

# MOODY BIBLE INSTITUTE

## EMPLOYEE INFORMATION GUIDE

April 2025

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## **A Note from the President**

*Dear Moody Employee:*

*Welcome to Moody Bible Institute! We are pleased that you are part of our ministries, and we hope that you will find your ministry service here both challenging and rewarding. We are a community grounded in integrity where the human touch infuses the way we do ministry, the way we interact with others and the way we care for each other.*

*As a Christian ministry, you are ambassadors of our human relations. Our mission is to equip people with the truth of God's Word to be maturing followers of Christ who are making disciples around the world. It is imperative that you capitalize on each and every opportunity to fulfill our mission. You are responsible for the outward image of our ministries and their integrity in the eyes of the world. Your assimilation into our ministry is essential for you to perform at the highest levels of compassion, integrity, quality and reliability expected of us.*

*The EIG outlines the general requirements for your employment to be a success. It provides you with notification of your responsibilities and your benefits as an employee of Moody. We expect these orientation materials to change frequently to keep up with changes in our ministries. The latest information can be accessed via the Moody intranet. Please make every effort to maintain your knowledge of these responsibilities.*

*I hope you enjoy your Christian service here and grow with us. Thank you for taking the time to read these materials.*

*Blessings,*

*Mark Jobe  
President*

## **OUR PURPOSE**

**What difference are we trying to make in the world?**

### **Our Vision**

The gospel for every person.

### **Our Mission**

Moody exists to proclaim the gospel and equip people to be biblically grounded, practically trained, and to engage the world through gospel-centered living.

### **Our Values**

The authority of the Word of God

The centrality of the Church

The worth and dignity of the individual

The priority of prayer

The power of grace

The call of sharing the gospel

The practice of integrity

Living on mission

## **COMMUNITY STANDARDS**

### **Moody's Christian Identity and Values**

At Moody, we value being a community of caring Christians dedicated to helping one another grow toward Christian maturity. We are part of the larger Christian community, and we represent an institution committed to spreading the Word of God through education, radio and publishing. We seek to cultivate attitudes and conduct that are consistent with Scripture, striving to reflect God and his values in our lifestyle and the conduct of our service.

As members of the Moody Christian community, we commit ourselves to live Christ-honoring lives. Employment at Moody presupposes that each employee has committed his or her life to Jesus Christ for salvation and Christian service. A lifestyle in accordance with biblical principles is essential to demonstrate that commitment to fellow employees, to MBI students, and to the outside world. Scripture clearly indicates that "whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17).

### **Doctrinal Statement**

Throughout our history we have without qualification held to the essentials of biblical orthodoxy. In addition, we have defined ourselves in other distinct ways in terms of more specific interpretations of Scripture. Our doctrinal statement was adopted by the Board of Trustees in 1928 to reflect the historic doctrinal position of Moody. In May 2000 the Trustees also approved an additional statement, Institutional Positions Related to the Moody Bible Institute Doctrinal Statement (1928), to clarify and make explicit the doctrinal positions of Moody.

While particular definitions are important to our position, we readily recognize that they do not define orthodoxy for the whole body of Christ. We gladly embrace all who faithfully adhere to the

essentials of biblical Christianity as fellow believers and colleagues in Christ's cause.

Whereas biblical Christianity is defined by the central tenets of the faith, throughout the history of the church various groups have employed more specific definitions to define themselves. Historically we have maintained positions which have identified us as non-charismatic, dispensational, and generally Calvinistic. To maintain continuity and consistency with the heritage entrusted to our care, we expect employees to agree with, personally adhere to, and support our doctrinal distinctives as set forth in the following:

#### *Article I*

God is triune, one Being eternally existing in three co-equal Persons: Father, Son, and Holy Spirit; these divine Persons, together possessing the same eternal perfections, work inseparably and harmoniously in creating, sustaining, and redeeming the world (Genesis 1; John 1:1-3; Hebrews 1:1-3; Deuteronomy 6:4; Ephesians 4:4-6; Acts 5:3-4; I Corinthians 8:6; I Timothy 2:5; John 14:9-10, 26; Matthew 28:18-19; 2 Corinthians 13:14; Revelation 4:11).

#### *Article II*

The Bible, including both the Old and New Testaments, is a divine revelation, the original autographs of which were verbally inspired by the Holy Spirit<sup>1</sup> (2 Timothy 3:16; 2 Peter 1:21).

#### *Article III*

Jesus Christ is the image of the invisible God, which is to say, He is Himself very God<sup>2</sup>; He took upon Him our nature, being conceived by the Holy Spirit and born of the Virgin Mary; He died upon the cross as a substitutionary sacrifice for the sin of the world<sup>3</sup>; He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified, where He is now our interceding High Priest; He will come again personally and visibly to set up His kingdom and to judge the quick and the dead (Colossians 1:15; Philippians 2:5-8; Matthew 1:18-25; 1 Peter 2:24-25; Luke 24; Hebrews 4:14-16; Acts 1:9-11; 1 Thessalonians 4:16-18; Matthew 25:31-46; Revelation 11:15-17; 20:4-6, 11-15).

#### *Article IV*

Man was created in the image of God but fell into sin, and, in that sense, is lost; this is true of all men, and except a man be born again he cannot see the kingdom of God; salvation is by grace through faith in Christ who His own self bore our sins in His own body on the tree; the retribution of the wicked and unbelieving and the reward of the righteous are everlasting, and as the reward is conscious, so is the retribution (Genesis 1:26-27; Romans 3:10, 23; John 3:3; Acts 13:38-39; 4:12; John 3:16; Matthew 25:46; 2 Corinthians 5:1; 2 Thessalonians 1:7-10).

#### *Article V*

The Church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the gospel among all nations; it will be caught up to meet the Lord in the air ere He appears to set up His Kingdom (Acts 2:41; 15:13-17; Ephesians 1:3-6; 1 Corinthians 12:12-13; Matthew 28:19-20; Acts 1:6-8; 1 Thessalonians 4:16-18);

(Board of Trustees, October 1928).

## **Rules and the Christian Life**

The Scriptures encourage us to pursue a course of conduct that is free from both lawlessness and legalism. Rules are not in themselves a test of spirituality, yet a spiritual person will submit to God's Word and to God's established authority (e.g., church, government, employer). Such a person will live in love and self-control in the community in which God allows him or her to live and serve.

The Bible clearly presents certain absolutes of moral behavior. In other areas where absolute principles do not exist, Christians must search the Scriptures for wisdom in dependence on the Holy Spirit. We call our employees to live in accordance with all biblical absolutes. On the other hand, matters of individual discernment will be left to the Christian's conscience (with a few exceptions due to communal considerations). In every instance, the exaltation of God's holy name is what should ultimately determine the employee's behavior.

## **Biblical Absolutes and Moody Employees**

By *biblical absolutes*, we mean those unchanging scriptural truths about God, his creation, and his will for human beings. Rooted in his character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation. Included in the absolutes are certain requirements of the Bible about moral living.

### Positive Commands

Because we desire that the life of Christ be manifested in our community, we expect that a believer will seek to follow every direct command of God. Examples of how believers can obey Scripture's positive commands would include actively participating in a biblical Protestant local church, loving all people, being filled with the Holy Spirit, obeying the Word, and trusting God for personal needs (Prov. 3:5-6; Luke 11:28; John 13:34-35; Gal. 6:10; Eph. 5:18-21; Col. 3:12-17; 1 Thess. 5:12-22; Heb. 10:24-25).

### Prohibitive Commands

Biblical teaching forbids practices such as idolatry, stealing, drunkenness, chemical dependency, gossip, gluttony, dishonesty, occult involvement, murder, profanity, law-breaking, the use of illegal, addictive, or mind-altering drugs (including marijuana), physical abuse or battery, child abuse, all sexual activity outside of the husband/wife marital relationship (including pornography, all other manifestations of the 'sex industry', and homosexual or transgender behavior). Furthermore, attitudes such as lust, greed, divisiveness, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God. (Gen. 1:26-27; Ex. 20:1-17; Ps. 11:5; Prov. 6:16-19; Rom. 1:26-27, 13:1-14; 1 Cor. 6:9-20, 15:34; Gal. 5:19-21; Eph. 5:1-18; Col. 3:5-10; 1 Thess. 4:3-8; 1 Pet. 5:8)

While recognizing that no Christian can attain perfect holiness this side of heaven, Moody nonetheless calls us to let these biblical absolutes govern our lives at work and away from the workplace at all times.

## **Matters of Individual and Communal Discernment**

By individual discernment we mean each employee is free to follow a biblically informed conscience. As noted above, Scripture provides certain moral absolutes that we expect to be followed. Concerning issues about which Scripture is not clear and Christians disagree, we endeavor to leave these matters to the individual's conscience as described in Romans 14. "Who

are you to judge the servant of another? To his own master he stands or falls; and he will stand, for the Lord is able to make him stand ... Each person must be fully convinced in his own mind” (vv. 4-5).

