

- A. Each summer La Sierra University offers an extended campus Master's Degree program on the campus of Union College. Union College provides undergraduate courses.
- B. The LSU/UC courses are tuition-free, plus one official transcript per student, for Mid-America Union education personnel as approved by the sponsoring Conference Office of Education. Funding is provided as follows: Mid-America Union Office of Education (20%) and the local conferences (80%).
- C. The annual finance plan includes the amount paid to La Sierra University and an amount paid to Union College equal to .031% of Mid-America Union tithe from two years prior to the budget year. The 80% paid by the local conferences will be divided among the respective conferences using percentages calculated from conference tithe total as related to the MAU tithe total two years prior to budget year.

### **3782:99 Graduate Study Assistance**

*Educational institutions, conferences, and unions encourage the professional development of employees by providing financial assistance to attain post graduate degrees. By enabling employees to fulfill high personal and professional goals, Adventist education is greatly enhanced through the benefits of such programs for employees. While the Church wishes that financial resources existed to support all employee categories to the same extent, recognition is given to varied expectations for different levels and employee groups in education. A Master's degree is generally considered an acceptable terminal degree for K-12 teachers. It is usually considered more essential that the K-12 administrators and conference and union office of education personnel possess a doctoral degree, but K-12 teachers who have doctorates are real assets to their schools. (FEA 37 05)*

- A. *Master's Degree–K-12 education employees studying for a Master's degree shall receive financial assistance from the employing organization in harmony with union conference policies. When such assistance is granted it is usually on a part-time basis, such as during summers, or during the regular school year while working. Financial assistance for K-12 educational personnel usually consists of free tuition at the union's college on the basis of arrangements made between the union and college, or the payment of tuition and required fees, in accordance with union policies, to another institution offering a graduate program appropriate for the employee. Because of the difficulty of K-12 administrators and conference and union office of education personnel to take a complete break from their administrative responsibilities while studying, they generally would receive both tuition assistance and salary considerations. (FEA 37 15)*
- B. *Amortization for Master's Degree–Assistance given during the summer or school year for part-time study on a Master's degree shall be amortized by one year of service following the study. Upon receipt of the Master's degree the education employee will be obligated to serve his/her employing organization for one year. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service, or it shall be the liability of the employee or the calling organization. If a full-time leave of absence is granted, the amortization schedule developed for doctoral study shall be applied. A summer's leave of absence for study for a Master's degree shall be amortized by one year of service following the study.*
  - 1. *Full-time leave of absence–A full-time leave of absence shall consist of at least twelve (12) or more weeks of assisted study leave with no regular work responsibilities.*
  - 2. *Part-time study leave–A part-time study leave shall include summer school classes or not more than two classes per quarter or semester during the school year while continuing regular or reduced work responsibilities. (FEA 37 20)*

- C. *Doctoral Degree—K-12 educational employees who are approved by their employing organization for a full-time leave of absence for advanced study toward a doctorate degree shall receive an assistance allowance that may include the following:*
  - 1. *Salary and allowances as per employment agreement.*
  - 2. *Assistance for tuition and fees.*
  - 3. *Assistance for research and dissertation expense up to a maximum of two (2) times the Remuneration Factor.*
  - 4. *Negotiated travel expense, if warranted.*
- D. *A written contract is to be entered into which clearly states the type and amount of assistance to be granted. The allocation of funding assistance for each participating entity will be determined by union policy. (FEA 37 25)*
- E. *Amortization for Doctoral Degrees—For employees granted a full-time leave of absence, the total doctoral study expense shall be amortized annually in an amount equivalent to five times the Remuneration Factor or one-seventh of the total expense, whichever is greater, for each full year of service. For employees granted part-time doctoral study, financial assistance given during the summer or school year shall be amortized by one year of service following the study. Upon completion of the doctorate, employees on part-time study leave will be obligated to serve the institution for one year. Whatever graduate expense has not been amortized by previous service will be amortized by this one year of service, or it shall be the liability of the employee or the calling organization. (FEA 37 30)*
- F. *Call to Another Organization—When an educational employee with an unamortized graduate expense is called to another organization, it shall be mutually agreed upon in writing by the two organizations, before the call is actually passed to the teacher employee, as to whether this amount is to be paid in one sum or over a period of time. (FEA 37 35)*
- G. *Discontinuance of Denominational Employment—The unamortized balance in the unamortized graduate study expense account for employees who have taken a full-time leave of absence is the responsibility of those employees if they leave denominational employment. Employees, who have been on part-time study leave but have not worked a full year to amortize the assistance received, are responsible for reimbursing the employing organization a proportionate amount. (FEA 37 40)*

**3785:91 Advanced Studies – Superintendent**

When a superintendent or associate superintendent is authorized to take graduate work, the tuition and fees shall be paid by the employing organization, and amortized by a plan agreed to in advance by the two parties.

**ARTICLE 3  
HEALTH CARE ASSISTANCE**

**3810:94 Health Care and Disability Assistance**

Employee health care and disability assistance plans are available for full-time employees. Details can be obtained from the North American Division Health Care Assistance Plan booklet.

**ARTICLE 4  
RETIREMENT BENEFITS FOR CREDENTIALLED PERSONNEL**

**3850:09 Definition of the North American Division Retirement Plan**

Complete details are available from the North American Division Retirement website (<http://www.adventistretirement.org/>).

## DIVISION 4 – K-12 PERSONNEL

### CHAPTER 1 – EMPLOYMENT PHILOSOPHY & GENERAL POLICIES

#### **4000:13 Employment Philosophy for Mid-America Union Conference Education Institutions**

The primary purpose of Adventist schools is to carry on the mission of the Seventh-day Adventist Church. This purpose is the basis for all employment relations. Employment policies have as their goal the furtherance of God's work through the church and the expectation that employees will demonstrate their commitment to this mission. Therefore, in employing personnel for its educational institutions, one of the qualifications for any position is that the applicant shall be a Seventh-day Adventist who is committed to the mission of the church

The basic teachings and international nature of the Seventh-day Adventist Church require that its institutions be committed in philosophy and practice to the doctrine of equal human rights. The church insists that all persons should be given full and equal opportunity within the church to develop the knowledge and skills needed for the up-building of the church. Within these parameters, positions on all levels of church activity are open on the basis of qualifications, without regard to race, color, gender, national origin, age, disability and any protected categories under applicable state laws and local ordinances.

#### **4001:13 Religious Beliefs and Practices Exception - Employment**

*For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Seventh-day Adventist. The creation and maintenance of such institutions require that they be staffed only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.*

*School boards and conference boards of education shall, officially and in practice, abide by the following policies relating to employment: Equal employment opportunities shall be afforded to all on the basis of qualifications, without regard to race, color, gender, national origin, ancestry, physical handicap, age, height, weight, marital status, or prior military service. Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles. (FEA 05 35)*

### CHAPTER 2 – AUTHORITY TO EMPLOY

#### **4005:13 Employer**

*Employment Policies—For educational personnel, responsibility for employment policies resides with the union conference board of education, and is published in the Mid-America union education code. Local conference boards of education are responsible for implementing these personnel policies with educational personnel. (FEA 35 45)*

The conference board of education is the administrative authority for the conference educational system. To assure effective and orderly operation of the schools within the conference, the conference board of education delegates certain discretionary and administrative functions to School Boards.

The employment, assignment, transfer, or termination of personnel are functions of the conference board of education. Although the conference board of education may delegate certain discretionary and administrative functions for the operation of schools to School Boards, such committees are required to cooperate with the conference board of education and the superintendent in the operation of schools in accordance with educational and NAD policies.

All workers, whether funded by the Conference (“regular status employees”) or the School (“locally funded employees”) are employees of the Conference. Schools are not the employing organization of

employees. All Conference employees, including those that are locally- funded, are subject to all code provisions that are applicable to their classification (See §4100).

Schools are responsible to the Conference for their actions regarding all employees, whether regular-status or locally-funded and their compliance with the policies and procedures set out in this Code.

**4008:13 Employment Offer**

- A. A written employment offer letter may be issued by the employing organization. Such offer letters shall not be construed in any manner as contracts of employment.
- B. In most cases, education personnel will be employed for a twelve-month period but assigned for only ten months of duties, receiving a ten-month salary in the form of twelve monthly payments.
- C. Employees must acknowledge their acceptance of the employment offer by returning the signed/acknowledged offer letter within thirty days of issuance. Failure to return the signed/acknowledged offer letter within thirty days of issuance, will be considered a rejection of the employment offer.
- D. The employment offer letter should include, but not be limited to, the following:
  - 1. The identification of the employer and the employee
  - 2. The school of assignment and date upon which employment shall commence
  - 3. The amount of hourly wages or salary to be paid
  - 4. Employment status (Level I, II or III for certificated and administrative employees; “At Will” for classified employees).
  - 5. The employing organization and other denominational organizations, such as the Mid-America Union Conference, have adopted various policies, procedures, codes and rules (collectively the “policies”) that apply to employment of educational employees. Educational employees are responsible for complying with these polices, including but not limited to the Mid-America Union Conference Education Code and any Conference Working Polices, during their employment with the Conference. All such policies are not contractual in nature and do not constitute any employment contract with educational employees.

**CHAPTER 3 – GENERAL**

**4050:16 Records**

*Maintaining the service records shall be the responsibility of the Human Resources director or the individual assigned Human Resources responsibilities of the employer. (E 70 15)*

Records of service for all denominational employees shall be kept in permanent form. This record shall be kept on the form approved by the North American Division Committee.

All employees shall receive a copy of their service record annually.

Payroll records must accurately identify time worked and also credit time for vacations, sick leaves, and holidays.

Employees and former employees (where required by applicable law) will be provided access to their employment records in accordance with state law.

**4060: Auto Insurance**

An employee who uses a personal automobile in connection with employment is required to carry auto insurance as set forth in this Code. (See §3515.)

## **4070:16 Harassment**

### **A. Working Environment**

*The North American Division values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Division. The North American Division 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.*

*To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the North American Division expects each NAD organization to take the following actions:*

- 1. Develop a harassment policy and complaint procedure;*
- 2. Designate an officer to serve as the individual to whom complaints of harassment can be made in addition to an employee's departmental director;*
- 3. Supply each employee with a copy of the harassment policy and complaint procedure; and*
- 4. Have each employee acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file. (E 84 05)*

### **B. Employee Personal Conduct**

*Employees of North American Division organizations are to exemplify the Christ-like life and should avoid all appearances of wrong doing. 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. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the North American Division or its organizations, or while representing the North American Division in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their, gender, race, color, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct. (E 84 10)*

### **C. Sexual Harassment**

*Sexual harassment is a form of harassment that involves unwelcomed sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:*

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or*
- 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or*
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. (E 84 15)*

### **D. Improper Conduct**

*Improper conduct by the employer, co-workers and, in some instances, non-employees includes, but is not limited to:*

- 1. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;*
- 2. Unwelcomed sexual flirtation or propositions;*
- 3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person's body);*

4. *Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by the North American Division or its organizations sexually suggestive pictures, drawings, cartoons or objects or other erotica;*
5. *Threats or demands for sexual favors;*
6. *Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);*
7. *Demeaning or degrading comments about an individual's appearance;*
8. *Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability;*
9. *Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability; or*
10. *Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment. (E 84 20)*

**E. Reporting Incidents**

*Employees who believe that they have been harassed should immediately take the following steps:*

1. *Make it clear that such conduct is offensive and should be stopped immediately; and*
2. *Report the incident to the immediate department director or to the designated officer of the organization to whom complaints can be made. The initial report should be followed by a written statement describing the incident and identifying potential witnesses. (E 84 25)*

**F. Third-Party Reports**

*Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or the designated officer to whom complaints can be made. (E 84 30)*

**G. Investigation**

*Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible. (E 84 35)*

**H. Discipline**

*A violation of this policy will result in discipline, up to and including dismissal from employment. (E 84 40)*

**Prohibition of Retaliation**

*The North American Division prohibits retaliation against employees complaining of harassment. (E 84 45)*

## **CHAPTER 4 - LICENSING**

**4080:13 Credentials and Licenses**

*Denominational employees shall be classified and accredited by the employing organization (see E 10) according to the categories listed below. No person shall be included in more than one category at the same time. Any union that wishes to issue credentials other than those categorized below, may do so with prior approval of the General Conference Executive Committee at Annual Council, upon the recommendation of the North American Division Executive Committee. Only those with Ministerial Credentials, Commissioned Minister Credentials, Ministerial License and Commissioned Minister License holders are eligible for parsonage allowance. This exclusion was initiated by the United States government for ordained pastors only. The Church has created the commissioned credential and license for those who are not on the ordination track but are in pastoral or ministerial work. L 32 and L 33 clarify the requirements for receiving this credential. (E 05 05)*

*Teachers - Educators – As denominational employees all Seventh-day Adventist educators in Seventh-day Adventist schools at all levels shall be classified and accredited by the employing organization according to categories listed below.*

*A separate and distinct K-12 educators' certification process has also been established by the NAD Office of Education to recognize personal and professional qualifications and continuing education requirements for educational employees. Employing organizations shall verify that K-12 educators are Seventh-day Adventist members qualified for working in a school environment as prescribed by all applicable policy.* (E 05 20)

**A. Criteria**

**1. Commissioned Ministry of Teaching Credential**

*To educators with a life-long commitment to and significant experience in the Seventh-day Adventist ministry of education, usually not fewer than 6 years, with demonstrated proficiency in assigned responsibilities. Such educators will also exhibit Christian responsibility for nurturing and leading students to Christ, consistently upholding Christ as the focal point of all curriculum and instruction, and demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.*

(E 05 20)

The Commissioned Ministry of Teaching credential is awarded as voted by the local conference board of education following a selection process and commissioning service.

**2. Commissioned Ministry of Teaching License**

*To licensed/certificated teachers/educators with not fewer than three years of satisfactory service who have demonstrated a commitment to long-term service in the Seventh-day Adventist ministry of education, who support the fundamental beliefs of the Church, and are in regular standing in the Church, and who practice a Seventh-day Adventist lifestyle.*

(E 05 20)

**3. Ministry of Teaching License**

*Generally to entry-level teachers or teachers initiating their work into the Seventh-day Adventist ministry of education. This is a provisional status for all newly employed Seventh-day Adventist teachers.*

(E 05 20)

**B. Others**

**Missionary Credential**

*To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational remuneration scale. These may include regularly employed field, institution and office employees.*

(E 05 15)

**C. Missionary License**

*To employees with limited experience (less than five years) including regularly employed field, institutional and office employees.*

(E 05 15)

**D. Ministerial Credentials**

*To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and ordained to the ministry. An ordained minister is authorized to perform all the ministerial functions of the Church without limitation. (See L 35.)*

**E. Ministerial License**

*To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as a spiritual leader, pastor, chaplain, or evangelist. Such employees must have been ordained as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization. A licensed minister is on the path toward ordination. (See L 31.)*

**F. Commissioned Minister Credential**

*To the following ministerial employees who have demonstrated a divine call to ministry and have been previously classified as a licensed commissioned minister, in which capacity he/she has served for at least five years (See L 32) unless they hold ministerial credentials and except as provided in E 05 15. In addition, individuals who have demonstrated a divine call to ministry and whose spiritual leadership is acknowledged by election or appointment to serve in full-time*

*spiritual leadership positions (administrative, departmental, and institutional) normally occupied by an ordained minister prior to the adoption of this policy are also eligible to receive Commissioned Minister Credentials. (See L 33.) Commissioned ministers are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the territory of the assigned organization, institution, or congregation. For employees serving in a pastoral role who have received the commissioning service, the credential is retained as long as they remain employees of the denomination.*

1. *An appropriate commissioning service shall be conducted when an employee is granted a Commissioned Minister Credential.*
2. *It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.*

G. *Commissioned Minister License*

*To ministerial employees who have demonstrated a divine call to ministry which is recognized by a conference with an assignment as a pastor, institutional chaplain or commissioned minister in a leadership position. Such employees must be ordained and must currently serve as a local elder, and are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned institution or congregation. Commissioned ministers holding a license are not normally on the path toward ordination to the ministry.* (E 05 10)

## **CHAPTER 5 - PERSONNEL CATEGORIES, BENEFITS, AND LEAVES**

### **ARTICLE 1**

#### **PERSONNEL CATEGORIES**

#### **4100:16 Employment Categories**

- A. **Certificated and Administrative Personnel (Code §4200 – §4399)**
  1. **Instructional – Instructional personnel are those persons employed as:**
    - a. **Classroom Teacher** – Person responsible for classroom instructional planning, implementation and student assessment and classroom management. Classroom teachers shall have a current North American Division Teaching Certificate with appropriate endorsement.
    - b. **Director of Library/Media Center** – The director is responsible for the library/media center including the procurement and usage of the books/equipment. The library/media center director should have a current North American Division Teaching Certificate with appropriate endorsement.
    - c. **Director of Guidance and Counseling Services** – The director of guidance and counseling is responsible for advising and counseling students and should have a current North American Division Teaching Certificate with endorsement for guidance and/or counseling.
  2. **Administrative** – Administrative personnel are employees who have responsibility for the management of instructional programs, financial operations or student residence facilities of the school. Administrative personnel are to maintain current North American Division administrative certificates or have a college degree or significant prior experience appropriate to their assigned responsibilities. The organization of administrative services will depend upon the size and type of school and may include the following:
    - a. **Principal** – The principal is the designated official responsible for the instructional and financial operation of the school. (See §1620.)



- b. Vice-Principal – A vice-principal may be appointed by the principal of a large school in consultation with the superintendent and the School Board. The principal in consultation with conference superintendent and the School Board defines the vice-principal's assignments.
  - c. Supervising Principal – A supervising principal functions in the capacity of an instructional administrator of an elementary school operated as part of a K-12 school. The supervising principal assists in matters of financial management, teacher assignment, and curriculum supervision.
  - d. Teaching Principal – *In the operation of some elementary schools or junior academies, it is the prerogative of the conference office of education in consultation with the local school board to appoint a teaching principal who is charged with the responsibility of performing the duties of a principal in addition to the teaching assignments as established by the conference office of education. The teaching load of this individual will be reduced proportionately to the administrative responsibilities assigned.* (FEA 35 15)
  - e. Head Teacher – *In small schools of one to three teachers, one teacher may be appointed as head teacher. Responsibilities will be detailed and defined by the superintendent of schools in consultation with the school board.* (FEA 35 20)
  - f. Vice-Principal for Finance – The vice-principal for finance is the financial officer responsible to the principal and the School Board for the institution's business/accounting matters.
  - g. Assistant to the Vice-Principal for Finance – The assistant to the vice-principal for finance's duties may include management, purchasing, financial planning, budgeting, and credit control and coordination. The assistant to the vice-principal for finance is under the direction of, and answerable to, the vice- principal for finance and the principal.
  - h. Director of Development – The director of development provides administrative leadership, under the direction of the principal, for the fund raising and development activities of the school. Duties include: annual fund management, alumni relations, major gift cultivation, and endowments, if any. A job description for the director of development is to be developed and approved by the school board.
  - i. Residence Hall Dean – The residence hall dean is an administrative employee with the responsibilities of maintaining the residence hall as a home for student residents and providing services for the students' spiritual and social maturation.
- B. Classified Personnel (Code §4400 – §4489)
- 1. Exempt Classified (Salaried) – An exempt classified employee is one who meets the exemption criteria of the Fair Labor Standards Act and is employed in a management or supervisory position not listed in §4100.A above. The requirements of §4110.A.1 will likely exclude part-time employees from being considered exempt. Depending on the school setting and job duties, exempt classified positions may include:
    - a. Director of Food Service – The director of food service is responsible for the planning and preparation of nutritious, palatable, and tastefully presented meals. The director of food service is responsible for the proper care of food service facilities, equipment, and the management of food service personnel. The director of food service should possess the appropriate professional qualifications where required by law.
    - b. Maintenance Director – The maintenance director is responsible for managing the maintenance of the school facilities and oversees the non-exempt employees of the department including student labor.
    - c. School Industry Director – An industry manager is responsible for the operation of school-owned industries where present. This would include day-to-day operations and the supervision of employees of the industry.

- d. Assistant Dean – The residence hall assistant dean is a classified employee with the responsibility to work cooperatively under the direction of the residence hall dean to maintain the residence hall as a home for student residents and provide services for the students’ spiritual and social maturation.
  - e. Recruiter – The recruiter is responsible for identifying and encouraging attendance of potential students and assisting them through the application and acceptance process of the school. The recruiter works under the direction of the principal.
  - f. Fundraiser – The fundraiser is responsible for obtaining donations for the school through such programs as phone-a-thons, sponsorships, and other projects. The fundraiser works under the direction of the director of development.
2. Non-exempt Classified (Hour-time) – A non-exempt classified employee is an employee who does not meet the criteria of the Fair Labor Standards Act to be considered exempt and who is not involved directly in school administration, or industrial and plant service management such as, but not limited to the following:
- a. Accountant –The accountant records, classifies, and summarizes all business transactions of the organization. The accountant receives, disperses, and deposits for safekeeping all funds of the organization as directed by the vice-principal for finance. They generally do not have managerial or discretionary responsibilities.
  - b. Director of Health Service/School Nurse –The director of health service/school nurse is responsible for the organization of a student health care program and maintenance of student health records in accordance with state regulations and School Board requirements. The director of health service/school nurse should possess the appropriate professional qualifications.
  - c. Registrar –The registrar is responsible for maintaining the student academic and attendance records and for assisting with other academic responsibilities as assigned by the principal. This position does not require certification.
  - d. Paraprofessional (Teacher Aid) – A paraprofessional assists the teacher in accomplishing daily goals for each class. The paraprofessional may grade assignments, record grades, make copies, work with students one-to-one, or supervise the classroom for a brief time while the teacher steps out of the classroom (See §4400.B).
  - e. Secretaries
  - f. Non-management custodians or plant service personnel
  - g. Non-management cafeteria personnel
  - h. Bus drivers
  - i. Hour-time industrial or agricultural employees
  - j. Other employees who do not perform an administrative or instructional role

## ARTICLE 2 REMUNERATION PLAN

### **4110:16 Federal Laws and Guidelines**

The Federal Fair Labor Standards Act of 1938, as amended, defines the exempt employee as an "employee employed in a bona fide executive, administrative, or professional capacity (including any employee employed in the capacity of academic administrative personnel or teachers in elementary or secondary schools.)" The following is provided to aid the employer in differentiating between hour-time and salaried personnel for remuneration purposes.

#### A. Administrative, Personnel

An individual employed in a bona fide administrative role is one:

1. Who receives no less than \$455 per week exclusive of board, lodging, etc., and whose primary duty is the performance of office or non-manual work directly related to the

management or general business operations of the employer or the employer's customers;  
and

2. Whose primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
- B. Supervisory and Other Classified Personnel  
Employees in key office, industrial, and plant supervisory positions not qualifying as exempt employees under the Fair Labor Standards Act must be paid on an hour-time basis with minimum wage and overtime pay as prescribed by law.

**4115:13 Rates**

- A. Exempt (Salaried) Personnel  
Individual rates for salaried employees are determined annually by employing organizations. The salary rates follow categories established in the Mid-America Union Conference Wage Scale. In addition to salary, the employee will receive additional benefits as per conference policy. (See §3605.)  
Salary increments within the steps established in the remuneration policy are based on the following criteria:
1. Denominational certification.
  2. Years of service
- B. Non-exempt (Hour-time) Personnel  
Where not specifically identified on the established Mid-America Union Conference Wage Scale, hour-time personnel are generally paid on a community-wage basis.

**ARTICLE 3  
BENEFITS**

**4120:13 Vacation**

- A. *Basis for Vacations*
1. *Annual vacation with pay shall be provided for denominational employees and may be accrued and calculated on the following basis:*
- |   | <i>Vacation entitlement<br/>per year of<br/><u>full-time service</u></i> | <i>Vacation entitlement<br/>accrued per<br/><u>38-hour week</u></i> |
|---|--|---|
| <i>During first four-year period</i>    | <i>2 weeks</i>   | <i>1.4575 hours</i>   |
| <i>During the next five-year period</i> | <i>3 weeks<sup>1</sup></i>   | <i>2.1863 hours</i>   |
| <i>After nine years of service</i>      | <i>4 weeks<sup>1</sup></i>   | <i>2.9151 hours</i>   |
- <sup>1</sup>*Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.*
2. *A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.*
  3. *Regular part-time employees shall accrue vacation time on a prorata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.*
  4. *Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.*
  5. *Individuals who become exempt denominational employees after several years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.* (E 75 05)

- B. *Records*  
*Denominational employers shall keep the necessary records for vacation accrual and vacations taken. (E 75 15)*
- C. *Maximum Accrual*  
*Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year. (E 75 06)*
- D. *Termination or Retirement*  
*At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual. (See E 75 06) (See §4120. C. above.) (E 75 30)*  
 Employees who resign during the school year shall only be entitled to payment for accrued, but unused, vacation through the last full working day.
- E. *Transfers*  
*When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins. (E 75 25)*
- F. *Vacation Time*  
*Vacation time should generally be taken in the year of accrual. Vacation may be used at such time or times when requested by the employee, approved by the supervisor, and authorized by the appropriate authority. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with E 83. (E 75 20)*
- G. *Vacation Requests*  
*A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor. (E 75 40)*
- H. For the purpose of facilitating proper vacation records, vacations shall be based on a fiscal year's (July 1 to June 30) labor. Inasmuch as an employee must serve for twelve months before a vacation is earned, the following plan has been adopted for transfer employees. Vacations for employees commencing work at other times during the year may be computed on a pro-rata basis.

**4125:16 Holiday Pay**

*Holidays and Closings—Paid holidays and office closings are at individual employer's discretion and are generally influenced by the respective organization's needs, climatic conditions, as well as national and local laws. Employees are required to work the scheduled work days immediately prior to and following the holiday to receive holiday pay. (See §4455.) (E 75 45)*

**4130:16 Sick Pay**

*Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked.) Regular part-time employees shall accrue sick leave time on a prorated basis. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for non-exempt employees. (E 82 10)*  
*Up to sixty percent (60%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments. The balance shall be available for extended illnesses disability or incapacity. Childbirth is considered a qualifying incapacity. (E 82 15)*

**4135:94 Retirement**

The Seventh-day Adventist denomination has a retirement benefit plan which is available for full-time and some part-time employees.

For further information, request your conference to provide a copy of the Retirement Policy of the North American Division.

**4140:13 Medical Assistance**

Only full-time employees are eligible for health care assistance benefits (including major medical) as provided by the employing organization. (Further information is available from the employer upon request.)

Effective January 1, 2015, part-time employees working at least 30 hours per week will be eligible to participate in the employing organization's health care assistance benefits.

**ARTICLE 4  
LEAVES AND ACCOMMODATIONS**

**4150:13 Bereavement**

An absence up to three days, with no loss of salary may be granted to an employee in case of a death in the immediate family. The immediate family is defined as the employee's spouse, children, and grandchildren, as well as the grandparents, parents, brothers and sisters of either the employee or spouse. Unusual cases shall be considered on an individual basis by the employing organization.

No provision is made to cover travel costs incurred as a consequence of bereavement leaves.

**4155:13 Jury Duty**

Employees will receive their regular compensation while on jury duty. The cost of a substitute teacher will be paid by the employing organization. The employee is to report for work on the next full working day upon release from jury duty.

**4160:16 Family and Medical Leave of Absence**

*The Family and Medical Leave of Absence policy of the North American Division, effective August 5, 1993, and as amended by the National Defense Authorization Act (NDAA) amendments (effective January 16, 2009), outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection. (E 83 05)*

A. For the purposes of this policy:

1. whether an individual is a "spouse" (a husband or wife) will be determined in compliance with applicable federal and state laws. Spouse, husband or wife refers to the person with whom an employee has entered into marriage (i) as defined or recognized in the state in which the marriage occurred, or (ii) if the marriage occurred outside of the state, if valid in that place and the marriage could have occurred in at least one state.
2. "son or daughter" are limited to children under age 18. However, an adult child (age 18 or older) also qualifies as a "son or daughter" if he or she (i) has a mental or physical disability, as defined under the Americans With Disabilities Act, as amended; (ii) is incapable of self-care because of that disability; (iii) has a serious health condition; and (iv) is in need of care due to a serious health condition. FMLA military leaves have specific definitions of son or daughter that are unique to those provisions.
3. "serious health condition" means an illness, injury, impairment or physical/mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a healthcare provider as defined in the FMLA. Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, ulcers, headaches (other than migraines) and routine dental or orthodontia problems are examples of conditions that DO NOT constitute a serious health condition and do not qualify for FMLA leave.