The guiding principle of a Christian’s moral life is God’s glory. This means we will never use our moral freedom as an occasion to abuse our bodies, which are God’s temple. It also means our Christian liberty must be balanced by the needs of the broader community to which we belong and our behavior adapted to its benefit.

Therefore, certain prohibitions not mentioned in Scripture are nonetheless necessary for the Moody community. While in the workplace or carrying out job duties, employees are prohibited from consuming alcoholic beverages, using tobacco products or gambling in any form or venue. Though these are not explicit biblical commands, neither are they left to employee discernment; they are communal limitations that allow us to maintain a good reputation so as to glorify God in all things.

### **Moody Bible Institute Statement on Human Sexuality**

The position of Moody Bible Institute on human sexuality and marriage is grounded in the authority of the Bible as the divinely inspired and inerrant Word of God. Our position is also consistent with the teaching of the Church throughout the centuries.

Since the beginning of creation, God has revealed His intention for human personhood, sexual identity, and sexual intimacy in marriage. God created humanity in His image as male and female, thus giving all humanity value, dignity, and eternal significance.<sup>1</sup> The distinction God created between male and female is part of His glorious plan to bless humanity. It is the foundation for all subsequent human life and is reflected in a person’s biological birth sex; embracing one’s birth sex honors this distinction as designed by God but misrepresenting one’s birth sex violates God’s generous intention for human relationships. The goodness and beauty of God’s creation is affirmed by Jesus Christ and is foundational for the New Testament view of human sexuality.<sup>2</sup>

God designed marriage to be a monogamous, permanent, committed relationship between a male and a female.<sup>3</sup> This divine design is the standard that defines appropriate sexual expression and is beautifully mirrored in the holy union between Christ and His Church.<sup>4</sup> Marriage is the God-ordained context for the sexual union between a male and a female and is blessed with life-giving potential by God Himself. We believe, in joyful obedience to the Bible, that God created human sexuality and marriage as a glorious sign of His never-ending love. We praise and worship God for this magnificent blessing.

Tragically, with the entrance of sin into the world, humanity has distorted God’s design for human sexuality and marriage. All humanity now struggles with immoral desires and temptations to act in a way that is contrary to God’s purposes for human flourishing. Nevertheless, God responds with gracious and merciful love to identify sinful expressions of human sexuality.

With one consistent voice, the Bible teaches that any type of sexual activity outside the God-ordained marriage of male and female is sinful. Therefore, specific activities such as premarital sex, adultery, or homosexual sex are inconsistent with God's holy purposes for sexual expression.<sup>5</sup> We regard these divinely given guidelines and prohibitions as enduring expressions of God's love, blessing, and protection of human life and dignity. We also condemn any act that violates this God-endowed human dignity—such as rape, sexual abuse, pornography, or sex trafficking—as an affront to God's divine plan for His creation.

We fully acknowledge that every human being struggles to some extent with issues related to human sexuality because of the fall of humanity into sin. While we affirm the biblical truth about marriage and sexuality, we also affirm that the grace and love of God in Christ extends to every human being without exception.

We rejoice in the good news that God has come in Jesus Christ to redeem humanity and restore us to a right relationship with Himself through the forgiveness of our sins.<sup>6</sup> As we turn to Jesus Christ in repentance and faith, He breaks the power of sin in our lives and brings about a spiritual transformation that enables us to live holy lives.<sup>7</sup> In our relationship with Christ, we find merciful restraint from our sinfulness. The Bible expects Christians to live out the ethical demands of their relationship with Christ as it relates to human sexuality.<sup>8</sup> We acknowledge that our physical bodies and our sexuality are eternally significant to God, and we submit our bodies to Him as an act of worship. We anticipate the glorious second coming of our Lord Jesus, at which time our sexuality will be finally and fully delivered from the presence of sin to the praise and glory of God.<sup>9</sup> We therefore reject cultural views and movements that are at variance with God's design for human sexuality and marriage, willingly embracing and practicing biblical teaching as an act of worship and praise.

Knowing that Christ's redeeming grace is our only true strength, all our efforts to love and support the members of our community will be oriented to the cross upon which Christ died as the final sacrifice for our sin. We seek to be representatives of mercy and love by upholding the biblical vision for true human flourishing. All members of Moody Bible Institute are expected to treat one another with respect and Christ's love as we grow together in our common conformity to Him. We willingly submit ourselves to these biblical mandates in light of our call to holiness and to self-surrender. Members of our community will neither practice nor propagate positions or activities at variance with Moody's position.

<sup>1</sup> Gen. 1:26-27; 5:1-3; 9:6; James 3:9

<sup>2</sup> Gen. 1:31; Matt. 19:4-5; Mark 10:6; Rom. 1:26-27

<sup>3</sup> Gen. 2:24; Matt. 19:5-6; Mark 10:6

<sup>4</sup> Gen. 2:24; 1 Cor. 6:15-17; Heb. 13:4; Eph. 5:25-33; Rev. 19:6-9

<sup>5</sup> Exod. 20:14; Lev. 18:1-23; 20:10-13; Deut. 22:5; Matt. 5:27-30; Rom. 1:26-27; 1 Cor. 5:1-11; 6:9-10, 18; 1 Tim. 1:9-11

<sup>6</sup> Rom. 3:21-24; Eph. 1:3-10; Col. 1:9-14; Titus 2:11-14

<sup>7</sup> John 3:16; Acts 16:30-31; Rom. 6:1-14

<sup>8</sup> 1 Cor. 6:9-20; Eph. 5:3-12; Gal. 5:16-26

<sup>9</sup> 1 Cor. 15:50-53; Phil. 3:20-21



# **EMPLOYMENT STANDARDS AND POLICIES**

## **ABOUT THIS INFORMATION GUIDE**

It is our belief that a well-informed employee makes the best employee. We prepared this Information Guide to provide you with an overview of our policies, practices, benefits, and other information about your privileges and responsibilities as a Moody employee. This Information Guide supersedes all previous Information Guides, handbooks, and/or management memos issued in the past on the subjects covered.

However, please understand, this Information Guide is not a contract or an offer to enter into a contract. Moreover, your employment with Moody Bible Institute is “at will,” which means that either you or Moody may terminate the employment relationship at any time, with or without cause, and with or without notice. No officer, agent, representative, or employee at Moody, except the President, has the authority to enter into any agreement regarding the term of your employment or that modifies the “at will” relationship. Nothing in this Information Guide or any Moody policy, procedure, practice, benefit or rule shall create an express or implied contract with you or modify your “at-will” employment agreement, unless explicitly contracted otherwise in writing.

Also, it is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Circumstances will undoubtedly require that the policies, practices, benefits, rules or other information described in this Information Guide change from time to time. Accordingly, Moody reserves the right to modify, supplement, rescind, or revise any provision of this Information Guide as it deems necessary or appropriate. Therefore, from time to time, you may receive modifications to this Information Guide.

Please read the Information Guide carefully and keep it available for future use. Should you have any questions about this Information Guide, or regarding any other employment matters, please ask your supervisor or Human Resources. It is very important that you have a full and complete understanding of our policies, practices, and benefits.

### **Compliance with State and Local Laws**

We operate in multiple cities and states. Unless specified otherwise, this Information Guide, and the standards and policies set forth in it, applies to all employees at all Moody locations. In some areas, state and local laws and ordinances are in effect that govern the workplace as to issues that may or may not be mentioned in this Information Guide. While we believe this Information Guide complies with all federal, state, and local laws, to the extent there is a conflict between the terms of this Information Guide and requirements imposed by any applicable law or ordinance, we will fully comply with the law or ordinance.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

We are an equal opportunity employer and faith-based religious institution. We comply with all applicable laws pertaining to nondiscrimination on the basis of a person’s actual or perceived race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, we have the right to, and do, require that employees hold beliefs consistent with our Doctrinal Statement and conduct themselves in a manner consistent with our religious beliefs, including as explained in our Community Standards.

## ANTI-HARASSMENT POLICY

We are committed to providing a work environment that is free from all forms of harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon or derisive of a person's race, color, national origin, sex, age, disability, and any other applicable legally protected category where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. All employees have a personal responsibility to keep the workplace free of any such harassment. With the exception of Sexual Harassment, which is covered by Moody's Sexual Harassment and Sexual Violence Response Policy, this policy applies to any relationship or dealings that a Moody employee has in the working environment or in connection with the performance of job duties. Working environment is not limited to a physical location an employee is assigned to perform his or her duties and can thus occur outside the office. Therefore, the prohibition against harassment applies to employees, customers (including but not limited to students, potential students, and their parents), vendors, visitors, contractors, consultants and others with whom we have a contract to do business.

Sexual Harassment. While all forms of harassment are strictly prohibited, Moody emphasizes its prohibition of sexual harassment.

Moody expects all members of the Moody community to comply with Moody's Sexual Harassment and Sexual Violence Response Policy (the "Title IX Policy"), which prohibits and provides an avenue for those who have been the target of or who witness Sexual Harassment, Sexual Violence, or Retaliation in Moody Education Programs or Activities or for which Moody otherwise has a substantial interest, regardless of whether that conduct occurred on or off campus. Such Programs and Activities or substantial interest inclusions are further defined in the Sexual Harassment and Sexual Violence Response Policy and extend to admission and employment, to the extent applicable.