B. Family or Medical Leave

*A family and/or medical leave of absence shall be defined as an approved absence of an eligible employee for up to either twelve or twenty-six (for specified military-related leave described below), and within a twelve-month period under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:*

1. *Birth of an employee's child (up to 12 weeks);*
2. *Placement of a child with an employee for adoption or foster care (up to 12 weeks);*
3. *Need for an employee to care for a child, spouse, or parent who has a serious health condition (up to 12 weeks);*
4. *When an employee is unable to perform the functions of his/her position because of a serious health condition (up to 12 weeks);*
5. *Because of "any qualifying exigency" arising out of the fact that a covered military servicemember (spouse, son, daughter or parent), serving in the National Guard and Reserves, is on active duty or called to active duty status in support of a contingency operation (up to 12 weeks);*
  - a. *"Qualifying exigencies generally include:*
    - i. *Short-notice-deployment*
    - ii. *Military events and related activities*
    - iii. *Childcare and school activities*
    - iv. *Financial and legal arrangements*
    - v. *Counseling*
    - vi. *Rest and recuperation*
    - vii. *Post-deployment activities; and*
    - viii. *Additional activities agreed to by the employing organization and the eligible employee.*
6. *For eligible military caregiver of a military service member to care for the covered service member with a serious illness or injury incurred in the line of duty on active duty (up to 26 weeks).*

(83 05)

D. Scope

*The provisions of this policy shall apply to all qualifying family, exigency, military caregiver and/or medical leaves of absence approved for eligible employees for the reasons described in E 83 05.*

(E 83 10)

E. Unpaid Leave

*Family, qualifying exigency, military caregiver and/or medical leaves of absence shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of the employer for example, sick pay and vacation, the employees will be required to use those accrued benefits to provide compensation during all or any part of the twelve or twenty-six weeks leave. If the employee's paid benefits are exhausted, the remainder, if any, of the family, or medical leave will be unpaid. The use of accrued benefits will not extend the duration of a family or medical leave.*

(E 83 15)

F. Eligibility

*To be eligible for leave under this policy an employee must be employed in the United States, must have been employed by the employer for at least twelve months in total, must have worked for the employer at least 1250 hours during the twelve-month period immediately preceding the commencement of leave, and where applicable, must be a family member of a covered servicemember.*

*For purposes of eligibility, all full-time teachers of an elementary or secondary school system or institution of higher education, or other educational establishment or institution, and all exempt employees, are deemed to meet the 1250-hour test unless the employer can clearly demonstrate that the employee did not work 1250 hours during the previous twelve-months.*

*All denominational employees within the United States who meet the above eligibility requirements, regardless of the size of the employer or the location of the work site, are eligible for family and medical leave. Church employees outside of the United States shall also meet any requirements for leave under their jurisdictions.* (E 83 20)

G. Reinstatement

*An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, or one which requires substantially equivalent skill, effort, responsibility and authority.*

1. Determination

*The determination of how any employee of an elementary or secondary school is to be restored to an equivalent position upon return from Family and Medical Leave of Absence leave must be made on the basis of established North American Division or school board, conference, or board of education policy. Such policy must be in writing, must be made known to the employee prior to the taking of Family and Medical Leave of Absence, must clearly explain the employee's restoration rights upon return from leave, and must provide substantially the same protections as provided by the Family and Medical Leave of Absence for reinstated employees.*

2. Exemption from Family and Medical Leave of Absence Act Policy

*The employer may choose to exempt certain salaried, highly compensated "key" employees from this requirement and not return them to the same or similar position.*

3. Completion of Leave

*Once leave has been completed, the employee must submit obtain job-related certification from the physician or health care provider that the employee is able to resume work.* (E 83 25)

H. Basic Requirements and Conditions of Leave

1. Certification—*The employer will require medical certification to support a claim for leave for a qualified employee's own serious health condition or to care for a seriously ill child, spouse, parent or service member.*

*The employer may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the employer and the employee.*

2. Fitness for Duty Certification—*All returning employees will need to obtain a job related fitness for duty certificate from the attending physician or health care provider prior to his/her return to work if the Family and Medical Leave of Absence leave taken was based on the employee's own serious health condition. If a safety concern exists, a fitness for duty certification may also be required where the employee has taken intermittent leave.*

3. Temporary Alternative but Equal Position—*If medically necessary for a serious health condition of the employee, his/her spouse, child, parent or service member, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the employer may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.*

a. *When an instructional employee (one whose principal function is to teach and instruct students) of an elementary or secondary school requests intermittent or reduced leave for planned medical treatment for more than twenty percent of the total number of working days in the period during which the leave would be used, the employer may require the employee to elect either to:*

- i. Take leave for a particular duration of time which is not greater than the duration of the planned treatment, or*
- ii. Be transferred to an equivalent alternative position.*

- b. *Exempt employees will not be docked for Family and Medical Leave of Absence of less than one day. NOTE: Leave for a particular duration means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave. The entire period of leave taken will count as Family and Medical Leave of Absence leave.*
- 4. *Spouses Employed by the Same Employer—Spouses who are both employed by the same employer and are requesting family qualifying exigency, military caregiver or medical leave for the same qualifying event are entitled to the aggregate of time each can individually take for the birth, adoption or placement of a child for foster care and for the care of a sick parent, for exigency or military caregiver leave.*
- 5. *Instructional Employee—When an instructional employee (one whose principal function is to teach and instruct students) of an elementary or secondary school requests leave near the end of the academic term or semester, the following provisions apply:*
  - a. *If the employee begins leave more than five weeks before the end of a term, and if the leave will last at least three weeks and the employee would otherwise return to work during the three weeks before the end of the term, the employer may require the employee to continue taking leave until the end of the term;*
  - b. *If the employee takes leave for a reason other than the employee’s own serious health condition which commences during the five weeks before the end of the term, and if the leave will last more than two weeks and the employee would otherwise return to work during the last two weeks of the term, the employer may require the employee to continue taking leave until the end of the term.*
  - c. *If the employee takes leave for a reason other than the employee’s own serious health condition which begins during the last three weeks of the term, and if the leave will last more than five working days, the employer may require the employee to take leave until the end of the term.*

*NOTE – When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide thirty-days notice and make efforts to schedule leave so as not to disrupt employer operations. In unforeseen circumstances, thirty days of notification may not be possible; in such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.*

  - d. *With the exception for a qualifying exigency leave, if an employee fails to provide thirty days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be delayed until at least thirty days from the date the employer receives notice.* (E 83 30)

*I. Status of Employee Benefits During Leave of Absence*

*While an employee is on leave, the employer will continue the employee’s health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.*

- 1. *Employee Pays to Opt-In Eligible Dependent(s)—If the employee pays to opt in eligible dependent(s) and/or spouse, then while on paid leave the employer will continue to make payroll deductions. While on unpaid leave, the employee must continue to make this payment which must be received from the employee as directed by the employer. If the employee does not continue these payments, the employer may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.*
- 2. *Benefit Entitlements—Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.* (E 83 35)



J. Extension of Leave as Reasonable Accommodation Under the Americans With Disabilities Act

Employees who exhaust their leave but need additional time off in order to return to work may qualify for a reasonable extension of their leave under the ADA or other applicable laws. To qualify for a reasonable extension of leave under the ADA, employees must: (1) request the extension prior to exhaustion of their pending leave; and (2) provide the employer with a written statement from their treating health care provider(s) confirming that:

1. The employee has a physical or medical impairment that substantially limits a major life activity; and
2. A supplemental leave for a specified duration will allow the employee to return to work and perform the essential functions of his or her job in the near future.

In addition, there must be no other reasonable accommodation that would allow the employee to return to work and perform the essential functions of their job upon exhaustion of extended leave.

The employer will evaluate timely requests submitted by employees on an individualized basis and grant reasonable extensions of leave in compliance with the ADA and other applicable laws.

#### **4162:16 Reasonable Accommodations**

Equal employment opportunities will be provided to qualified persons with disabilities in compliance with federal and state laws. Discrimination against qualified disabled persons is prohibited.

Reasonable accommodations will be made for qualified disabled persons who seek employment to ensure equal opportunity in the application process. Reasonable accommodations will also be made for qualified disabled employees to enable them to perform the essential functions of their job and to provide equal access to benefits and privileges of employment.

An applicant may request a reasonable accommodation orally or in writing from the individual responsible for human resources activities at the employer ("Responsible Official"). An employee may make a request for a reasonable accommodation orally or in writing to his or her principal, manager, supervisor or the Responsible Official. A family member, health care professional, or other representative may also request an accommodation on behalf of an applicant or employee.

To enable maintenance of accurate records regarding requests for accommodation, applicants or employees seeking a reasonable accommodation must follow up an oral request for accommodation by confirming their request in writing or by e-mail to the Responsible Official. An employee with a disability who requires assistance with this requirement should speak with the Responsible Official. While the written confirmation should be made as soon as feasible following the request, it is not a requirement for the request to be considered.

A principal, manager or supervisor receiving an accommodation request should promptly forward it to the Responsible Official, who will review the request, the process for determining whether a reasonable accommodation can be provided and possible accommodations. The Responsible Official will have the principal responsibility for coordinating interaction with the applicant or employee to identify reasonable accommodations, including consulting with appropriate internal and external resources for assistance. The applicant or employee requesting the accommodation should participate with the Responsible Official to the extent possible in identifying reasonable accommodations.

The Conference may seek information or documentation about the disability and/or functional limitations from the individual, and/or request that the individual obtain such information from an appropriate professional, such as a doctor, social worker, or rehabilitation counselor.

If the information provided by the individual requesting the accommodation or his/her health care professional is insufficient to enable the Conference to determine whether an accommodation is appropriate, the Conference may ask for further information. The Conference and the individual requesting the accommodation may agree, as an alternative, for the individual to sign a limited release for the Conference to submit a list of specific questions to the individual's doctor or to otherwise contact the individual's doctor.

If, after a reasonable time period, there is insufficient information to demonstrate that the individual has a disability and needs a reasonable accommodation, the Conference may request that the individual be examined by a physician chosen by the Conference, at Conference expense. Failure to provide appropriate documentation or to cooperate in efforts to obtain such documentation may result in denial of the accommodation request.

All medical information, including functional limitations and reasonable accommodation needs, that the Conference obtains in connection with a request for reasonable accommodation will be maintained in files separate from the individual's personnel record in accordance with ADA requirements.

The Conference will notify the individual whether the request for accommodation will be granted or denied. If the request is denied, the Conference will provide the individual with an explanation for the denial. If the Conference offers an alternative accommodation which was not agreed to during the interactive process with the requesting individual, the explanation will include both the reason for the denial of the requested accommodation and the reason that the Conference believes that the alternative accommodation will be effective.

#### **4165:13 Personal Leave**

Leaves for personal reasons not covered by the Family and Medical Leave Act must be approved in advance by the employing organization. Such leaves are generally unpaid. During a personal leave, the employing organization reserves the right to make any adjustments in assignments and scheduling necessary to assure the continued quality of the educational program during a personal leave.

If the employee's position is eliminated due to reorganization, financial exigency, reduction in force or other reasons during a personal leave, the employee will be notified of this action and the cessation of employment.

The maximum duration of any personal leave or any combination of personal leaves, during an academic year is 30 days.

Employees are not guaranteed reinstatement from personal leave. The employing organization will attempt to reinstate the employee to the former position, or an alternate position for which the employee is qualified, when the employee seeks reinstatement from the approved personal leave. Employees who do not request reinstatement before expiration of their personal leave are subject to dismissal from employment. Employees dismissed under this policy are eligible to apply for future employment with the employing organization.

During a personal leave, the employee must continue to pay applicable premiums determined by the employing organization for continuation of employment benefits. Employees who fail to pay any premiums due during their personal leave may be dropped from coverage as of the date on which the premium is due.

Proper arrangements for payment of premiums during a personal leave must be made with the employing organization prior to commencement of the personal leave.

#### **4168:16 Accommodations Related to Pregnancy**

Equal employment opportunities will be provided to qualified women without regard to past, current, or future pregnancy, childbirth or pregnancy-related conditions. Discrimination based on pregnancy or pregnancy-related conditions is prohibited.

Reasonable accommodations will be made for female applicants and employees who are pregnant or who have pregnancy-related medical conditions to enable them to perform the essential functions of their job and to provide equal access to benefits, privileges and employment.

Women who desire accommodations for pregnancy or pregnancy-related medical conditions should follow the process outlined in the reasonable accommodation policy.

## **4170:16 Leave for Pregnancy**

- A. *Provision—Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave (see E 83). 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.*
- B. *Remuneration—Beginning with the first day of pregnancy leave, regular remuneration shall be continued and shall be charged to the extended sick leave bank until those accumulated hours have been exhausted. Accrued time in the paid leave bank may also be used for pregnancy leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.*
- C. *Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.*
- D. *Post Leave Employment—An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits, and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.*
- E. *Paid and/or Unpaid Leave for the Birth or Care of a Child—Employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to continue Family and Medical Leave, any paid leave from the extended sick leave bank would be discontinued, but both male and female employees may access any applicable paid leave available to them (see E 83 15). (E 82 70)*

## **4173:16 Nursing Mothers**

This policy is to fulfill the requirements of federal and state laws for nursing mothers to express breast milk in the work place.

Employees who are nursing mothers (both salaried exempt and non-exempt) will be provided with break time each day to permit them to express breast milk for a period of one year following the birth of their child unless longer time periods are required by state laws and/or local ordinances. This benefit is available to employees during their standard work week, as well as during any overtime or additional hours worked.

If a non-exempt employee uses a regularly scheduled paid rest break to express breast milk, the employee will continue to be compensated for the scheduled break time. Any other breaks by non-exempt employees to express breast milk will be unpaid. Salaried exempt employees will not have their compensation reduced for any rest breaks to express milk.

If an employee desires to use this benefit, she is expected to give her supervisor reasonable notice (preferably, prior to the nursing mother's return to work from leave of absence) so that a schedule can be arranged and a location identified for the employee's use.

Employees who desire to use this benefit will be provided with a private room that is free from intrusion (i.e., lockable) to express their milk during work hours. The room will include an electrical outlet, comfortable chair, and nearby access to running water (not necessarily in the room). If applicable, employees may use their private office (but not open spaces or cubicle offices) for expressing milk, provided that the office is free from 99 intrusion (i.e., lockable).

Employees may use their own cooler packs to store expressed breast milk or may store milk in a designated refrigerator, if available on the premises. Employees must provide their own container, clearly labeled with your name and the date. Employees must remove expressed milk at the end of each work day. Schools are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on their premises.

Administration and employees are expected to provide an atmosphere of support for those who desire to use this benefit. No employee shall discriminate or retaliate against any employee who chooses to express breast milk in the work place.

## **CHAPTER 6 - CERTIFICATED AND ADMINISTRATIVE PERSONNEL**

### **ARTICLE 1**

#### **EMPLOYEE QUALIFICATIONS AND RESPONSIBILITIES**

##### **4200:13 Qualifications**

General qualifications for certificated and administrative personnel include the following:

- A. Membership and active involvement in a constituent Seventh-day Adventist Church. Exceptions must be voted by the conference board of education.
- B. Return a faithful tithe through a constituent church or local conference.
- C. Exemplary Christian conduct.
- D. Good citizenship.
- E. Recognition of the basic rights of individuals.
- F. Procurement and maintenance of a current North American Division Teaching Certificate applicable to the position held.
- G. Procurement and maintenance of a valid state certificate applicable to the position held, where required.
- H. Demonstration of a high degree of diplomacy and "people skills."
- I. Acquaintance with, and adherence to, the legal aspects of an educational program.

##### **4203:13 Duties and Responsibilities**

General responsibilities of certificated and administrative personnel include areas such as, but not limited to, the following:

- A. Providing a dynamic environment with emphasis on Adventist Christian living and effective learning.
- B. Establishing and maintaining effective classroom organization.
- C. Supervision of students as stipulated by state law and conference policy.
- D. Assuming responsibility for professional self-improvement.
- E. Participating in church and community activities.
- F. Demonstrating ability for organization and leadership skills.
- G. Developing effective relationships with parents/legal guardians, patrons, and colleagues.
- H. Securing and maintaining required records.
- I. Participating in Home and School Association activities.
- J. Implementing policies of the school administration and Conference Office of Education.
- K. Cooperating with the administration in caring for school property.
- L. Reporting for duty as stipulated by the school administration and Conference Office of Education.
- M. Utilizing effective teaching methods.
- N. Carrying out other responsibilities as assigned by the superintendent/ school principal.

## **4206:13 Professional Ethics**

Certificated and administrative personnel have the personal responsibility to:

- A. Consistently and wholeheartedly practice the teachings of the Seventh-day Adventist Church.
- B. Maintain loyalty to the Seventh-day Adventist Church and its aims and ideals for education.
- C. Recognize Adventist teaching as a ministry. D. Recognize the inherent value of each individual.
- D. Demonstrate no discrimination or partiality to anyone due to race, color, gender, disability, and social position.
- E. Strive for excellence in teaching methods and techniques.
- F. Give to fellow educators:
  1. Encouragement and moral support, refraining from making derogatory comments.
  2. Respect for delegated duties and responsibilities.
  3. Respect for lines of authority.
- G. Give support to students by:
  1. Reflecting the kind, compassionate character of Christ in words and actions.
  2. Seeking opportunities to help them grow in their relationship to Christ.
  3. Recognizing the obligation to meet promptly and faithfully all professional appointments with classes, with individuals, and with groups.
  4. Cultivating friendly, professional relationships.
  5. Avoiding undue familiarity or the appearance of impropriety.
  6. Providing students a forum to express their views and giving them the assurance of careful and objective consideration of their opinions.
  7. Holding in professional confidence student's private ideas, needs, weaknesses, and failures.
  8. Refraining from discussing one's personal problems with students.
- H. Give support to the school by:
  1. Demonstrating loyalty through observance of its policies, rules and procedures.
  2. Participating in its activities and programs.
  3. Accepting and carrying such responsibilities as may be assigned.
  4. Refraining from the discussion of confidential information with students, parents/legal guardians, or other unauthorized persons.
  5. Enrolling their children (who are not "special needs" students) in Seventh-day Adventist Schools.

## **ARTICLE 2**

### **EMPLOYMENT STATUS AND ASSIGNMENT**

#### **4210:16 Level I Employment Status**

- A. Definition

Level I is the employment status given to an employee who:

  1. Is employed as a teacher or administrator (see §4100) in a position that requires a;
    - a. Teaching certificate issued by the North American Division or
    - b. A college degree or experience relevant to the job description (non-certificated administrative personnel), but does not hold said current North American Division Teaching Certificate, or have a college degree or relevant experience, or
  2. Is a part-time/contract teacher or administrator, or
  3. Is employed under identified special provisions.

- B. Criteria  
To be eligible for Level I Status the employee must meet the basic conditions of employment (See §4200 - §4206)
- C. Granting of Level I Status  
The granting of Level I Status is a function of the conference board of education. The recommendation made by the superintendent of schools in consultation with the local school board.
- D. Evaluation  
The evaluation of an employee on Level I Status shall include the following:
  1. A minimum of one written evaluation per semester based on supervisory visits by the principal or conference office of education personnel.
  2. An annual written self-evaluation completed by the employee.
  3. An annual written professional development plan completed by the employee.
  4. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits, self-evaluation, and the professional development plan.
  5. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.
- E. Continuation of Employment
  1. The employment of the Level I employee may be terminated “at will” by either party without prior notice or requirement of cause.
  2. There is no contractual or implied assurance of continued employment of a Level 1 employee. Level 1 employees may not receive a letter of non-renewal at the end of the employment period.
  3. Level I employees are not eligible for the non-renewal notice procedure set out in this Code.

**4215:13 Level II Employment Status**

- A. Definition  
Level II is the employment status given to a teacher or administrative employee (See §4100) who has the requisite:
  1. Teaching certificate issued by the North American Division or
  2. College degree or experience relevant to the job description (non-certificated administrative personnel).

Level II status is intended to provide an initial three-year period of time for the employee to demonstrate competence and/or a match to a community. This level may also be given for up to three years to employees holding a current North American Division Teaching or Administrator’s Certificate who transfer into the conference.
- B. Criteria  
To be eligible for Level II Status the employee must:
  1. Meet the basic conditions of employment (See §4200 - §4206)
  2. Hold a current North American Division Teaching Certificate (certificated personnel) or a college degree or have had significant experience relevant to the job description (non-certificated professional personnel – See §4100).
  3. Give evidence of competent performance as determined by professional evaluation.
- C. Granting Level II Status  
The granting of Level II Status is a function of the Conference Board of Education. The recommendation is made by the superintendent of schools in consultation with the local school board.

D. Evaluation

The evaluation of an employee on Level II Status shall include the following:

1. A minimum of one written evaluation each academic year. More frequent evaluations may be conducted as determined by the supervising administrator. The employee will have an annual supervisory visit by the principal or conference office of education personnel.
2. An annual written self-evaluation completed by the employee.
3. An annual written professional development plan completed by the employee.
4. An annual conference with the employee by the principal and/or office of education personnel based on the supervisory visits, self-evaluation, and the professional development plan.
5. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

E. Continuation of Employment

1. Level II employees are employed for an academic year subject to satisfactory performance and compliance with conduct policies, rules, codes and procedures. However, as a courtesy to the employee, if the employer does not intend to extend the employment period past the current employment period, a written notice of intent to non-renew the agreement may be mailed to the employee's last known address by May 1.
2. Employees who hold Level II Status are subject to annual review and annual reappointment. However, employees on Level II Status may be terminated except for reasons specified in §4374 and in harmony with the procedures outlined in §4380.

**4220:13 Level III Employment Status**

A. Definition

Level III Status is granted to experienced teaching or administrative employees to whom the employer wishes to indicate intent to continuously employ within that conference or academy.

B. Criteria

To be eligible for Level III Status the following criteria must:

1. Meet the basic conditions of employment (See §4200 - §4206)
2. Hold a current North American Division Teaching Standard or Professional Certificate (certificated personnel) or a college degree or have had significant experience relevant to the job description (non-certificated administrative personnel – See §4100).
3. Complete a minimum of three years of satisfactory full-time employment as a Level II (or equivalent) teacher or administrator.
4. Give evidence of continuing competent performance as determined by professional evaluation.

C. Granting Level III Employment Status

The granting of Level III Status is a function of the conference board of education. The recommendation is made by the superintendent of schools in consultation with the local school board.

D. Evaluation

The evaluation of an employee on Level III Status shall include the following:

1. A minimum of one written evaluation every two years based on an annual supervisory visit by the principal or conference office of education personnel. More frequent evaluations may be conducted as determined by the supervising administrator.
2. An annual written self-evaluation completed by the employee.
3. An annual written professional development plan completed by the employee.

4. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.
  5. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.
- E. Continuation of Employment  
Level III Employees are subject to annual review but are not subject to annual reappointment nor non-renewal of contract without first having been placed on Probation Status except for the reasons that may lead to immediate or year-end dismissal or for insufficient enrollment as set out in §4374 - §4378.

#### **4225:13 Probation Status**

The conference board of education may place an employee on probation if the employee exhibits unsatisfactory professional service, personal conduct, or influence for a reasonable amount of time not to exceed one year.

- A. Reasons for placing an employee on probation may include, but are not limited to, the following:
1. Inadequate teaching skills; this is generally concerned with failure to organize and present instruction in a manner deemed effective by those supervising.
  2. Lack of classroom control and discipline; this may extend from a permissiveness that interferes with the instruction in a single classroom to a boisterousness that interferes with instruction in adjacent classrooms.
  3. Failure or refusal to cooperate with administrators or supervisors; this may include indifference to suggested improvements, to open defiance and verbal abuse.
  4. Indifference to student welfare; this may involve omission of actions considered necessary, or commission of acts considered detrimental to the health, safety and/or welfare of students or the general morale of students.
  5. Failure to comply with Conference, Mid-America Union, or NAD policies, rules, codes or procedures.
  6. Inappropriate conduct; for example, repeated displays of temper with students, with other teachers, or with the parents of students.
  7. Lack of punctuality; such as repeated failure to meet classes, faculty meetings, or other school appointments.
  8. Management of personal finances in such a way that it interferes with the effectiveness of the employee.
  9. Failure to obtain or maintain required certification.
- B. Procedure to implement probation:
1. The superintendent, in consultation with the respective School Board chair and/or principal, recommends to the conference board of education that an employee be placed on probation. No local School Board should consider any action or make a recommendation regarding discipline, probation, non-renewal or dismissal of personnel without the presence of the superintendent or designee at the School Board meeting.
  2. The Conference board of education will consider and act upon the recommendation of the superintendent.
  3. The superintendent will notify the employee in writing of the change to probation, stating reasons for the Board of Education action.
  4. A Professional Improvement Plan developed by the employee, and approved by the superintendent and/or principal, will be outlined in writing and implemented within ten working days.
  5. The superintendent and/or principal will conduct a minimum of two formal evaluations during the probation.



6. During and/or at the end of probation the superintendent and/or principal will conduct a final evaluation and prepare a report for the conference board of education. The Conference Board of Education will review the employee's probation and conclude the probation or terminate employment. The final evaluation, report, and decision to terminate employment may occur during or upon completion of the probationary period.
7. If an employee desires to appeal a disciplinary action, the employee must submit a written appeal no later than 30 days after receipt of the letter of discipline or notice of non-renewal or dismissal. The appeal must be submitted to the school/academy principal and the conference superintendent. The academy principal/conference superintendent shall respond to the employee in writing within fifteen (15) working days of receiving the appeal. Employees should refer to local conference Grievance Policy for appeal procedures.

**4230:13 Employment Period and Assignment**

- A. Employment Period  
The fiscal employment period for full-time employees begins July 1 and ends June 30.
- B. Ten-Month Assignment  
Most education personnel are assigned duties for ten months. An employee assigned for ten months receives an annual salary paid in the form of twelve monthly payments. They are free to pursue personal activities during the two months without scheduled school work. Three weeks of paid vacation are included in the ten-month assignment. The Mid-America Union Wage Scale includes compensation for employees who qualify for a fourth week of vacation.
- C. Twelve-Months Assignment  
The Board of Education may assign an employee to twelve months of duty, including vacation time. The employee will receive a monthly wage for twelve months.
- D. Notice  
If the employer does not intend to continue or extend the employment of certificated or administrative personnel for the following academic year, written notice shall be mailed to the employee's last known address by May 1. (See §4215. E and §4220. E.)

**4235: Twelve-Month Assignment Requests**

The board of a school with four or more teachers, including the principal, may request the conference board of education to assign administrative personnel for twelve months. Senior academy principals are on twelve-month assignments.

**4240:13 Summer Appointments for Employees not on Twelve-Month Assignments**

Employees on less than twelve-month assignment may be assigned special projects during all or a portion of the summer months when the academic year is not in regular session. A weekly salary will be paid as specified in the Mid-America Union Wage Scale. Work days involving a portion of a week will receive remuneration on a prorated basis.

**4245:05 Not Completing Teaching Assignment**

See §3650.

## ARTICLE 3 INSTRUCTIONAL LOAD

### 4250:07 Teaching Load

Instructional personnel will be assigned responsibilities based on professional preparation, experience, personal qualifications, and needs of the school.

A student unit (SU) is a value assigned to each student in the classroom. A teaching load is based on a maximum number of units as specified per classroom, depending upon the number of grades that are involved. The maximum total SUs is determined by multiplying the SU by the respective number of students.

The SU for each grade level is:

K = 1.75	3 = 1.0	6 = 1.0
1 = 1.5	4 = 1.0	7 = 1.0
2 = 1.5	5 = 1.0	8 = 1.0

Students with IEPs or ELL Students (as identified by conference guidelines) = 2.5

Consideration of a teacher load should be given when a classroom has English Language Learners (ELL) and/or special needs students. The physical size of the classroom should also be considered when assigning a teacher load, i.e. 33 square feet per student.

#### A. Elementary School

If a teacher's assignment exceeds the maximum as outlined below, assistance shall be given either by a part-time certificated teacher or by a teacher assistant.

1. The maximum student units in a single-grade kindergarten classroom shall be thirty-five (which is equivalent to 20 students).
  2. The maximum student units for a teacher having five or six grades should not exceed fifteen.
  3. The maximum student units for a teacher having three or four grades should not exceed twenty-five.
  4. The maximum student units for a teacher having two grades should not exceed twenty-eight.
  5. The maximum student units for a teacher having one grade (excluding kindergarten) should not exceed thirty.
  6. The maximum number of grades in a single teacher classroom is six grades.
- Any variation of the above must be approved by the local Conference Office of Education.

#### B. Junior Academy

Six subject preparations per day constitute the suggested teaching load for a secondary teacher in a normally departmentalized junior academy. If a teacher's assignment exceeds the suggested load, assistance shall be given either by a teacher's assistant or a student reader. Supervisory and co-curricular duties will be assigned by the principal as part of the teacher's professional responsibilities. This policy shall not apply to a grade 7-9 classroom with one teacher.

#### C. Senior Academy

A suggested teaching load for a full-time staff member is six subject preparations or six class appointments per day. One preparation period per day is recommended. Additional supervisory and co-curricular duties will be assigned by the principal as part of the teacher's professional responsibilities. If a teacher's assignment exceeds the suggested load, assistance shall be given either by additional preparation periods or a student reader.