The employee responsible for coordinating Title IX compliance efforts is:  
The Director of Sexual Harassment and Sexual Violence Prevention and Response / Title IX Coordinator

820 N. LaSalle Blvd. Chicago, IL 60610  
Smith 3  
(312) 329-2113  
[TitleIX@moody.edu](mailto:TitleIX@moody.edu)

Please review the Title IX webpage at the following URL to access the Sexual Harassment and Sexual Violence Response Policy and for related information and resources:  
<https://www.moody.edu/about/reports-and-policies/>

Other Unlawful Harassment. Harassment on the basis of any other protected characteristic is also prohibited. More specifically, this policy prohibits verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, sex, age, disability, or any other legally protected category. Harassing conduct includes, but is not limited to, the following conduct: making epithets or slurs; negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion, and that is placed on walls or elsewhere on Moody premises or circulated in the workplace.

**Complaint Procedure.** If employees or non-employees including contractors, consultants, and anyone else directly performing services for Moody pursuant to a contract with us, experience or witness harassment or discrimination in the working environment, report it immediately to your supervisor. If your supervisor is unavailable or if you are uncomfortable contacting that person, you should immediately report the harassment or discrimination to the Vice President of Human Resources or any other member of management. If you witness harassment or discrimination where the offender is a student, you should immediately report the harassment or discrimination to the VP & Dean of Student Life. You may also contact the IL Department of Human Rights to file a charge. Chicago: James R. Thompson Center, 555 W. Monroe Street, 7<sup>th</sup> Floor, Chicago, IL 60661, 312-814-6200, (TTY) 866-740-3953. Springfield: 524 S. 2<sup>nd</sup> Street, Suite 300, Springfield, IL 62701, 217.785.5100; (TTY) 866-740-3953. Or, call the IL Sexual Harassment and Discrimination Helpline at 1.877.236.7703.

All allegations of harassment or discrimination will be quickly and discreetly investigated. The investigation may include interviews with the person making the complaint, the person against whom the complaint is made, any potential witnesses identified by either person, or any person whom Moody believes has relevant information. To the extent possible, your confidentiality and that of any witnesses and the alleged perpetrator will be protected against unnecessary disclosure. The results of the investigation will be discussed with the person involved, and appropriate disciplinary action, if any, will be taken, up to and including termination.

**Managers' Responsibilities.** All members of management are responsible for the effective administration of this policy. Should a director, manager, or supervisor become aware of or advised of an infraction of this policy, he or she should immediately report the matter to the Vice President of Human Resources so that a full investigation may be conducted.

**No Retaliation.** We will not permit retaliation against anyone who complains or participates in the investigation. If an individual retaliates, severe discipline, up to and including termination, will be imposed, regardless of the outcome of the investigation. If you believe that you have been retaliated against for exercising your rights under this policy, report such conduct using the complaint procedure set forth above.

**False Accusations Prohibited.** Because false accusations may have serious impact on the person accused, any employee who makes a complaint that he or she knows to be false will be subject to disciplinary action, up to and including termination.

**Discipline.** Anyone engaging in harassment or discrimination in violation of this policy or the Equal Employment Opportunity Policy will be subject to disciplinary action, up to and including termination of employment.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

We will comply with federal, state and local laws concerning the employment of individuals with a disability. Accordingly, employment decisions at Moody are based on the ability of the individual to perform the essential functions of the job, with or without reasonable accommodations, and not on the person's disability or limitations. Further, it is our philosophy and practice, to make reasonable accommodations to the known disabilities of applicants and/or employees absent undue hardship.

Pregnancy reasonable accommodation affords employees the right to be free from unlawful discrimination pertaining to pregnancy and the right to certain reasonable accommodations necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth unless Moody can demonstrate that the accommodation would impose an undue hardship on the ordinary operation of the ministry.

If you have a disability and need an accommodation to allow you to perform the essential functions of your position, you should bring this to the attention of your manager immediately. You may be required to provide medical documentation from your healthcare provider concerning the need for the requested reasonable accommodation(s). Medical information obtained as a result of this process will be maintained in a separate and confidential file.

## **HIRING AND EMPLOYEE PLACEMENT**

### **EMPLOYMENT CLASSIFICATIONS**

We classify our employees into various categories. These classifications are relevant only because some of Moody's policies and benefits vary depending on an employee's classification.

**Regular, Full-Time Employees.** Employees who are not temporary employees and are regularly scheduled to work 38.75 hours per week or more are considered regular, full-time employees.

**Regular, Part-Time Employees.** Employees who are not temporary employees and are regularly scheduled to work less than 28 hours per week, are considered regular, part-time employees (often called Part-Time Professional Employees).

Regular part-time employees generally are not eligible for benefits, except as specifically provided in this Information Guide or as required by law.

**Student Employees.** Employees who are active Moody students and are regularly scheduled to work no more than 24 hours per week, are considered student employees. Student employees are not eligible for benefits except as provided in this Employee Information Guide or as required by law.

Student employees who are on their F-1 Visa are limited, by law, to 20 hours a week during the school year.

Both domestic and international students are allowed to work over student limit, up to 38.75 hours, during Moody approved breaks (Winter Break, Spring Break, Summer Break) pending their manager approves it and there is available budget.

**Temporary Employees.** A temporary employee is an employee who is employed for a specific period (such as the summer), or for a specific limited purpose (such as to replace an employee on medical leave). A temporary employee generally is not eligible for benefits, except as otherwise provided in this Employee Information Guide or as required by law.

**At-Will Status.** Unless explicitly contracted otherwise in writing, all employment relationships, regardless of classification, are considered "at-will" arrangements, and either party is free to

terminate the relationship at any time for whatever reason. These classifications do not guarantee employment for any specific period of time.

**Exempt/Non-Exempt Status.** Jobs (and employees holding them) are classified as either "exempt" or "non-exempt." This classification relates to the Fair Labor Standards Act (FLSA) and is given based upon an assessment of the duties and responsibilities of the job, not employee or supervisory preference.

Non-exempt employees, under the FLSA, are entitled to overtime pay for all hours worked over forty (40) hours in a standard work week at a rate of one and a half (1 ½) times the regular hourly rate. While not required by the FLSA, we provide overtime pay for all hours worked in excess of 38.75 in a standard work week. Non-exempt employees are not allowed to work a secondary job at Moody Bible Institute.

Exempt employees do not receive overtime pay but must submit monthly electronic time reports that record time benefit usage.

### **Employment of Divorced or Separated Persons**

Our desire is to model and uphold the highest standards, and the Bible is clear that the sacred covenant of marriage is intended and prescribed to be the divinely sanctioned and legal union between a man and a woman for life (Gen. 2:18-24; cf. Eph. 5:22-33; Heb. 13:4). Divorce is always a disruption of God's purpose for this permanent union of a husband and wife. Great care and diligence should be exercised by all Christians to maintain this covenant bond in spite of the sins, failures, and challenges which are inevitable in our fallen world.

A current Moody employee anticipating divorce or separation is responsible for notifying Human Resources of such event before a conclusion of the matter. The continued employment of such individuals will, in like manner, be determined based upon information available regarding the marital situation and will be at the sole discretion and authority of Moody and its view of biblical teaching.

### **Employment of Relatives**

Closely-related persons will not be hired, transferred or promoted into positions in which one relative supervises another relative, or has influence over hiring, performance, promotion or discipline decisions, or that report to the same supervisor or who are engaged in work that consistently places them in close proximity to one another. If, during the course of employment, two or more previously unrelated employees become related and are situated in any of the above circumstances, we will require that one (1) or more of those involved transfer or resign within three (3) months. Management, in its sole discretion, will make the determination as to such transfer or resignation taking into account the qualifications, skills and seniority of the employees involved. Needs of the employees involved and employee preference as to who will transfer or terminate will be considered.

Husband and wife, parent and child, and brother and sister are considered closely related persons for purposes of this policy.

### **Employee Changes**

All matters pertaining to the hiring, placement, transfer, promotion and termination of employees will be administered by the Human Resources Department.

### Transfers and Promotions

Managers/supervisors may not make "exploratory inquiries" with the employees of other work units whom they view as prospects for inter-departmental transfer. Managers/supervisors who are contemplating transfers or promotions of employees within their work unit, or involving employees of other work units, must first discuss such changes with Human Resources Employment Services. Any subsequent communication with employees from other work units who are viewed as potential candidates for transfer (or their managers) is to be coordinated by Human

Resources Employment Services. If you are interested in a transfer or promotion to positions in other departments, you must have been in your current position for a minimum of one year, must contact Human Resources Employment Services regarding interest in a transfer and any specific position(s) that interest you. Human Resources will review position requirements of open positions and advise you of your potential to be considered along with other candidates. And, you must confer with your immediate supervisor regarding your interest in a transfer—before Human Resource's inclusion of you as a transfer candidate for another position.

Fulfillment of transfer requests is not assured but is considered in light of various criteria which include: an employee's skills, experience, attendance, performance records, position requirements and positions available.

Timing of Transfers: Managers from both departments reach agreement on an employee transfer date. Three weeks (beyond the acceptance date of the transfer offer) will normally be considered the length of time to complete the transfer.

### Employee Resignations

Notice of the resignation of an employee should be given to his/her supervisor (or other superior) in writing at least two weeks before the effective date of the resignation. The effective date of the resignation must be the last day worked. Sick, vacation or personal time may not be substituted for the last day.

The supervisor should notify the Human Resources Benefits Office of the impending departure as soon as possible after it is known (preferably two weeks or more prior to the final workday, so that final pay will be correct). The resignation letter and a completed termination form should be sent to Human Resources. A blank termination form can be found in myMoody > Human Resources (Home Page) > Forms > Terminate employee form.

Prior to your departure, return all property, vehicles, identification cards, key fobs, tools, equipment, credit cards, files, books, records, reports, manuals, keys, and any other materials belonging to Moody. Human Resources will generally schedule an exit interview at the time of employment termination to discuss such issues as employee benefits or repayment of outstanding debts.

Except for cases of termination for gross misconduct, continuation of health and dental coverage is available. Questions about benefits and other departure matters may be directed to the Human Resources Benefits Administrator. Further information will be sent to former employees after their departure by Moody's COBRA administrators.

### Final Paycheck

Except where required otherwise by applicable state law, the final paycheck will be issued at the end of the pay period in which the departure occurs. You will be paid for any earned, unused vacation from the current calendar year and unused vacation carryover. The employee will not be paid for any unused personal, sick, short-term disability bank time, or compensatory time. Deductions will be taken for any time benefit time used in excess of your earned/allotted amount. If there are insufficient funds in final pay to cover the debt, a personal check will be requested. If you depart and owe Moody any money, you must reimburse Moody by personal check. If this is not done, we will pursue the debt.

### Employee References

Letters of recommendation will not be provided if you leave our employ. Only dates of employment and title will be provided to reference inquiries. Human Resources handles all reference requests. If you receive a call, letter or other request for information about a current or former employee of Moody, you should direct the inquiry to Human Resources with no further response.

## **WORK HOURS AND TIME REPORTING**

### **Work Hours**

#### Normal Business Hours

1. Our standard business workday is 8:00 a.m. to 4:30 p.m. with an unpaid 45-minute lunch period between 11:00 a.m. and 1:30 p.m. The work of some departments (such as faculty) or individual positions may vary from this schedule.
2. All employees should be in the work area, ready to begin work in advance of the scheduled starting time.
3. Employees who are unable to report to work for any reason are expected to notify their supervisor at least 15 minutes before their start time and provide reasonable explanation for the absence.
4. Any employee who has failed to report to work and has failed to call their supervisor for three consecutive scheduled workdays will be considered to have abandoned their position. Job abandonment is considered a voluntary resignation of employment and Moody may elect to process their departure accordingly.
5. Part-time employees working less than 7.75 hours per day but more than 4 hours (continuous) are permitted a paid 10-minute break per day.
6. Employees working a full 7.75 hour day receive a paid 20-minute break to be taken (as scheduled with the supervisor) at least one hour after the normal workday begins and no later than one hour prior to the end of the workday. Shortening the span of the workday by skipping the lunch period or the 20-minute break is not permitted.

We recognize everyone is different, so we strive to maintain a flexible work environment in which employees (having made proper arrangements with their manager) can customize their schedules to meet particular demands of their jobs. Keep in mind that not all jobs lend themselves to flexible work schedules. At the time of special meetings (employee town hall, department devotions, employee appreciation week, etc.), work schedules will be arranged so that all employees can attend. If you are interested in establishing a flexible work arrangement, discuss it with your manager.

### Flex-time Schedules

1. The department head is responsible for approval and implementation of any flex-time schedules within the work unit. Use of flex-time must comply with these guidelines.
2. The department head may elect not to approve flex-time for a work unit or individual positions if such will limit job effectiveness or service to customers.
3. Flex-time schedules include 38.75 hours per week within a 5-day work week, including a 45-minute lunch period each day. Employees working a regular five-day schedule may begin between 6:30 a.m. and 9:30 a.m. and conclude the workday between 3:00 p.m. and 6:00 p.m., respectively.
4. The hours for the workweek may also be distributed unevenly Monday through Friday, but the hours worked during the week must total 38.75 hours.

### Four-day Workweek Schedules

1. Four-day workweek schedules involve the 38.75 workweek hours being evenly divided over a period of four days including a 45-minute, unpaid lunch period and a paid 20-minute break (as scheduled by the supervisor). Shortening the span of the workday by skipping the lunch period or the 20-minute break is not permitted.
2. Employees must have their manager's prior approval of a four-day schedule and then follow the established schedule from week to week. Non-exempt employees must accurately record time on their time reports on the days worked.
3. Four-day workweek schedules may not be used during a week in which a Moody-paid holiday occurs. Employees must move to the standard 5 day work schedule whenever this occurs.
4. Four-day workweek schedules will not be configured in such a manner that precludes attendance at chapel, department devotions or employee town hall. At times, employees working this schedule may be asked to modify their schedule to enable them to attend other specific Moody meetings or events.
5. A manager can withdraw the option to work a four-day workweek schedule or request alteration of it by giving the involved employee(s) at least two weeks' notice.

### Hybrid/Telecommuting & Remote Work

1. At Moody, employees working a hybrid schedule (telecommuting) means a portion of the job's weekly schedule of work is done on-site at the workplace each week, while the remaining portion of the job is performed at an off-site location. Effective March 3, 2025, employees working a hybrid schedule are expected to be on site at a Moody facility a minimum of 3 days each week. In person chapel (virtual for remote employees) attendance and team meetings are expected.
2. Remote work means the employee lives outside of the geographic area of a physical Moody facility. Employees do not travel daily to a central place of work. Employees may occasionally visit a Moody office based on their manager's approved schedule.
3. Interested employees should speak with their manager to discuss the possibility of telecommuting or working remotely, Moody's alternate work schedule policy and Remote Work Agreement.
4. Ultimately, the department Vice President determines whether the employee will be given the option to use a telecommuting or remote work schedule, i.e. does the employee have the personal qualities and performance record that makes the use of this schedule a viable option (in a position classified for telecommuting)—based upon past performance, work habits, record of disciplinary action and attendance record.



### Time Reporting

The starting point to access your human resources and payroll information will be at:

<https://myapplications.microsoft.com/>

Open the UKG application. On the left-hand side panel, go to Myself > My Company > Company Info > UKG Training

For instructions on how to access your timecard, select one of the Employee Time Entry Job Aids. For managers and supervisors, select the Manager Training videos.

### Exempt Employees

Exempt employees are required to record all time benefit usage once a month on their electronic time cards. Time cards must be filled out and approved by the employee's supervisor by the 10th of every month reflecting the prior month's usage.

### Non-Exempt Employees

Non-exempt employees are required to record time worked and all time benefit usage every two weeks on their electronic time cards. Time reports must be completed and approved by the employee's supervisor by the end of the day Monday the week that timecards are due.

## **EMPLOYEE BENEFITS**

We offer a total rewards package which includes competitive marketplace benefits. We offer all the benefits you would expect, but some of our benefits are a bit unexpected. Our benefits are continually evolving, and we welcome your input in regards to benefits we can offer. Our benefits include health/dental/life coverage, vacation, holidays, sick time, short and long term disability, and retirement savings. In the following pages, these benefits are described in more detail.

This section is a summary and highlights some features of our benefit programs. Many plans have their own Plan Documents and Summary Plan Descriptions (SPD) that describe the plan in greater detail. We may amend or terminate any of these programs/plans at our discretion. If there are discrepancies between the information in this EIG and the Plan Document or SPD, the Plan Document will be the final authority. For more information about the Plan Documents or SPDs, contact the Human Resources Benefits Office.

### **HEALTH INSURANCE**

We provide a comprehensive health (medical, dental, prescription) insurance program. Regular full-time employees are eligible to apply for this health insurance. The cost of the premiums for coverage is paid on a shared-cost basis. Coverage is also available to your eligible dependents on a shared cost basis. Specific eligibility and coverage details are available through the Human Resources Benefits Office.

### **FLEXIBLE SPENDING ACCOUNTS (FSA)**

Our flexible spending accounts allow you to pay for certain eligible health care and dependent care expenses on a pre-tax basis.

## **LIFE INSURANCE**

We provide life insurance and Accidental Death & Dismemberment insurance at no cost to regular full-time employees in the amount of \$25,000. You have the option to select additional life insurance on yourself and for your spouse and eligible dependents. All supplemental coverage is employee paid via payroll deduction.