When a school has been granted permission to implement an innovative program, the teacher load shall be defined in the proposal.

**ARTICLE 4**  
**PROFESSIONAL GROWTH AND EMPLOYEE RECORDS**

School personnel are expected to study the basic principles of Adventist education and to engage in professional growth activities.

**4260:13 Certification**

*The North American Division Office of Education establishes certification requirements for elementary and secondary education personnel. It delegates authority to the Mid-America union conference office of education to issue certificates on its behalf to education personnel who meet the requirements. Teachers are responsible for obtaining the appropriate teaching certificate and maintaining current certification.* (FEA 35 40)

For North American Division certification see NAD Certification Requirements manual, which can be obtained from the MAUC Office of Education website or North American Division Office of Education website. It is the employee's responsibility to obtain state certification where required.

**4265:06 Certification Clarifications**

Matters of special concern relating to certification shall be referred to the Mid-America Union Certification Review Committee. Matters not resolved by this committee will be referred by the Mid-America Union Office of Education to the North American Division Office of Education.

**4270:13 Summer School Attendance**

Educators employed in the Mid-America Union may attend summer school sponsored by the union without the payment of tuition when authorized by the conference superintendent/academy principal. For financial details pertaining to advanced study see §3780. The following is a list of specific summer school policies.

A. Conditional Certificate Renewal

All educators holding conditional certificates shall be required to secure a minimum of six semester hours (nine quarter hours) of course work annually which must apply toward the requirements for the standard teaching certificate in order to renew their conditional teaching certificate.

B. Summer School for Transferring Educators

An educator transferring from another union who is newly employed by a conference within the Mid-America Union and who is currently enrolled in a study program elsewhere may, upon conference board of education approval, be permitted to complete work where enrolled if a transfer would entail hardship or a loss of credit. In such a situation the educator is to receive benefits from the employing organization equal to those granted to educators enrolled in courses sponsored by the Mid-America Union.

C. Orientation to Seventh-day Adventist Teaching

Griggs University and International Academy offers a course of study for teachers who graduated from a non-Seventh-day Adventist college. These courses meet the requirements for those courses which comprise the Adventist component of North American Division Teaching certification requirements. The courses total eight semester hours and cover the need for the 15-18 hours normally required.

**4280:06 Educator Transcripts**

The educator has the responsibility to procure for the union registrar transcripts of all academic credits. Records for educators moving from one union conference to another will be transferred directly from union registrar to union registrar. (See §3750.)

**4285:13 Teacher Evaluation**

The superintendent will direct the teacher evaluation program. In larger elementary schools, junior and senior academies, the principal will play the major role in supervision and evaluation. See §4210 - §4225 for specification of frequency of evaluation.

**ARTICLE 5  
REASSIGNMENT**

**4320:16 Reassignment Based Upon Needs and Qualifications**

Personnel reassignment involves assigning an employee to work at a location (“appointment”) different from his/her assignment within a school or conference.

The conference board of education by recommendation of the superintendent in consultation with the principal, may reassign employees to different appointments when such an action is in the best interest of the school and when the reassignment does not adversely affect the salary of the employee during the current employment year. Reassignment shall be based upon the needs of school or conference and the professional qualifications of the employee.

**4325:13 Appeal Process for Reassignment**

The employee may appeal the reassignment by following the same procedure as that outlined for appeal of terminations. (See §4380.)

**ARTICLE 6  
TRANSFERS**

**4330:00 Authority to Transfer**

The conference board of education, by recommendation of the superintendent, may transfer an employee from one school to another within its jurisdiction. The Board of Education, through the superintendent, also may transfer an employee to a school outside its jurisdiction by facilitating an employment offer by another conference. The reasons for transfers shall be submitted in writing to the transferee.

**4332:13 Reasons for Administrative Transfer**

A transfer may be made for reasons including but not limited to those listed below:

- A. Insufficient enrollment.
- B. Lack of funds.
- C. The staffing of a new school.
- D. A need for specialized services, such as the need for a twelve-month assignee when the employee prefers a ten-month assignment.
- E. Conflicting personnel relationships.
- F. Inability to retain the confidence or the support of the school constituency as determined by the superintendent and/or the senior academy principal.

**4334: Calls for Educational Employees**

*An educational institution or conference that may have interest in placing a call for an educational employee employed by another denominationally operated K-12 school or college/university shall observe the following procedure. Informal contacts to ascertain possible interest by an employee in accepting a call to another institution or conference may be pursued without permission of the current employer. When an administrator is at the point of obtaining formal references or interviewing a prospective educational employee, the prospective employee’s current administrator or conference office of education must be notified. The prospective employer must be careful to enquire from the current or previous employer of possible indebtedness according to E 45 72.*

*If a prospective employee has not signed an employment agreement with the current employer for the next year, another educational institution or conference is free to offer the prospective employee an employment agreement without the current employer blocking the call. However, if the employee has signed an employment agreement for the next school year with his/her current employer, the calling party must have the consent of the administrator or conference office of education before contacting an employee for an interview or placing a call.*

*Every effort should be made on the part of school administrators to cooperate with the General Conference in filling emergency overseas calls which may arise at any time for teachers or employees working in denominational schools. (E 45 60)*

### **4335:13 Call and Transfer of Education Employees**

#### **A. Secondary Teachers**

*A secondary teacher in one of the regular twelve-grade academies, after receiving a year's leave for graduate study (or financial assistance for three summers of graduate study in harmony with regular policy), cannot be called by another employing organization within three years, except by agreement with the institutional boards involved, which shall include provision for the unamortized portion of the allowance granted.*

#### **B. Elementary Teachers**

*An elementary school or junior academy teacher, after receiving financial assistance for three quarters (or equivalent) of graduate study in harmony with the regular policy, cannot be called by another employing organization within three years, except by mutual agreement between the conferences involved, which shall include provision for the unamortized portion of the allowance granted.*

#### **C. Calls for Teachers**

*An organization placing a call for a teacher or any salaried employee working in a denominationally-operated school, including teachers in hospital schools of nursing and nursing school staffs in collegiate schools of nursing, shall first obtain the consent of the organization employing such employee.*

*However, every effort should be made on the part of the school administrators to cooperate with the General Conference in filling emergency calls which may arise at any time for teachers or employees working in denominational schools. (The North American Division requests organizations to anticipate as early as possible their needs for educational employees so that their calls may be processed before May 1.)*

#### **D. Interdivision Service**

*These regulations do not apply in cases of appointment to interdivision service. (FEB 05 20)*

### **4337:00 Transfer Time-Line**

The Mid-America Union policy regarding transfers and calls for K-12 educators is as follows:

#### **A. Transfer During Summer**

*If an educator transfer occurs during the summer (as arranged by the employing organization), summer school expenses, if any, are to be assumed by the calling organization.*

#### **B. Finance Personnel Transfer Date**

*It is recommended that a school business manager/Vice-Principal for Finance, assistant business manager/treasurer, or accountant not move to a new assignment until all school funds and accounts have been checked by an auditor or until the academy board or conference board of education has approved the release.*

*It is preferable that such a move take place after the close of the fiscal year and after year end statements are prepared.*

#### **4338: Transferee's Previous Expenses**

**A. Medical Expense**

The employing organization is obligated to continue the transferring employee's medical assistance in effect until the end of the employment period.

**B. Amortization of Moving Expense**

*The moving expense of denominational employees shall be amortized as follows:*

- 1. Any organization calling an employee who has rendered less than two full years of service to the employing organization shall make 100 percent reimbursement for the employee's last move to the territory of that organization. In case the employee has rendered more than two but less than three full years of service, the reimbursement shall be 50 percent, and for less than four years, 25 percent. Any exception to this may be worked out on the administrative level.*
- 2. If a ministerial intern who has entered upon field service is called between organizations, the above policy relating to the moving expense of regular employees shall apply.*
- 3. It shall be the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the employee being called.*
- 4. In the case of employees called for service outside the North American Division, employing organizations are encouraged to waive the provisions of this policy.*
- 5. In the case of an employee being called from the General Conference, the principles outlined in paragraph 1 above shall be followed and applied to any move which has been made within the past four years involving a distance greater than 500 miles. (E 45 71)*

**C. Responsibility for Indebtedness of Transferred Employees**

*When an employee transfers to another organization and has outstanding indebtedness with the former organization, including health care institutions, the following procedures are to be followed:*

- 1. Information—The calling organization shall be responsible to obtain full information regarding the employee's financial responsibilities to the current employer. Any indebtedness information not communicated at the time of the transfer or within 60 days of confirmation of the call will not be the responsibility of the calling organization.*
- 2. Home Loans—The former organization shall continue to carry home loans for up to six months, with the new organization making payroll deductions and sending the payments to the former organization. During this six-month period the employee must dispose of the property or refinance. In case of termination during this six-month period, any settlement shall be applied to the loans with the former employing organization.*
- 3. Automobile Loans—The calling organization is responsible to either assume the financing of automobile loans or to require the employee to refinance.*
- 4. Unamortized Moving Expense and Educational Loans—The calling organization is responsible to assume unamortized moving expense, which includes preliminary trips, duplicate housing allowances, duplicate automobile licenses and fees, etc., educational loans and unamortized educational expense. (E 45 72)*

#### **4339:13 Transferee's Appeal Process**

A transferred employee may appeal the decision for transfer by following the same appeal procedure as that outlined for termination. (See §4380.)

## **ARTICLE 7 RESIGNATIONS**

### **4340:13 Notice of Resignation**

An employee not intending to continue employment during the next academic year is expected to provide the superintendent and/or the academy principal with verbal or written notice of resignation by April 1. Verbal notice should be followed up with a written confirmation.

### **4345:16 Employee Request for Release from Employment**

If a release from employment is requested by an employee during the academic year, the employee is expected to provide written notice to the academy principal/conference superintendent so that it has sufficient time to obtain a suitable replacement. The employing organization requests that employees submit a letter of resignation stating the reasons must be submitted for ceasing employment to the superintendent or to the academy principal at least 30 days in advance of the anticipated departure date. If the employee resigns during the school year, remuneration and benefits are paid only through the last full working day. Repayment of compensation provided for non-working time before the first active work date of the academic year and unamortized expenses will be required in accordance with the employee's acknowledgment and authorization for payroll deductions. A resignation becomes irrevocable when accepted by the employing organization and may not be withdrawn.

## **ARTICLE 8 REPRIMAND**

### **4350:13 Definition of Reprimand**

A reprimand is a formal, written letter to an employee, stating job performance or behavior that is unacceptable in the current employment situation. A copy of this letter is placed in the employee's personnel file.

### **4352:13 Procedure for a Reprimand**

Either the superintendent or the academy principal shall have authority to reprimand an employee.

A reprimand must be in writing and include:

1. A description of unacceptable job performance or behavior.
2. The reason why such job performance or behavior is unacceptable.
3. The job performance or behaviors that are necessary to restore the employee's service to an acceptable level.

An employee who has received a reprimand or discipline may appeal that action through the grievance procedure. (See §4390.)

## **ARTICLE 9 ADMINISTRATIVE LEAVE**

### **4360:00 Definition of Administrative Leave**

Administrative leave is the immediate removal of an employee from assigned duties.

**4365:05 Procedure for Administrative Leave**

An employee may be placed on administrative leave by the superintendent or the academy principal in counsel with their immediate administrative superior for reported commission of moral indiscretion, felony, misdemeanor (other than traffic violation), or any cause for termination while the report is investigated. The employee shall be notified in writing of the grounds for the administrative leave and of the employee's right to appeal to the conference board of education.

Salary and benefits continue during the administrative leave period.

**ARTICLE 10  
TERMINATION**

**4370:13 Definition of Termination**

Termination of an employee on Level I, Level II, or Level III is the discontinuance of employment, remuneration, and benefits during or at the end of the academic year. An eligible employee who is terminated may be eligible for a termination settlement in accordance with the provisions of North American Division Policy Y36.

Violation of the employing organization's policies, rules, codes and procedures, including but not limited to those set out in this Education Code, will result in corrective action up to and including termination of employment in the employing organizations discretion.

An employee may be placed on administrative leave during the investigation of an incident on the recommendation of the administrative supervisor.

**4374:16 Termination**

Although cause is not required for termination or other corrective action, Level I, Level II, or Level III employees may be terminated for unsatisfactory performance or conduct and/or violation of policies, rules, codes, or procedures, including, but not limited to the following:

- A. Failure to satisfactorily fulfill responsibilities.
- B. Employee incompetency as determined by evaluation.
- C. Employee indifference to student welfare.
- D. Employee's failure to provide a positive Christian role model, and to uphold the doctrines and the generally accepted standards of the Seventh-day Adventist Church.
- E. Inability of the employer to effect a transfer.
- F. Refusal of the employee to accept a transfer.
- G. Immoral personal conduct, or other conduct not in accordance with principles of the Seventh-day Adventist Church.
- H. Committing, aiding, advocating, being convicted or entering a guilty or no contest plea of a felony crime, or any crime involving moral turpitude, either a misdemeanor or a felony.
- I. Continued advocating, practicing, and teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
- J. The use of alcohol, tobacco, marijuana and other illegal drugs, or the misuse of any prescription or over-the-counter medications.
- K. Social and/or moral problems which make the employee unfit to instruct or associate with children and youth.
- L. Membership in any organization advocating the overthrow of the government by force or subversion.
- M. Sexual conduct not in accordance with church tenets.
- N. Gambling.
- O. Failure to perform assigned duties.
- P. Actions which compromise the financial standing of the school.



- Q. Violation of the conflict of interest policy.
- R. Inappropriate personal use of school resources.
- S. Falsification, misrepresentation or misreporting of student, school or other records or reports, including but not limited to resumes, employment applications, student records, employee health documents or any reports (oral or written) submitted to the school or employing organization.
- T. Unauthorized release of confidential information.
- U. Excessive tardiness or absenteeism, regardless of the reason (does not include authorized leaves of absence).
- V. Insubordination or failure/refusal of an employee to follow instructions or perform assigned work.
- W. Abuse, waste or destruction of equipment, supplies or other property of the employing organization or school.
- X. Improper dress or unsafe apparel.
- Y. Failure to notify the employing organization within five days following a conviction or guilty/no contest plea for any criminal offense.
- Z. Indulging in abusive or profane language or conduct.
- AA. Engaging in physical, visual or verbal harassment.
- BB. Fighting, threatening, intimidating, or attempting bodily harm or injury, to another person on school premises or while conducting school business.
- CC. Failure to fulfill professional duties to the degree that students' physical health or mental well-being is endangered.
- DD. Violation of policies, rules, codes and procedures, including but not limited to those set out in this Education Code, will result in termination or less severe corrective action at the employing organization's discretion. Any of the following corrective actions may be implemented by the employing organization based on the violation and all of the circumstances involved: verbal reprimand, written reprimand, disciplinary suspension, probation, non-renewal or termination.