## **RETIREMENT PLANS**

We offer a voluntary defined contribution retirement pre-tax 403(b) plan. Through the 403(b) plan you can set aside money now that will provide comfort and security later during your retirement. We also offer a 401(a) match savings plan with a vesting period of 3 years. These plans provide a range of investments for your contributions and Moody matching contributions.

## **LONG TERM DISABILITY**

If you become disabled and can no longer work (coverage after 6 months), you could be paid at half your salary up to 36 months or until age 65 (whichever is greater), or until no longer disabled. You have to be off work 6 months before qualifying, during which time you will apply for disability benefits under this plan and Social Security. After qualifying, you will receive a check in the amount of half your monthly pay at the end of the 7th month.

## **UNEMPLOYMENT COMPENSATION**

We pay the tax that provides all employees with unemployment benefits if you are laid off due to lack of work. The amount and duration of benefits are determined by state law.

\*Full-time employees hired before 1.1.96, who meet the definition of “retiree”, have worked full-time for 10 or more years and who were enrolled in a Moody-sponsored health plan at least one year before retirement, have the option to continue medical coverage in a Moody-sponsored medical plan.

## **WORKER’S COMPENSATION INSURANCE**

All employees are covered by Worker’s Compensation insurance for certain injuries or illnesses that occur at or in the course of your work at Moody. The total cost of this insurance is paid by Moody. The coverage applies to most medical charges and may provide partial payment for lost wages. If you are injured while at work, you must report it to your supervisor and Public Safety immediately in order to have a claim made for benefits.

## **TIME AWAY FROM WORK**

### **SICK TIME**

Paid sick time will be granted to regular full-time employees for absences due to illness or injury. Regular part-time employees and temporary employees are not eligible for paid sick time, unless required by applicable laws. Sick time may be taken in as little as 15-minute increments.

Sick time may be used for your illness and for the illnesses of family members as defined in the bereavement policy, or as otherwise required by law.

Unless you qualify for short-term disability bank usage, the absence will be charged to the sick time benefit until the benefit is exhausted. Further time off will be charged as either vacation, personal time, or deduct time at the supervisor's discretion.

#### Notice of Absence

If you will be absent from work due to illness, you should notify your supervisor at least 15 minutes prior to your scheduled starting time.

#### Physician's Statement

Upon return from an illness that lasts five or more consecutive days, you must submit to Human Resources a doctor's release form on the first day you return to work. In the cases of chronic absenteeism, your supervisor may elect to require a physician's statement verifying the length of the illness. If you believe that the time qualifies for short-term disability pay, a Certification of Physician form must be mailed or faxed by your doctor to the Human Resources Benefits Office.

#### Carryover of Sick Pay

Up to 5 days of unused sick pay will automatically be transferred to your short-term disability bank carryover account at the beginning of each new calendar year. Carryover sick pay will accumulate from year to year and will not be forfeited if unused during any given year. It becomes an extension of the short-term disability bank. If there is no sick time remaining in your account on December 31 to transfer, you will still be given a new amount of sick time and short-term disability bank time on January 1 of the new calendar year. Unused sick pay is not paid out at the time your employment is terminated.

#### **Short-Term Disability Pay**

Short-term disability pay will be granted to regular full-time employees for extended or serious illnesses and other forms of disability. Regular part-time employees and temporary employees are not eligible for paid short-term disability pay. Short-term disability pay must be approved by the Human Resources Benefits Office and is subject to the following parameters regarding its use:

#### Length of Stay

The first five days of any absence must come out of sick time. If the absence is six or more days in length, beginning with Day 6, your absence may qualify for disability pay under any of the below conditions:

#### Inpatient

Short term disability pay may be used any time you are hospitalized overnight. Short term disability pay may not be used for emergency room visits without an overnight stay.

#### Outpatient

Short term disability pay may be used any time during which you have out-patient surgery or treatment in a hospital or out-patient surgical/trauma center in which you are not required to stay overnight, but are required by your physician to be off work for at least six days.

#### Treatment for Serious Illness

Short term disability pay may be used any time you have treatment in a hospital or outpatient surgical/trauma center for an extended, serious life- threatening illness (i.e., cancer, kidney disease, heart condition, mental health, etc.).

A Certification of Physician form (available from the Human Resources Benefits Office or at my.moody.edu) is required for all absences involving short term disability pay. In order to be considered for short term disability pay, the Certification of Physician form must be provided to the Human Resources Benefits Office within one month of the beginning of the absence.

#### Carryover of Unused Short Term Disability Pay

You receive a new allotment of time in your short-term disability pay bank each new calendar year based on elapsed time from your date of hire – counting the number of months completed as of December 31. The allotment is granted according to the following chart, plus any unused carryover sick time that transferred from previous years.

New employees who are hired January 2 or later do not receive an allotment of short-term disability bank time until the beginning of the next calendar year.

Unused short-term disability pay is not paid out at an employee's departure.

Annual Allotment in Days New Hires/Rehires: 1st Partial Year (Hire Date to End of Calendar Year)		
Hire Date	Sick Time Short-Term Disability	
January 2 – March 30	5	0
April 1 – June	4	0
July 1 – September 30	3	0
October 1 – December 31	2	0

Months of Service Completed As of January 1	Sick Time Short-Term Disability	
Year 1 = At least 0 months, less than 12 months	6	6
Year 2 = At least 12 months, less than 24 months	7	7
Year 3 = At least 24 months, less than 36 months	10	7
Year 4 = At least 36 months, less than 48 months	10	10
Year 5 = At least 48 months, less than 60 months	10	15
Year 6 = At least 60 months, less than 72 months	10	20
Year 7 – 9 = At least 72 months, less than 108 months	10	25
Year 10 – 12 = At least 108 months, less than 144	10	30
Year 13 – 15 = At least 144 months, less than 180	15	35
Year 16 – 18 = At least 180 months, less than 216	15	45
Year 19 – 21 = At least 216 months, less than 252	15	55
Year 22 – 24 = At least 252 months, less than 288	15	65
Year 25+ = At least 288+ months	15	75

## Personal Time

Personal time is granted to regular full-time employees, and may be taken as work in the department permits and at the discretion of the department head. Requests for personal time should be made in advance and put in writing or email to the manager. If approved, the use of this time is unrestricted and may be used for any personal reason (e.g. attending funerals for friends, care of ill family members, recreation, etc.). Personal time may be taken in as little as 15-minute increments. Manager approval must be secured before the time is used. Up to two unused personal days (at the end of a calendar year) will automatically be carried over into the next calendar year. Unused personal time is not paid out at an employee's departure.

(Annual Allotment/Monthly Accrual)

Months of Service Completed from Hire	Personal Time
Year 1 = 0 through 12 months	6 Days = 3:53 hours: minutes per month
Year 2 = 13 through 24 months	6.5 Days = 4:12 hours: minutes per
Year 3 = 25 through 36 months	7.0 Days = 4:31 hours: minutes per
Year 4 = 37 through 48 months	7.5 Days = 4:51 hours: minutes per
Year 5 = 49 through 60 months and beyond	8.0 Days = 5:10 hours: minutes per

## Vacation Time

### Basic Information

Regular full-time employees (excluding faculty employees) receive paid vacation time. Requests for vacation time should be put in writing or email to your supervisor. Vacation time may be taken in as little as one-hour increments with supervisor's approval. Extra days of vacation that have been earned through the Employee Referral Plan may be taken any time after the referred employee has completed six months of employment. The days must be approved by your supervisor. Sick time may not be substituted for vacation time if you are ill during a scheduled vacation period.

Vacation carryover may be allowed under the following parameters:

1. Vacation time, up to ten days, for a particular year may be carried over to the next calendar year, when workloads and schedules require it.
2. Up to ten days of vacation time will automatically be carried into the next calendar year every January 1st with no approval required. Carryover time must then be taken within the following 12 months and by December 31st.
3. Failure to use carryover vacation time by December 31st of the calendar year it was carried over will result in the forfeiture of the time.

Upon hire or rehire, you must wait three months before taking any vacation.

Months of Service Completed from Date of Hire	Basic Vacation	Director and Above *
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Year 1 – 5 = 0 through 60 months	10 Days <i>(6:28 per mo.)</i>	20 Days <i>(12:55 per mo.)</i>
Year 6 – 10 = 61 through 120 months	15 Days <i>(9:41 per mo.)</i>	20 Days <i>(12:55 per mo.)</i>
Year 11+ = 121 months +	20 Days <i>(12:55 per mo.)</i>	20 Days <i>(12:55 per mo.)</i>

*\*Director and Above level positions are not based on titles alone but also additional criteria relating to management responsibility. An employee's vacation time is communicated in the offer letter before hire and at time of promotion.*

Vacation Upon Departure - You will be paid for all unused, accrued vacation time (basic and carryover) upon departure. If you depart with a negative vacation balance, you must reimburse Moody and pay for the amount of overused vacation time. You must agree that the amount owed will be taken from your last paycheck. If you do not have enough funds in your final pay to cover the amount owed, we will ask for a personal check.

## **Holidays**

### Regular Full-time Employees

The following are observed holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thursday and Friday at Thanksgiving, and three days at Christmas. Offices will close on Friday when the holiday occurs on Saturday, and on Monday when the holiday occurs on Sunday.