**4376:13 Declaration of Financial Exigency**

Financial exigency is an unforeseen economic situation or event which jeopardizes the reasonable operation of a local school. It is cause for the school board to request the conference Board of Education to declare financial exigency for the school. The financial condition of the school and its constituency will be taken into consideration whenever financial exigency is determined.

To declare a financial exigency, the following procedures shall be followed:

- A. The school board, at a duly called meeting with a representative from the conference office of education present, may, by a two-thirds vote of the members' present and voting, request the conference Board of Education to consider a declaration of financial exigency.
- B. The school board will submit the following documents to the conference Board of Education:
  - 1. A study of the current financial position of the school and its constituency.
  - 2. The latest audit of the school and its constituency.
  - 3. A proposed plan from the local board on how to balance the budget. If the proposed plan from the local board includes a recommendation to close the school during the current year, evidence of a specially called constituency meeting to review and approve that recommendation must be included with the plan.
- C. Upon request and receipt of the required documentation by the superintendent of schools, the conference Board of Education must consider the request within 15 days.
- D. If the conference Board of Education declares a financial exigency, all employee employment agreements for that school will be renegotiated or terminated within 30 days.

- E. Reasonable effort will be made by the employing organization to transfer and relocate employees affected by a financial exigency. Employees will not forfeit any termination settlement for which they may be eligible under North American Division Working Policy Y36.

**4378:16 Reduction in Force (RIF)**

When it is necessary to implement a reduction in force (RIF) because of financial or other business reasons the local school board, in consultation with the superintendent, shall determine the positions that will be eliminated, downsized, or consolidated. Uniform criteria and procedures will be used to determine which positions are selected for elimination, downsizing, or consolidation.

**4380:16 Procedure for Non-Renewal or Termination**

If non-renewal or termination is proposed at the local school, the principal or local school board chair shall notify the superintendent of schools of such proposed action, and the superintendent or superintendent's designee must be present when the local school board considers non-renewal or termination. A recommendation from the local school board is not a prerequisite to action by the conference board of education. However, if non-renewal or termination is proposed at the conference level, the superintendent of schools or a designee shall consult with the local school board prior to any further action.

The superintendent or superintendent's designee must provide the employee with a written statement of the reason(s) for the proposed non-renewal or termination action and an opportunity to address the conference board of education considering non-renewal or termination before the final action. The opportunity for an employee to address the local school board does not apply to non-renewal or termination of contract for reasons of insufficient enrollment or funds.

The conference board of education must give the employee written notification of non-renewal or termination of employment and reason for such action. The employee shall be informed by mail at their last known address of the right to appeal the non-renewal or termination and participate in a meeting with the conference board of education regarding the non-renewal or termination at a time and place the Board chair designates. A request for the meeting must be submitted by the employee to the superintendent within thirty (30) days following the employee's receipt of the non-renewal or termination notice letter. The meeting date should be set within thirty (30) days after receiving notification of the employee's hearing request. If an employee fails to appear for the meeting the employee's appeal and meeting rights shall be deemed waived and the employing organization shall implement the non-renewal or termination procedures. The employee shall have the right to have counsel attend the conference board of education meeting with them at the employee's expense, but the counsel shall not have the right to address the Board, to present information, to examine or cross-examine those presenting information, or to speak on the employee's behalf.

An individual whose employment is terminated may be eligible for a settlement in accordance with the provisions of North American Division Working Policy Y36.

If the employee disputes the non-renewal or termination action taken by the conference board of education, he/she may appeal the action in writing to the conference executive committee within fifteen (15) working days following receipt of the written notification. The appeal shall be considered at the next regular or special meeting of the conference executive committee following receipt of the appeal. The decision of the conference executive committee shall be communicated in writing to the conference board of education. The conference board of education shall implement the decision of the conference executive committee.

If an employee fails to meet the deadlines set forth in this section, the employee's appeal will be considered waived. Civil suit shall not be initiated on the non-renewal or termination until the employee has exhausted all appeal provisions of this Code.

**4382:13 Termination Settlement**

A termination settlement may be provided to eligible full-time employees under the provisions of NAD Working Policy Y36. The settlement is not an earned employee benefit automatically provided in every case of employment termination.

Please refer to NAD Working Policy Y36 for information on eligibility or ineligibility for a termination settlement, the calculation of the termination settlement benefit, and requirements which must be met to receive a termination settlement provided by an employing organization to an eligible employee.

**ARTICLE 11  
CONCILIATION AND DISPUTE RESOLUTION PROCEDURES**

**4390:13 Purpose of the Conciliation and Dispute Resolution Procedures**

Each conference shall establish a Conciliation and Dispute Resolution Procedure based upon North American Working Policy BA 42. This policy should conform to the state laws where the conference and its schools are located.

**CHAPTER 7 - CLASSIFIED PERSONNEL**

**ARTICLE 1  
GENERAL PROVISIONS**

**4400:13 Definitions**

*Classified employees are non-instructional personnel (nonexempt) employed on an hourly basis. Classified personnel are to be participating and supporting members of the Seventh-day Adventist Church and exemplify high standards of Christian conduct. They will give evidence of physical and mental health which qualifies them to associate with children and youth. (FEA 35 35)*

Classified hourly employees are not involved directly in school administration, classroom instruction, and industrial and plant service management and are employed on an at-will basis. Included in this classification are employees such as teacher assistants and secretaries. Other employees such as bookkeepers and registrars who do not perform an administrative role as defined in 4100 may also be included in this category.

Full-time employees are individuals who are employed regularly for a standard work week of thirty-eight hours and at least 1976 hours annually in an elementary, junior, or senior academy.

Part-time employees are individuals who are regularly employed less than 38 hours per week and less than 1976 hours annually.

Part-time employees who are employed 20 or more hours per week averaging at least 1040 hours annually receive vacation and holiday benefits equal to the percentage of time employed.

Individuals classified as high hour part-time employees would be scheduled between 30 and 35 hours per week.

Individuals classified as low hours part-time would be scheduled between 18 and 26 hours per week.

Individuals classified as less than half-time employee would be scheduled less than 18 hours per week.

Beginning on January 1, 2015, qualified individuals classified as high hours part-time will be eligible to participate in the health care assistance plan in accordance with applicable law.

### **4405:13 Qualifications**

General qualifications for classified personnel include, but are not limited to, the following:

- A. Membership and active involvement in a constituent Seventh-day Adventist Church. Exceptions must be voted by the conference board of education.
- B. Return a faithful tithe through a constituent church or local conference.
- C. Exemplary Christian conduct.
- D. Good citizenship.
- E. Recognition of the basic rights of individuals.
- F. Procurement and maintenance of a current government-issued certificate applicable to the position held, where required.
- G. Demonstration of a high degree of appropriate diplomacy and "people skills."
- H. Acquaintance with, and adherence to, the legal requirements of an educational program.

### **4410:13 Resignation and Termination Notice**

Classified employees are requested to provide the employing organization at least two-week notice of resignation or other cessation of employment. Verbal resignation notice should be followed by a written confirmation. The employing organization will provide classified employees with notice regarding any termination, reduction in force or other cessation of employment and the effective date for that action.

### **4415:13 Termination**

Although cause is not required for termination or other corrective action, a classified employee may be terminated at the conference's discretion for unsatisfactory performance or conduct, violation of policies, rules, codes or procedure, including but not limited to, the following:

- A. Failure to satisfactorily fulfill responsibilities.
- B. Employee incompetency as determined by evaluation.
- C. Employee indifference to student welfare.
- D. Lack of cooperation by employee with administration or supervisors.
- E. Employee's failure to provide a positive Christian role model, and to uphold the doctrines and the generally accepted standards of the Seventh-day Adventist Church.
- F. Inability of the employer to effect a transfer.
- G. Refusal of the employee to accept a transfer.
- H. Immoral or unsatisfactory personal conduct, or other conduct, not in accordance with principles of the Seventh-day Adventist Church.
- I. Committing, aiding, advocating, being convicted or entering a guilty or no contest plea of any felony, crime, or any crime involving moral turpitude, either a misdemeanor or a felony.
- J. Continued advocating, practicing, and teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
- K. The use of alcohol, tobacco, marijuana and other illegal drugs, or the misuse of any prescription or over-the-counter medication.
- L. Social and/or moral problems which make the employee unfit to instruct or associate with children and youth.
- M. Membership in any organization advocating the overthrow of the government by force or subversion.
- N. Sexual conduct not in accordance with church tenets.
- O. Gambling.

- P. Neglect of or failure to perform assigned duties.
  - Q. Actions which compromise the financial or public standing of the school.
  - R. Violation of the conflict of interest policy.
  - S. Inappropriate personal use of school resources.
  - T. Falsification, misrepresentation or misreporting of student, school or other records or reports, including but not limited to resumes, employment applications, student records, employee health documents or any reports (oral or written) submitted to the school or employing organization.
  - U. Unauthorized release of confidential information.
  - V. Excessive tardiness or absenteeism, regardless of the reason (does not include authorized leaves of absence).
  - W. Insubordination or failure/refusal of an employee to follow instructions or perform assigned work.
  - X. Abuse, waste or destruction of equipment, supplies or other property of the employing organization or school.
  - Y. Conduct adversely affecting the efficiency and productivity of other employees.
  - Z. Improper dress or unsafe apparel.
  - AA. Failure to notify the employing organization within five days following a conviction or guilty/no contest plea for any criminal offense.
  - BB. Indulging in disorderly conduct, abuse, profane or offensive language or other misconduct.
  - CC. Engaging in physical, visual or verbal harassment.
  - DD. Fighting, threatening, intimidation, attempting bodily harm or injury, or interfering with another person on school premises or while conducting school business.
  - EE. Failure to fulfill professional duties to the degree that students' physical health or mental well-being is endangered.
- Violation of policies, rules, codes and procedures, including but not limited to those set out in this Education Code, will result in termination or less severe corrective action at the employing organization's discretion. Any of the following corrective actions may be implemented by the employing organization based on the violation and all of the circumstances involved: verbal reprimand, written reprimand, disciplinary suspension, probation or termination.

**4420:13 Declaration of Financial Exigency**

Financial exigency is an unforeseen economic situation or event which jeopardizes the reasonable operation of a local school. It is cause for the school board to request the conference Board of Education to declare financial exigency for the school. Please refer to §4376 of this Code for the procedure to declare a Financial Exigency. If the conference Board of Education declares a financial exigency, the employment of classified employees may be renegotiated or terminated.

**ARTICLE 2**

**NON-EXEMPT (HOUR-TIME CLASSIFIED) PERSONNEL**

**4455:94 Holiday Pay**

*A part-time employee is entitled to holiday pay if the authorized holiday falls on a regularly scheduled working day. If the holiday is on a nonworking day, the part-time employee is entitled to a working day off as arranged by the employer. (See §3630.)*

If the employee is required to work on a holiday, arrangements must be made with the employing organization for a substitute day off or monetary compensation as determined by prior committee action.

**4460:13 Moving Expenses**

It is not the policy to defray the cost of moving employees who are paid on an hour-time basis. If assistance in moving is granted to an incoming employee on a negotiated basis, the expense involved is set up in a separate account and the employee must agree to amortize the expense over a period of four years or repay the funds, pro-rata, if employment ceases (voluntarily or involuntarily) before expiration of the four-year period. (See §4338 B.)

**4465: Social Security**

All hourly-paid employees are covered with social security benefits as set forth by the federal government under the "Old Age and Survivor's Insurance Program."

**4470:05 Employment Offers to Classified and Hourly Employees**

Classified and hourly employees will be provided with a written employment offer letter which shall set forth the wages and benefits for which the employee is entitled.

**4475: Scholarship Grants to Hour-Time Classified Personnel**

Dependents of hour-time classified personnel are not eligible for education scholarship benefits.

**CHAPTER 8 - REVISION OF POLICY**

**4500:05 Revision of Policies**

The Mid-America Union conference board of education retains the right to amend and revise the policies for credentialed and classified personnel at any time when, in its judgment, conditions arrant.

# DIVISION 5 – Early Childhood Education and Care

## Chapter 1 – General Organization

### Article 1

#### Introduction and Philosophy

##### 5000:16 Introduction

*The Mid-American Union has established within the MAUC Office of Education the Early Childhood Education and Care program to provide oversight for out-of-home education and care provided to young children from birth to entrance into formal schooling (K-12). ECEC programs are integral to the mission of the Church, providing early Adventist education and care for constituent church families and an outreach service to the communities where located. ECEC programs operated by churches and schools shall be in harmony with the policies and practices developed to ensure high standards of quality and to meet governmental regulations.* (FED 05 05)

##### 5010:16 Philosophy

*Mid-American Union Early Childhood Education and Care has its foundation in the Biblical imperative for purposeful training of the young child. We are admonished to teach the words of Holy Script “diligently unto thy children,” and to “train up a child in the way he should go” (Deuteronomy 6:7, and Proverbs 22:6, KJV).*

*The Mid-American Union recognizes that the early education and care of young children is the beginning of a continual growth process. “Too much importance cannot be placed upon the early training of children. The lessons learned, the habits formed, during the years of infancy and childhood, have more to do with the formation of the character and the direction of the life than have all the instruction and training of after years” (Ministry of Healing, p. 380).*

*In partnership with the home and church, it is important that a balanced ECEC program meets the needs of a child's spiritual, physical, intellectual, social and emotional development from birth to entrance into formal schooling. This focus has the full intention of affirming the value of each child and family, bringing them closer to Christ.* (FED 05 10)

##### 5020:14 ECEC Mission Statement

*To provide young children with Christ-centered, developmentally-appropriate experiences in safe, nurturing environments that are aligned with the beliefs and values of the Seventh-day Adventist Church.* (FED 05 15)

##### 5030:16 ECEC Vision Statement

*To see young children growing in their love for God and love for others through purposeful integrated learning experiences in a caring Christian environment.* (FED 05 20)

### Article 2

#### Organization and Administration

##### 5100:16 Union Early Childhood Education and Care Leadership and Functions

*The union ECEC leader will report to the Director of Education and fulfill responsibilities that facilitate the development of policies to meet unique governmental regulations, collaborate with conference Office of Education personnel in overseeing implementation of ECEC policies and practices, and serve on the NAD ECEC Advisory.* (FED 15 05)

*The responsibilities of the union ECEC leader include, but are not limited to, the following:*

- A. *Provide leadership in developing and maintaining a union-wide, Christ-centered, developmentally appropriate ECEC programs in churches and schools.*

- B. *Advocate for the needs and interests of ECEC personnel and programs to constituents, conferences and union groups.*
- C. *Provide leadership in the development of long-range plans for ECEC programs in the union.*
- D. *Develop and administer with the union Director of Education a budget for ECEC programs and activities*
- E. *Collaborate with the NAD ECEC Advisory, Adventist Risk Management, and Human Resources to develop and implement policies and guidelines for the establishment and operation of ECEC programs.*
- F. *Create necessary documents and forms to maintain appropriate administrative oversight, communication, and data collection for ECEC programs.*
- G. *Provide counsel and guidance to local churches and schools in the establishment of new ECEC programs.*
- H. *Research and communicate current governmental regulations which impact ECEC programs.*
- I. *Collaborate with local conference personnel to ensure compliance with governmental regulations for health and safety ECEC programs.*
- J. *Develop and implement in partnership with the NAD accreditation documents and procedures for ECEC programs.*
- K. *Compile and report data as may be required by the NAD and/or useful to the planning and reporting of union-wide ECEC programs.*
- L. *Collaborate with the NAD in the development of a curriculum for young children.*
- M. *Facilitate the planning and implementation of in-service and professional growth opportunities for ECEC personnel.*
- N. *Assist the local conference in implementing effective personnel evaluation processes.*
- O. *Collaborate with the NAD in developing and implementing a teacher/caregiver certification program.*
- P. *Chair a union-wide advisory group of conference and center representatives to guide ECEC programs within the union.*
- Q. *Serve on additional committees and councils and respond to special requests as directed by the union Director of Education.* (FED 15 10)

#### **5110:14 Union ECEC Advisory**

Provides leadership, general oversight and counsel on ECEC programs operated by Seventh-day Adventist churches and schools. The Advisory is chaired by the union ECEC leader and is composed of one representative from each conference who serves as the conference ECEC leader, coordinator, or representative; and other members with ECEC experience.