If the Christmas holiday falls on a Wednesday, then the Institute's scheduled days off will be either the 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> or the 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>. This will be announced by the beginning of the fiscal year.

Non-exempt regular full-time employees who must work on an observed holiday may take another day off during the same week.

Exempt regular full-time employees who must work on an observed holiday may take another day off within 60 days of the holiday worked.

### Regular Part-time Employees

Part-time employees who work 38.75 hours per week: Holiday allowance is granted to a part-time employee who works on a temporary basis 38.75 hours per week due to business needs of the department. The employee would receive the same holidays granted full-time employees provided he or she has worked the increased hours for a period of at least three months and works the balance of the holiday week.

Student employees who work 38.75 hours per week only during the semester breaks (summer, winter and spring) are excluded from any holiday pay benefits.

## **MILITARY LEAVE**

Moody will provide unpaid military leave to all employees to the fullest extent required by applicable law for employees who require time off of work to satisfy military commitments. Specifically, the Uniformed Service Employment and Re-employment Rights Act of 1994 (“USERRA”), as amended, provides certain re-employment and leave rights to employees who serve in the uniform services as do many state laws. An employee is required to provide evidence of military orders received. Reinstatement following military leave is provided to the full extent required by applicable law.

## **FAMILY AND MEDICAL LEAVE ACT**

Pursuant to the Family and Medical Leave Act of 1993 (“FMLA”), Moody will provide up to 12 weeks of unpaid leave (or 26 weeks in the case of Service member Leave) in a rolling 12-month period to eligible qualified employees for the following reasons (collectively “FMLA Leave”):

- To care for the employee’s son or daughter after the birth of that son or daughter or to care for a son or daughter placed with the employee for adoption or foster care (hereinafter referred to as “New Child Leave”); and/or
- To care for the employee’s spouse, son, daughter or parent who has a condition defined as a “serious health condition” (hereinafter referred to as “Family Medical Leave”); and/or
- To care for the employee’s own condition defined as a “serious health condition” which renders the employee unable to perform his or her job (hereinafter referred to as “Employee Medical Leave”); and/or
- Because of any qualifying exigency (see definition below) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty in the Armed Forces (hereinafter referred to as “Qualifying Exigency Leave”); and/or
- To care for a covered family member who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member unfit to perform duties of the member’s office, grade, rank or rating (hereinafter referred to as “Service member Family Leave”).

Eligible Employees. An employee is eligible for FMLA Leave only if the employee has been employed with Moody for at least twelve (12) months; the employee has worked at least 1,250 hours during the past 12 months; and the employee works at a location where Moody has at least 50 employees within 75 miles. An employee is eligible for Service member Family Leave to care for a covered service member with a Serious Injury or Illness if, in addition to meeting the foregoing eligibility requirements listed above, they are the spouse, son, daughter, or next of kin of a covered service member who is needed to care for the service-member.

Amount of FMLA Leave. Employees are not entitled to more than a total of 12 work weeks of New

Child Leave, Family Medical Leave, Employee Medical Leave and Qualifying Exigency Leave during a rolling 12-month period. However, a husband and wife who are eligible for FMLA leave and are both employed by Moody may be limited to a combined total of 12 weeks for the following situations during any 12-month period: bonding time with a newborn or newly adopted child; placement of a child for adoption/foster care; or for care for a parent with a serious health condition.

Employees are not entitled to more than a total of 26 work weeks of leave in a rolling 12-month period if Service Member Family Leave is combined with the leaves mentioned in the prior paragraph.

Manner in Which Leave May Be Taken. New Child Leave must be taken and completed within 12 months of the birth of an employee's son or daughter or within 12 months of the placement of a son or daughter with the employee for adoption or foster care. New Child Leave must be taken continuously. It may not be taken on an intermittent or reduced leave basis except with express written consent of Moody.

Family Medical Leave, Employee Medical Leave, Qualifying Exigency Leave and Service member Leave may be taken on an intermittent or reduced leave schedule if the employee provides appropriate certification setting forth the need for the intermittent or reduced schedule leave. (See Medical Certification provisions below). In the case of a Qualifying Exigency Leave related to active duty or call to active duty, eligible employees must provide a certification and/or documentation of the call to active duty. An employee who takes intermittent leave that necessitates an absence for only part of a shift, is expected to report back to work to complete the remainder of his/her scheduled shift (if applicable), unless specifically authorized by his/her supervisor prior to employee's departure.

If an employee requests intermittent leave or leave on a reduced leave schedule based upon foreseeable planned medical treatment, Moody may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, provided that such position has equivalent pay and benefits and can better accommodate recurring periods of leave than the regular employment position of the employee.

Request for Leave. An employee must provide Moody with sufficient information to support a determination that the leave qualifies as FMLA Leave. FMLA Leave request forms are available from the Department of Human Resources.

Requests for a leave qualifying as FMLA Leave must be made at least 30 days prior to the first date of the requested leave, if practicable. An employee requesting leave as a Qualifying Exigency Leave for active duty of a family member must provide prior notice to Moody as is reasonable and practical under the circumstances.

If the need for a leave qualifying as FMLA Leave is not foreseeable 30 days in advance, an employee must request the leave as soon as the need for the leave becomes foreseeable. If an employee is unable to provide any advance warning or a leave qualifying as a FMLA Leave, the employee must notify the Human Resources benefits administrator of his or her intent of requesting such a leave within one to two days of becoming aware of the need for leave.

If an employee does not provide information and notice in accordance with the above provisions,



the absence will not be considered FMLA Leave and will be dealt with in accordance with Moody's attendance policy.

Scheduling Planned Treatment. In the event an employee needs Family Medical Leave or Employee Medical Leave for planned medical treatment of a qualifying serious health condition, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt ministry operations. The employee is expected to consult with the Human Resources benefits administrator prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of the employee and Moody.

Medical Certification. Family Medical Leave and Employee Medical Leave must be supported by certification from a health care provider. If employees are absent from work because of their own serious health condition or the serious health condition of a family member, employees must have their health care provider complete Moody's Medical Certification form, which is available from the Human Resources benefits administrator. Employees should direct their health care provider to give complete answers to the information requested on the Medical Certification. This information is necessary for Moody to ascertain whether an absence qualifies as FMLA Leave.

Failure to timely provide (within 15 days of a written request for such Certification) a completely answered Medical Certificate to support a medically related absence may result in disqualification of the absence as FMLA Leave.

Verification of Certification. If Moody has reason to doubt the validity of medical certification provided by the employee, Moody may require second and third medical opinions in accordance with the FMLA. Moody shall bear the cost of such opinions. Additionally, Moody may require subsequent recertification from the employee on a reasonable basis (normally no more often than every 30 days unless changed circumstances requires more frequent re-certifications).

Exhaustion of Paid Time Off as Part of Leave. Employees are required to use their time benefits when on FMLA. All such paid time off used will also count as part of the 12-week leave period available to employees.

Pay During Leave. All FMLA Leaves are unpaid, to the extent not covered by another benefit program.

Group Medical Insurance. While on FMLA Leave, an employee may continue group insurance (medical, dental and life) on the same basis as if the employee was not on FMLA leave. During the employee's FMLA leave, the employee will be required to pay his/her portion of group insurance premiums. Premiums are due bi-weekly or monthly based on pay status. Insurance premiums must be mailed or dropped off to the Human Resources benefits administrator by the due date. If an employee fails to return from FMLA Leave, the employee may be required to reimburse Moody for all group medical insurance premiums paid by Moody during the employee's leave, to the extent permitted by the FMLA.

Keeping Moody Informed. An employee must keep Moody apprised of his/her leave of absence status while on leave, including his or her intent to return to Moody at the end of the leave.

Reinstatement. When an employee returns from an FMLA Leave, Moody will restore the employee

to the position he or she held when the leave commenced or to the same or equivalent position with equivalent benefits. Employees on leave shall be required to submit to a fitness for duty certification in order to be reinstated.

Confidentiality. All medical certification and related health histories of the employee or family member are handled and treated as a confidential medical record by all involved parties. Any medical documentation/certification is kept in a separate confidential file with limited access and is not part of the employee's personnel file.

Fraud. Fraudulent use or abuse of FMLA leave or fraudulent submission of related documentation will be considered an act of dishonesty and will subject the employee to disciplinary action up to and including discharge, as well as other remedies provided by law.

Worker's Compensation/Short-Term Disability and FMLA. All sick short-term disability and worker's compensation leaves that otherwise qualify as a serious health condition will also be counted toward the employee's 12-week FMLA entitlement. The leaves will run concurrently until such time as the FMLA leave entitlement has been exhausted.