#### **5115:14 Union ECEC Advisory Functions**

The functions of the union ECEC Advisory shall include, but not be limited to, the following:

- A. Recommend policies that represent ECEC best practices in schools and churches to the Office of Education for review by the Education Council and possible adoption by the Board of Education.
- B. Foster communication and collaboration between and among conference ECEC leaders and other ministries/departments.
- C. Facilitate the sharing, development, and implementation of materials and resources such as marketing, recruitment, etc.
- D. Collaborate in the review and adoption of developmentally appropriate curriculum materials, resources, and practices.



- E. Review and/or develop protocols for conference supervision of ECEC program effectiveness to ensure that the mission, goals and objectives are being met.
- F. Provide leadership for planning and implementing a program of professional development for ECEC personnel.

**5120:16 Conference Early Childhood Education and Care**

*The local conference serves as the employer. As such the conference should assume responsibility for early childhood programs and their employees as ECEC is under the auspices of NAD (specifically NADDOE) and ECEC employees are Conference employees. FEA 20 15 outlines the Conference Office of Education functions.*

*Each local conference with ECEC programs operating in churches and/or schools is to designate a person in the Office of Education to serve as the Liaison or Associate Superintendent for ECEC programs. This leader will work in collaboration with the union ECEC leader to implement and maintain an effective ECEC program within the conference.*

*Each local conference, in collaboration with the local church or school and the ECEC program, is also responsible for determining whether an ECEC program is viable and sustainable and how much support may be needed to assist the ECEC program in maintaining its ministry and for the length of time that support is needed.*

*Once the viability and sustainability is determined, for those that are deemed viable, options for continued operations should be explored. Those options include total Conference-based support, partial Conference-based support and/or separate incorporation under denominational status as provided for in BA 25 and C47.*

- A. *If providing conference support is not an option and the conference feels that the ECEC program is financially viable, can operate on its own accord and is mission-directed, the final option to be considered may be separately incorporating under NAD Working Policy BA 25 and C 47. This is not a preferred option, but if entered into there are some recommendations to be considered:*
  - 1. *It is recommended that legal counsel be sought and that the Conference and the ECEC program work closely with the Office of General Counsel to be sure that their business, corporate and governance plans are in alignment with Policy BA 25 and C 47 and that the plan is legally sound. That the following areas of concern be addressed by the local legal counsel:*
    - a. *Where the ECEC is a stand-alone program, there must be a rental agreement between the ECEC Program and the local church.*
    - b. *There must be signed consent that the ECEC Program will operate within the mission and practices of the SDA Church.*
    - c. *The ECEC program must file for its own Employer Identification Number (EIN) from the federal government.*
    - d. *The ECEC program must file for a local and county business license(s) as a corporation partnership, or independent business owner, as applicable.*
    - e. *The constituency, (ownership) must comply with the requirements of NAD Working Policy BA 25.*
    - f. *A governing board must be formed as a separate entity of the local church.*
    - g. *The ECEC program must be accredited by the Adventist Accrediting Association (AAA) or must demonstrate evidence of being in the process of obtaining accreditation. The program must be accredited within two years of receiving denominational status.*
    - h. *The ECEC board cannot be chaired by the local church or school chair, the church pastor, or any other local church board member or school administrator.*
    - i. *No more than 25% of the ECEC Board membership can be members, administrators or board of the local church or school.*
    - j. *The ECEC board must develop its own corporate documents (constitution and bylaws).*

- k. *State licensure becomes a local issue and operational applications must be resubmitted based on the new business' format.*
  - l. *Conferences, churches and schools must be aware that business and income taxes may apply and that there is potential for Unrelated Business Income Tax (UBIT) to be assessed.*
  - m. *Conferences, churches and schools must also be aware that there is a potential for loss of property tax exemptions currently enjoyed by the facility.*
  - n. *If non-profit status is desired, the ECEC must file for their own non-profit, 501 (c) (3), status.*
  - o. *The ECEC must be responsible for processing their payroll, employee taxes, employee benefits, insurance, etc.*
  - p. *Risk management and loss control becomes a local issue.*
  - q. *All programs must meet the requirements of NAD Working Policy S 60 which sets minimum insurance coverage limits and becomes the responsibility of the ECEC Program.*
  - r. *State and federal regulations such as CACFP and OSHA become a local responsibility.*
  - s. *Playground, pest control and hazardous material inspections become a local responsibility.*
  - t. *Human Resources is the responsibility of the ECEC Program.*
  - u. *Legal counsel and auditing services must be retained by the ECEC Program.*
2. *This policy (FED 20 05) is not to be considered as an option to avoid adherence to the Affordable Care Act (ACA), it is to be considered as an alternative administrative and business model with continued connection to the church.*
  3. *Programs that incorporate with denominational status are strongly encouraged to provide equitable wages and benefits, inclusive of health benefits.*
- B. *If conference support is not an option and the ECEC program, conference or church does not want to separately incorporate, even if the ECEC program is viable and sustainable and mission-directed, the ECEC program must be closed or become independent and no longer considered as part of the Adventist system. (FED 20 05)*

**5130:14 Relationship of Conference with Early Childhood Education and Care (ECEC) Programs**

*The conference board of education through the Office of Education is to provide oversight of ECEC programs at churches and schools within the conference. Some governance and administrative functions may be delegated to a center board and/or director and will require regular communication and close cooperation between the center and conference.(FED 20 10)*

**5135:16 Conference Early Childhood Education and Care Leadership and Functions**

The conference ECEC leader will report to the Superintendent of Schools and fulfill responsibilities that facilitate the development of policies to meet unique governmental regulations, collaborate with union Office of Education personnel in overseeing implementation of ECEC policies and practices, and serve on the union ECEC Advisory. The responsibilities of the conference ECEC leader include, but are not limited to, the following:

- A. Advance the mission, vision, and value of ECEC programs.
- B. Provide leadership in planning, developing, and maintaining conference-wide, Christ-centered, ECEC programs.
- C. Maintain awareness and consistent implementation of ECEC denominational policies and governmental regulations.
- D. Coordinate the implementation of the NAD evaluation process for the accreditation of ECEC programs.

- E. Compile and report data as may be required by MAUC and/or NAD.
- F. Oversee appropriate ECEC protocols to ensure that child, program, and employee records are maintained in accordance with denominational policies and governmental regulations.
- G. Implement the NAD ECEC curriculum.
- H. Facilitate the planning and implementation of personnel orientation/training, and on-going professional growth opportunities for ECEC personnel.
- I. Implement a recommended personnel evaluation process.
- J. Consult with the certification registrar in the implementation of the NAD certification program for ECEC personnel.
- K. Serve on ECEC boards, committees and councils, and fulfill other duties as assigned by the Superintendent of Education.

**5140:14 Early Childhood Education and Care (ECEC) Program Identity**

*A Seventh-day Adventist ECEC program is operated by a local church or school. ECEC programs includes various age-appropriate services for young children and are generally known as daycare centers, child care centers, preschools, pre-kindergartens, etc. (FED 25 05)*

The term “Center” may frequently be used in referring to ECEC programs, but is generally understood to apply to entities that are physically separate or organizationally independent of a church or school.

**5145:14 Establishing an Early Childhood Education and Care (ECEC) Program**

*Establishing a program is the responsibility of the local church or school constituency when it has been determined that the needs and interests of its constituency and community would be served. ECEC programs should be established to serve families of young children and should be infused with Seventh-day Adventist beliefs and values. Program shall operate in harmony with denominational policies, guidelines, and governmental regulations. (FED 25 10)*

In the establishment of a program, the governing board shall:

- A. Give evidence of commitment to Seventh-day Adventist beliefs and educational philosophy.
- B. Demonstrate sufficient financial resources for start-up and sustainability of operations.
- C. Consult with the Conference and Mid-America Union Offices of Education to ensure compliance with denominational policies and governmental regulations.
- D. Utilize denominational resources such as the ECEC Center Start-Up Kit and other applicable material from entities such as Adventist Risk Management, the Office of Human Resources, etc.
- E. Adopt employment and remuneration practices aligned with denominational policies to support the employment of qualified ECEC personnel as appropriate to job description.

**5150:14 ECEC Constituency**

The constituency of an ECEC program consists of those parties that assume responsibility for the overall operation of the ECEC program in cooperation with the conference office of education. The constituency should be defined by one of the following: (a) an ECEC constitution; or (b) the school constitution in a school-based program. Meetings of the constituency shall be as specified by the constitution, but should be at least once a year.

**5155:14 ECEC Board**

Each ECEC program shall be governed by a board. With approval from the conference and union office of education the existing church or school board, or subset thereof, may serve as the ECEC board. The board is responsible for the operation of the ECEC program within conference/union policies, procedures and practices. The board should fulfill its responsibility in harmony with the following guidelines:

- A. Meetings should be conducted regularly.
- B. Members shall be of the Seventh-day Adventist Church.
- C. The board may include non-voting invitees who are not members of the Church.
- D. Members shall be elected in accordance with the ECEC constitution, or the school constitution in school-based programs.
- E. Board officers should be identified in accordance with the constitution.
- F. Ex-officio board members include: ECEC program director, pastoral representation, the principal in a school-based program, and the conference and union ECEC leaders.
- G. Actions of the board are implemented through the program director.

**5160:14 Licensure**

*Programs shall meet applicable denominational and governmental requirements for program licensure and/or registration, and meet annual reporting protocols as required by denominational policy and governmental regulations. Every ECEC Program within the Mid-America Union should be licenced or meet the licensing requirements as stipulated by its governing civil authorities. If the State does not allow for non-public ECEC programs to be licensed, the program should still meet the requirements for licensing and report such to their conference office of education. (FED 25 20)*

**5165:14 Annual Reporting**

ECEC programs shall meet annual reporting protocols as required by denominational policy and governmental regulations.

**5170:14 Evaluation**

The Mid-America Union and conference offices of education are responsible for scheduling evaluations for ECEC centers utilizing instruments approved by the North American Division Commission on Accreditation.

**5175:14 Accreditation**

ECEC programs shall seek and maintain denominational accreditation through the NAD Commission on Accreditation by participating in scheduled evaluations. Seeking accreditation from other agencies for a program is optional.

**5180:14 Closing an ECEC Program**

Closing a program shall be by official action of the constituency and the conference board of education and only after first consulting with the conference and union offices of education. The conference board of education shall ensure safekeeping of all records in compliance with denominational and governmental requirements and supervise the dissolution of assets.

**5190:14 Early Childhood and Care (ECEC) Legal Issues**

*Each program has the responsibility to carry out policies that protect young children and center program staff in compliance with governmental regulations for the jurisdiction in which the program operated. The union, conference, or division does not have legal responsibility for any acts or omissions in the administration of a program. The ECEC program has the day-to-day responsibility, legal and administrative, to operate in cooperation with the conference and in alignment with the policies established by the union conference and division. (FED 20 30)*

## Chapter 2 – Early Childhood Education and Care Children

### Article 1 Children and Families

#### **5200:14 Admission to Centers**

Every parent enrolling their child shall be made aware of the values and objectives of an Adventist ECEC program.

It is the policy of the Seventh-day Adventist Church, in all of its early childhood programs, to admit children to all the rights, privileges, programs and activities generally accorded or made available to children in the program. It makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education and care policies, applications for admission, and extracurricular programs.

Each child has unique individual needs that should be considered when admitting children to ECEC programs. Admission policies must align with applicable governmental regulations.

#### **5210:14 Community Enrollment**

ECEC programs serve both Adventist and community families providing a program that is Christ-centered and consistent with the beliefs and values of the Seventh-day Adventist church. Further, a program should provide orientation for families regarding the holistic philosophy of Adventist education and the importance of such daily activities as prayer, biblical lessons and stories, etc.

#### **5220:14 ECEC Program and Parent Partnership**

Each program shall adopt policies and practices that create an effective partnership between the ECEC program and parents. Policies shall include, but not be limited to, regular and emergency communication procedures, visitation protocols including custody, parent meetings and conferences, monitoring child development, conflict resolution, children's health guidelines and procedures, etc. A program should include information for parents in a parent handbook that is distributed upon admission and updated annually.

#### **2530:14 Children's Records and Right of Privacy**

Programs shall create a cumulative file for each child admitted to an ECEC program. This record shall include such information as verification of date/place of birth, contact information of parent/guardians, legal information regarding guardianship or custody, written reports of communication between the center and parents, the child's attendance, safety incidents involving the child, disciplinary actions for the child, and assessments or observations about the child's learning and development.

The child's health record, including immunization records, shall be kept in a separate file.

Records shall be maintained in compliance with denominational and governmental regulations.

Records must be available for review by parents, but secured so as to not be accessible to unauthorized individuals.

#### **5250:14 Supervision**

Programs shall develop and implement policies and procedures for supervision that are aligned with applicable governmental regulations for teacher-child ratios and group-size limitations to ensure child safety and well-being.

**5260:14 Discipline**

Discipline of young children should be redemptive, remedial, and corrective, rather than punitive. Programs shall establish disciplinary procedures in consultation with the conference office of education that includes the rationale for disciplinary measures including suspension and dismissal. Corporal punishment is not permissible in Seventh-day Adventist ECEC programs.

**5270:14 Visitors**

For the safety and security of the children and employees, visitors such as current parents, prospective clients, other educators and governmental officials are welcome with appropriate identification. All other individuals should not be present during normal hours of operation.

**Article 2  
Children's Health and Safety**

**5300:14 Children's Health**

Programs shall develop admissions procedures and maintain health records that meet governmental regulations for children's health. Policies and procedures are to be adopted that meet or exceed requirements for immunization, dispensing medications, exclusion for certain illnesses, allergies, food handling, hygiene and cleanliness.

A record should be kept in each classroom to record any illnesses of children or program staff. It is the responsibility of each classroom teacher/care-giver to maintain an accurate record. Protocols for recording and reporting children's illnesses to parents should be developed and maintained.

**5310:14 Children's Safety**

Program staff shall assume responsibility for children's health and safety while in their care. Children are never to be left alone. Safety rules are to be explained to the children beginning with their first day of attendance.

Programs shall maintain first aid equipment and supplies as required by denominational policies and governmental regulations and personnel should hold current first aid certification. At least one staff member trained and certified in CPR must be present during hours of operation. A CPR-certified individual should accompany children on field trips.

**5320:14 Accident Insurance**

The conference office of education shall ensure that ECEC programs secure adequate student accident insurance coverage.

**5330:14 Emergency Preparedness**

Each program is to develop, implement, and document age-appropriate emergency procedures and emergency preparedness drills that meet or exceed governmental regulations for fire, tornado, intruder and other emergency situations. Programs shall implement regular safety inspections of facilities, equipment, and vehicles in accordance with denominational requirements to ensure compliance with governmental regulations.

**5340:14 Environmental Safety**

To minimize the risk to children's health and safety, personnel are responsible to ensure that maintenance, cleaning, and repair supplies and equipment are stored in locked areas out of the reach of children and preferably outside the classroom. Monitoring, recording and communication of environmental concerns shall be conducted as required by governmental regulations.

**5350:14 Health and Safety Reporting**

The ECEC program director shall notify the appropriate agencies, such as the fire department, health department, insurance agency, state or provincial licensing authority, and the conference Office of Education, within 24 hours when any of the following occur: (a) an incident that requires emergency medical care, (b) injury that requires treatment by a physician, and/or (c) fire. Written reports shall be submitted as requested or required by denominational or governmental authorities.

**5360:14 Communicable Diseases**

Parents are expected to notify the program director within 24 hours if their child has been exposed to any communicable disease. The program director will notify parents within 24 hours when children have been exposed to a communicable disease. The ECEC program director shall also notify the local health department as required by governmental regulations.

**5370:14 Child Abuse and Neglect**

Each conference will ensure that protocols for reporting child abuse and neglect in compliance with governmental regulations are in place. Program personnel are legally required to report suspected cases of child abuse and neglect.

## **Chapter 3 – Curriculum and Programs**

### **Article 1**

#### **Curriculum and Programs**

**5400:14 Curriculum**

Curriculum is defined broadly to include all learning opportunities, both formal and informal, that guide and support children’s development. Early childhood education includes a wide variety of developmentally-appropriate, dynamic learning experiences that foster young children’s spiritual, physical, mental and social needs in a caring environment.

**5410:14 Curriculum Materials**

Each program should adopt and implement developmentally-appropriate curriculum materials that reflect the beliefs and values of the Seventh-day Adventist Church and which are approved by the North American Division.

**5420:14 Instruction**

Increasing knowledge of child development from research and years of observation has resulted in accepted best practices for the instruction of young children. Staff development implemented by the union, conference, and local program director should reflect best practices and equip ECEC employees with the specialized knowledge and effective instructional skills needed in the education and care of young children.

**5430:14 Assessment and Progress Reports**

Formal assessments as well as informal observations are crucial to evaluating a child’s progress in learning and development. ECEC personnel should only administer formal assessments for which they have received training. The conference office of education in consultation with the union ECEC leader shall develop and adopt report forms for early childhood education and care.

**5440:14 Off-Site Activities**

Off-site learning activities (field trips) should be: (a) provided within the normal hours of operation, (b) planned as developmentally-appropriate activities integral to the curriculum, (c) meet

denominational standards and governmental regulations for supervision and safety of children, including transportation in vehicles that meet or exceed the requirements for insurance, child-safety seating, and driver background checks.

## Chapter 4 – Personnel

### Article 1

#### Personnel Employment

##### 5500:14 Authority to Employ

*The conference board of education has the delegated authority to oversee governance and employment for local ECEC programs within the conference. Some employment functions such as the recruitment, assignment, evaluation, and supervision of ECEC employees may be delegated to the local ECEC program board and/or administrative director. As the employing authority the conference board of education shall take action on all employment or discontinuance of employment recommended by local ECEC program boards.* (FED 30 Preamble)

##### 5505:14 Criteria for Employment

*Individuals employed in local ECEC programs shall affirm their commitment, while on the job or representing the institution, to uphold the mission, beliefs, and values of the Seventh-day Adventist church, abide by all denominational ECEC policies, and shall demonstrate the personal qualities and interests that will ensure the safety and well-being of young children.* (FED 30 10)

Any person employed in any capacity in an Adventist ECEC program shall: (a) be a legal resident, (b) not have any felony conviction, (c) have met health and immunization screening requirements, and (d) not have demonstrated unethical or immoral conduct that places children at risk. To ensure children's safety, each prospective employee shall meet all applicable governmental requirements and shall have completed a comprehensive criminal background check prior to reporting to work.

##### 5510:14 Employment Status

Upon employment each ECEC employee will be classified as full-time or part-time based on the hours assigned and fulfilled on duty each week. Full-time employment is defined as 38 hours of on-duty work per week and part-time employment is any assignment and hours worked that is less than 38 hours per week. At the time employment begins each ECEC employee will also be classified as follows:

- A. Non-Exempt/Hourly—Except where assigned responsibilities qualify the individual as administrative personnel as outlined in the criteria below, ECEC employees shall be categorized as non-exempt personnel, paid on an hourly basis, and considered “at will” employees that may be discontinued without cause.
- B. Exempt/Salary—Persons employed in one of the following administrative job categories that meets the requirements of the federal Fair Labor Standards Act (FLSA) for an exempt classification should be placed on salary. These individuals shall be members of the Seventh-day Adventist Church.
  1. Supervisor—Has overall supervision of multiple ECEC sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered an assistant or associate superintendent for Early Childhood Education and Care.
  2. Administrative Director—Has direct responsibility of the overall operation of an ECEC program with 51% or more of work hours spent on non-clerical administrative tasks and non-teaching/care giving.



## **5515:14 Employment Positions**

*The conference shall, in consultation with union ECEC leadership, create and adopt job descriptions aligned with denominational standards of quality and governmental regulations. Job descriptions shall be consistently applied to all ECEC program positions in a conference. (FED 30 20)*

Following are typical job assignments with a brief summary of responsibilities. All are non-exempt/hourly employment positions with the possible exception of an ECEC Supervisor and/or Administrative Director (see §5510).

- A. Supervisor—Has overall supervision of multiple ECEC sites/programs and does not qualify to be counted in the student/child census of any site/program. This person may be considered an assistant or associate superintendent for Early Childhood Education and Care.
- B. Administrative Director—Has direct responsibility of the overall operation of an ECEC program with 51% or more of work hours spent on non-clerical administrative tasks and non-teaching/care giving.
- C. Site Director—Has direct responsibility for the overall operation of an ECEC program with more than 51% of the assigned work hours are in teaching/care-giving and/or clerical functions (non-administrative tasks).
- D. Assistant Director—Supports the director and assists with responsibilities for the overall operation of an ECEC program and assumes responsibility in the director's absence.
- E. Head Teacher/Lead Teacher—Has direct responsibility for program planning and provides for the care, supervision, and management of young children.
- F. Assistant Teacher—Assists the head teacher and is under their supervision in the care, supervision, management and instruction of young children; and meets established requirements to be left alone with young children.
- G. Teacher Aide—Assists the head teacher or assistant teacher in the care, supervision, and management of young children and is under the teacher's direct supervision and never left alone with sole responsibility for a group of young children.
- H. Before and After-School Care Teacher—Has the responsibility for the supervision and management of children during specific times.
- I. Support Service Positions—Fulfill various job assignments that assist with specific functions that do not include direct child care or instruction including, but not limited to, such positions as administrative assistant, receptionist, accountant, cook, custodian, maintenance, etc.

## **5517:16 ECEC Administrative Director and Functions**

*The leader of a local ECEC program is the administrative director with specific responsibilities and duties as assigned by the conference and as described by denominational policy and governmental regulations.*

*As outlined by governmental regulations, this generally qualifies the director as a salaried/exempt employee. To ensure the mission and purpose of Adventist ECEC programs all newly hired directors shall be Seventh-day Adventist church members.*

*General functions of the administrative director include, but are not limited to:*

- A. *Provide leadership in establishing a positive spiritual climate and directing an age appropriate program of religious activities.*
- B. *Supervise all staff and provide professional development to meet regulations and improve program quality.*
- C. *Ensure individual child engagement and development.*
- D. *Monitor child health and safety in program activities.*
- E. *Create verbal and written channels for positive and regular communication with families.*
- F. *Provide leadership in preparing for program evaluation.*
- G. *Oversee licensures and regulatory compliance.*

H. *Administer the program in accordance with denominational policies for early childhood education and care.(FED 30 25)*

**5520:14 Wages/Salary**

ECEC employee remuneration is based on the wage scale adopted by the conference board of education incorporating prevailing community rates that meet or exceed applicable governmental regulations including minimum wage laws. The wage scale shall be reviewed at least annually and revised as necessary.

**5525:14 Employee Benefits**

All ECEC employees shall be enrolled in a worker's compensation program as required by law. Employees may be eligible for holiday pay as required by governmental regulations should the employee's work assignment include a legal holiday. The conference employer may choose to provide additional benefits to ECEC employees such as, but not limited to, retirement, health care, life insurance, and long-term disability. The schedule of benefits adopted by the employing conference shall be based on employee status (i.e. exempt/non-exempt and full/part-time employment) and available to all ECEC employees in the conference.

**5530:14 Employee Orientation and Training**

In consultation with the conference/union offices of education, programs shall adopt and implement a process of employee orientation that include items such as, but not limited to, safety, children's nutrition, cleanliness and sanitation, illness care, medication protocols, emergency procedures, appropriate disciplinary practices, abuse and neglect awareness.

**5535:14 Employee Performance Evaluation**

The local ECEC director, in consultation with the conference/union office of education ECEC leader, shall implement regular personnel performance reviews to ensure that high standards for education and care

**5540:14 Employment Records**

Up-to-date employment records shall be maintained for each employee in accordance with denominational policy and governmental regulations.

**5555:14 Suspension**

Immediate removal of an employee for a specified period of time from all duties for the purpose of investigating charges or as a consequence of inappropriate action with or without pay.

**5560:14 Discontinuance of Employment**

Cessation of employment by employee resignation or employer dismissal/termination shall be provided in writing and comply with applicable denominational policies and governmental regulations.

**5565:14 Harassment**

Harassment of any kind is inappropriate and intolerable in the work environment. (See §4070)

**5570:14 Resolution of Employee Issues**

Personnel should seek ways to encourage and support each other in congenial, collaborative working relationships. In consultation with the conference office of education, ECEC programs shall adopt a process for conflict resolution.

**5580:14 Volunteers**

Individuals who are non-employees offering service without pay in an ECEC program shall be permitted to participate only as their service is in compliance with denominational policy and governmental regulations.

## **Chapter 5 – Finances**

### **Article 1**

#### **Finances**

**5600:14 Financial Responsibility**

Opening an ECEC program requires sustained funding and a sound plan for financial support by the constituency.

**5610:14 ECEC Funding**

Funding sources for ECEC operational expenses and capital improvements shall be from tuition and fees, local church and/or school appropriations, and gifts/donations. As a locally-funded entity, there shall be no expectation of conference subsidy support for operations or personnel payroll costs unless otherwise voted by the conference board of education.

**5620:14 Financial Operations**

Generally accepted accounting practices shall be adopted and followed in accordance with denominational policies and guidelines. In consultation with the conference, a local board may choose to either: (a) establish separate financial operations, records and reporting; or (b) create the ECEC program financial operations as a department or agency fund of the sponsoring church or school. The center's financial standing shall be shown through accurate monthly income/expense reporting and other schedules as appropriate.

**5630:14 Financial Management**

Programs shall have adequately trained staff with sufficient time allocated to manage financial operations utilizing appropriate financial software to maintain effective business functions and financial records.

**5640:14 Audits**

All programs shall be audited on a regular basis in conjunction with audits performed for the sponsoring church or school.

**5650:14 Wages/Salary**

ECEC employee remuneration is based on the wage scale adopted by the conference board of education incorporating prevailing community rates that meet or exceed applicable governmental regulations including minimum wage laws. The wage scale shall be reviewed at least annually and revised as necessary. For assistance in determining local wage rates consult the conference/union ECEC leader.

**5660:14 Insurance Requirements**

Programs shall consult with the conference to determine that insurance policies are consistent with denominational guidelines and adequately protect the program, the young children, employees and sponsoring entity. Insurance shall include property insurance for the building and contents, general liability coverage, worker's compensation, and student accident insurance for the children enrolled.

## Chapter 6 – Facilities and Equipment

### Article 1

#### Facilities and Equipment

**5700:14 Ownership**

The conference retains legal title to all property in accordance with denominational policy.

**5710:14 Facility Requirements**

Programs shall operate in building space that will support quality education and care and meet governmental regulations ensuring the health, safety and security of young children.

**5720:14 Facility and Equipment Safety**

Programs shall adopt policies and procedures that ensure facilities and equipment are maintained, providing for the health, safety and security of children and employees. Each center shall meet denominational guidelines and applicable governmental regulations for safety.

**5730:14 Facility Renovations and Repairs**

Each program should be well maintained and kept clean at all times. Facility renovations and additions must comply with denominational policies and governmental regulations. The conference, insuring agency, and licensing authority must be notified of any proposed change in the facility. The local board and director must ensure a safe environment for all personnel and children when renovations and repairs occur.