Covered Service member with a Serious Injury or Illness: A covered service member is defined as a member of the Armed Forces who has a serious injury or illness incurred in the line of duty on active duty for which he/she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or otherwise on the temporary disabled retired list. A covered servicemember suffers from a "serious injury or illness" if he/she has incurred such injury or illness in the line of duty on active duty in the Armed Forces (or the condition existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and such injury or illness renders the individual medically unfit to perform the duties of his/her office, grade, rank or rating. A covered service member with a serious injury or illness also includes a veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who is a member of the Armed Forces during the period of five years preceding the date on which the veteran undergoes a medical treatment, recuperation or therapy and incurred the injury or illness in the line of duty on active duty (or the condition existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) in the Armed Forces.

Qualifying Exigency: A "qualifying exigency" is defined in accordance with the applicable Department of Labor regulation, and generally permits an employee to take FMLA leave while his/her spouse, child or parent is on active duty or call to active duty status for one or more of the following reasons: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and/or additional activities arising out of the covered military member's active duty or call to active duty status.

## **OTHER LEAVES**

We may, at our discretion, approve a leave of absence without pay for a period of up to 30 days in certain circumstances we deem appropriate. Regular full-time employees needing time off and who have exhausted all other relevant time off should contact the Human Resources Benefits Office.

## **MISCELLANEOUS TIME OFF**

Birth and Bereavement Pay

A regular full-time employee will be granted a standard amount of paid time off to attend the funeral of an immediate or extended family member or the birth of a child/children. Time should be approved by your manager according to the following schedule. Step relationships are considered the same as biological relationships. In the event an employee has a miscarriage, paid time off is available to the employee. Miscarriage paid time off details are available through the Human Resources Benefits Office.

Days	Event
3	Death of an immediate family member Parent Brother or sister Spouse Child
2	Death of an extended family member Grandparent Grandchild Mother or father-in-law Son or daughter-in-law Brother or sister-in-law Grandmother or grandfather-in-law
1	Birth or Adoption of a child

#### Jury Duty

Regular full-time employees are paid full salary for up to 20 working days per fiscal year for jury duty. When you are called for jury duty, immediately give a copy of the jury duty notice to your manager. You are responsible to mark your electronic timecard with the appropriate date and time code of your jury service.

#### Parental Leave

MBI will provide up to two weeks (10 days) of paid parental time to full-time employees, who have been employed full-time at the Institute for at least 12 consecutive months, following the birth of an employee's child or the placement of a child in connection with an adoption or foster care. The purpose of this time is to enable the employee to care for and bond with the newborn or newly adopted/placed child. Parental time may be taken at any time during the three-month period immediately following the birth, adoption, or placement of a child with the employee.

#### President's Chapel and Devotional Periods

President's Chapel is scheduled once a week throughout the fall and spring semesters. Regular full-time employees are expected to attend. Regular part time employees regularly scheduled to work 15 hours or more each week are able to attend (with supervisor approval) and will be paid. Each department may select a 30-minute period once a week for department devotions. Regular full-time and temporary full-time employees are expected to attend.

President's Chapel or an Employee Assembly takes the place of any devotional period scheduled for that day.

#### Employee Assemblies

Attendance at Employee Assemblies is considered time worked. Each regular full-time employee should attend unless excused by his/her department head.

#### Founder's Week

Each regular full-time employee may attend one speaking session each day. As an alternative, you may attend one entire morning or afternoon during the week. A regular part-time employee who is temporarily working 38.75 hours or more during Founder's Week may attend, as covered above, if you have been employed for a period of at least three months. If you are Moody alumni, you may elect to attend the Alumni Association luncheon instead of the one speaking session allowed that day. The above participation in Founder's Week meetings takes the place of the departmental devotional period for that week.

#### Spiritual Enrichment Week

Regular full-time employees may attend one speaking session each day. A regular part-time employee who is temporarily working 38.75 hours or more during Spiritual Enrichment Week may attend, as covered above, if you have been employed for a period of at least three months. The above participation in the Spiritual Enrichment Week meetings takes the place of the departmental devotional period for that week.

#### Early Closing Time

From time to time, we may make a general announcement that our offices will be closed or close at an earlier time than the usual hour. Regular full-time employees may, at our sole discretion, be given paid time off for the time that you did not have to work on the early dismissal date.

Regular full-time non-exempt employees who have been notified that they will receive paid time off for this time should record the number of hours you left early in your time sheet in the "Early Dismissal" column in your time entry. Such paid time off will be paid based on your straight-time regular rate of pay ("Early Dismissal Pay"). You should also record the number of hours actually worked on that day in your time entry.

Regular part-time employees, student employees and temporary employees are not eligible for Early Dismissal Pay. If you are required to work during the time our offices are officially closed, you should complete your time entry according to the time actually worked and you will be paid at your regular rate of pay for the time work.

### **MISCELLANEOUS BENEFITS**

#### **Employee Leave Donation Program**

Moody recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick and personal time. To address this need, all regular full time employees that have been employed full time with Moody for a minimum of one (1) year will be allowed to donate accrued personal or vacation hours from their unused balance to their regular full time colleagues in need of additional paid time off, in accordance with the policy: <https://human-resources.moody.edu/homepage/employee-benefits/time-benefits/>.

This policy and the donation of time is strictly voluntary.

### **Service Awards**

Regular full-time employees receive a service award when they reach an employment milestone at two years, five years and each fifth year of service thereafter. Our vendor contacts managers about employee service awards. Managers will provide you with an award catalog at the time of your service anniversary.

### **Celebrations**

Birthday: Moody does not pay for employee birthday celebrations.

### Resignation

If you resign with three or more years of service, your immediate supervisor may treat you to lunch at Moody's expense. Others attending the luncheon must pay for their own lunch. Any additional gifts or celebrations for the departing employee by fellow workers must be paid by them.

### Christmas Parties & Meals

It is the prerogative of individual departments to schedule Christmas parties apart from office hours with Moody's costs limited to \$15 per full-time employee for those attending the function. Moody facilities may be used when space and necessary staff assistance (Food Service, Facilities, etc.) are available. Because of the heavy demand typical of the Christmas season, Food Service will not be able to fulfill every department request for service. Cash costs should be charged to the department's miscellaneous account (-93602). These expenses may be incurred from a restaurant, food vendor, or from holding an event at an employee's home. If the costs are internal charges from Food Service, these costs will appear in the department's food service charges account (-94517). Costs exceeding the \$15 limit per full-time employee must be borne by those employees who attended the function. For Christmas parties being held on site, please contact Event Marketing and Management's Event Logistics Coordinator to reserve a room.

### Anniversaries

An immediate supervisor may celebrate his/her full-time employee's first anniversary and each five-year anniversary following by taking the employee to lunch at Moody expense. Others attending the luncheon must pay for their own lunches. Anniversaries before the 25<sup>th</sup> are recognized at individual department events. In recognition of the 25<sup>th</sup> anniversary and each five-year anniversary following, the Human Resources benefits office coordinates with department heads who are overseeing celebration options.

### Retirement

A retiree is defined as a regular full-time employee who leaves the employ of the Moody, having attained either age 55 with ten years of service or age 60 with five years of service. When possible, an employee who plans to retire is requested to submit a letter of intent to retire at least three months before the intended retirement date. This requested lead time allows Human Resources to handle pension paperwork, retirement celebrations, etc.

A retirement luncheon or reception will be held to honor the retiree. The Human Resources Benefits Office will fund and order gifts: a retirement plaque, a Bible, and a cash gift (dollar amount based

on years of service). The cash gift will be subject to income tax, but a gift purchased by Moody with the cash will not be subject to income tax.

Discount privileges with Moody Publishers will continue for the retiree and spouse. Retirees are allowed to use the Solheim Center and will have a retiree ID card to access Solheim.

### **Employee Ministry Benefit**

The employee ministry benefit promotes the mission and values of Moody by encouraging employees to minister to others on a missions trip or ministry project (i.e. any trip or event sponsored by a church or faith-based organization to minister to orphans, teach English summer camps, human trafficking, inner city outreach, etc.).

The benefit provides up to five (5) consecutive days paid time off to up to 10 regular full-time employees annually that have been employed full-time with Moody for a minimum of two (2) years. This time off is in addition to allotted vacation time and must receive manager approval.

### **Adoption Assistance**

Regular full-time employees who have worked at Moody for at least 12 months may be eligible for reimbursement of adoption-related expenses. Employees wishing to receive adoption assistance must notify Human Resources at least one month before the anticipated adoption date. For further information, contact the Human Resources Benefits Office.

### **Moody Publishers**

Regular full-time employees and retirees receive a 75% discount on Moody Publishers books, Bibles and DVDs purchased directly from Moody Publishers. Products may not be resold. The purchases must be handled by phone (312-329-2101) or by email ([mpcustomerservice@moody.edu](mailto:mpcustomerservice@moody.edu)). Retirees should phone (above number or 1-800-DLMoody, Ext. 2101) and be prepared to give their Retiree ID number.

### **Educational Opportunities at Moody Bible Institute**

Interested employees should contact Financial Aid for more information at 312-329-4184 or [financial.aid@moody.edu](mailto:financial.aid@moody.edu). For the online application and information, please click this [link](#).

### **Employment Referral Bonus**

Regular full time and part time employees are encouraged to recommend individuals whom they consider good prospects for employment at Moody.

If the person referred is hired as a regular **full-time** employee, the employee who makes the referral will receive:

- \$300.00 paid via regular payroll check one month after hiring date of new employee;
- One extra day of vacation six months after hiring date of new employee (applicable only to employees eligible for vacation);
- \$300.00 paid via regular payroll check twelve months after hiring date of new employee.

If the person referred is hired as a regular **part-time** employee, the employee who makes the referral will receive:

- \$150.00 paid via regular payroll check one month after hiring date of new employee
- \$150.00 paid via regular payroll check six months after hiring date of new employee

The new employee must indicate the name of the existing employee as the referral source at the time of application. The new employee cannot have been currently or previously *employed* by MBI within 2 years of the hire. Student employment also falls under the term *employed*. The Employee Referral Bonus will not be given out for alumni hires that are within 2 years of graduation.

A regular full-time employee may earn up to five awards during any rotating 12-month period. Some employees are not eligible to receive referral bonuses including Vice Presidents and above, managers within the hiring chain of the open position, and employees directly involved in the hiring decision. Human Resources will review each potential referral bonus and has the right to make the final decision on whether it will be awarded.

## **PAY AND PERFORMANCE**

Human Resources is responsible for salary administration and works with department heads in such matters related to employment, promotion, transfer and job evaluation.

Formal performance reviews will be conducted annually; however, supervisors are encouraged to discuss performance, goals and objectives freely throughout the year. These reviews allow supervisors to discuss strengths and weaknesses in performance, track progress against last year's objectives and set objectives for the upcoming year. Salary adjustments may be awarded based on employee performance and increase guidelines approved each year. Supervisors are required to provide Human Resources with reviews for all regular full-time and part-time employees each year.

Pro-rated increases will be used with new hires and employees transferred or promoted when there is a partial year as a means of getting annual salary reviews on a July cycle.

### **Additional Compensation**

#### Overtime (for non-exempt employees)

**Overtime work must be approved in advance by the supervisor.** The time worked as overtime may not be under-reported and taken as "compensatory" time in the future. This practice is illegal and may subject the employee and/or manager to disciplinary action. For example, an employee who works 7.75 overtime in one week may not report the standard hours (38.75) that week, take the 7.75 hours as "comp" time next week and report 38.75 hours worked when he or she worked only 31 hours. Vacation, sick time, short-term disability bank time, personal time, emergency time and jury service time are not considered as time worked in the computation of overtime pay. Holidays are counted as time worked in the computation of overtime pay.

#### Compensatory Time (for regular full-time exempt employees only)

When work demands become excessive for an employee who is exempt from overtime pay provisions, the employee's supervisor may authorize compensatory time for some of the additional hours worked. The amount of time off granted must not exceed the amount of additional hours worked, and the compensatory time should be taken within 60 days of when the additional hours were worked.

### **Pay Date**

Exempt employees are paid on the last working day of the month. Non-exempt employees are paid

every other Friday unless Friday falls on a holiday, in which case pay is received the preceding Thursday. Pay stubs are available online every pay date. They can be found in your UKG profile under **Myself > Pay > Current Pay Statement**

### **Direct Deposit of Paycheck**

Your pay will be deposited on the pay date and the funds will be immediately available. Questions regarding direct deposit should be directed to the Payroll Department.

### **Employee Learning and Development**

Employee development occurs at both the department level where you receive specific training for your job and Moody-wide through Human Resources Learning & Development. Learning & Development offers a combination of optional and mandatory sessions each year that addresses a variety of topics.

Learning & Development creates learning opportunities that may improve your skill levels and provide greater satisfaction in the workplace. Learning opportunities include individual training, departmental sessions, workshops, Lunch & Learns, as well as off-campus seminars.

We offer a tuition assistance program to encourage regular full-time employees to advance in their professional development by pursuing credentials and advanced coursework applicable to their responsibilities, both current and future, at Moody. Candidates must be recommended by both their immediate supervisor and vice president. Amounts available may vary from year to year, depending upon budget allocation and availability of funds. Learning & Development has ultimate discretion as to the allocation of tuition assistance monies.

When attending a Moody learning function during regularly scheduled work time, you should obtain prior approval from your manager.

## **EMPLOYEE SERVICES**

### **The Commons**

Meals and snacks are available for purchase from the Commons located on the first floor of the Alumni Student Center.

### **Copy Center**

Employees may make personal copies (paid by the employee) in the Copy Center located in the basement of Doane Memorial Hall.

### **Campus Post Office**

All mailing services are available in the Campus Post Office (CPO). The CPO is located in the basement of Doane Memorial Hall.

### **Health Service**

Nursing care is available for Chicago location employees at Health Service on Smith 2. This includes care for minor illnesses, work related injuries, nursing advice, immunizations and simple procedures such as suture removal. Contact Health Service about other services they can provide for employees. Payment is due at the time the services are provided.



**Library**

The Library is located in the Sweeting Center. Books may be checked out with a valid Employee ID. Call the Circulation Desk for hours of operation.

**Lost and Found**

The Lost and Found is located in the Campus Post Office.

**Parking**

All full-time and part-time non-student employees working at the main campus may park in the Moody parking garage. Violations of parking regulations may result in fines, towing, and a forfeiture of parking privileges. Parking permits may be obtained by completing the necessary auto registration information at the Public Safety Office. Employees may not park in the visitor lot or other reserved areas. More details may be found on the Parking Policies page on myMoody, under "Policies."

**Solheim Center**

Use of the Solheim Center is available at no charge to employees and their immediate family members who reside in their household. An employee desiring to bring a family member must complete a Membership Application. Applications are available at the Solheim front desk. Following submission of the form, an ID card will be issued to the family member. Upon arrival at Solheim Desk, employees and family members must show their ID cards. Friends who come with the employee will be charged \$2.00 per visit.

Regular full-time employees may combine their 45-minute lunch period with their 20-minute break period and add another 15 minutes to exercise at the Solheim Center during the lunch hour, for a total of 1 hour and 20 minutes for use of this facility. Guidelines for use of the extended 80-minute break are:

Using this provision is exclusively for employees who exercise at the Solheim Center. If workout activities are conducted outside of Solheim Center, the additional 15-minute time period cannot be used. If the 80-minute period is used for the Solheim workout, no additional time off is available to the employee for the rest of the day; the employee is not to take additional time to visit the Commons for lunch or to handle other personal business.

Employees must coordinate with and receive approval from their supervisors on the timing of their absences for use of Solheim so that there is proper coverage within the departments.

**Teller Services**

Employees may cash personal checks up to \$50.00 (minimum - \$10.00) and must present their employee ID to do so. Teller Services is located on Crowell 4.

## **ADMINISTRATIVE PROCEDURES**

**Employee Affiliations**

In view of the implications involved in the use of Moody's name and the names of its employees, all affiliations of employees with organizations (other than their home church) as officers or board

members should be reported to and approved by an employee's Vice President before they are accepted. Employees contemplating secondary employment (in addition to their work with Moody), should be reported to an employee's Vice President for clarity about the part time work not creating a conflict of interest or infringing on the employee's full-time employment with Moody. Secondary employment includes other work for Moody outside the employee's full-time responsibilities, i.e. coaching, voice tracking for radio, etc.

### **Gifts from Suppliers**

Purchasing at Moody is to be done with a view to obtaining high quality products and services at the best prices competitively available. The relationships with vendors and all business contacts are to be characterized by integrity and conduct that is above reproach. Neither employees, nor family members, can accept gifts, gratuities, travel or entertainment except of an immaterial (less than \$100) or occasional nature, from entities which do business or may do business with Moody.

### **Moody Property**

Corporate credit cards, keys, employee identification cards, uniforms, computers/laptops, and Moody vehicles are Moody property and are to be surrendered upon request or at the time an employee terminates employment with Moody. Keys issued to employees are for their use only and are not to be loaned to others or duplicated. Misuse of keys may result in disciplinary action. Corporate credit cards may be issued to employees who meet Moody requirements and for whom approval is given by the vice president and the Controller. Moody credit cards are for business use only and are not to be used for personal expenses. It is the supervisor's responsibility to retrieve all Moody property from a departing employee.

### **Notification of Family Emergencies and Status Changes**

Information concerning births, deaths, marriages, serious illness or injury involving the immediate family should be given immediately to the supervisor of the employee involved and to the Human Resources Benefits Office. The Human Resources Benefits Office is responsible for sending flowers on behalf of Moody in the event of the death of an employee or a member of his/her immediate family.

### **Personnel Files**

Human Resources maintains personnel files on each employee. These files contain documentation regarding aspects of an employee's tenure. You are entitled to see all documents in your file, except those prohibited by law, under the following conditions:

1. Advance written request must be sent to the Vice President of Human Resources.
2. Viewing of the files is by appointment only and must occur in the Human Resources office.
3. Copies of any of the contents in the files may be obtained only by written request and by pre-payment of the copying cost by the employee.
4. If you work from a location outside Chicago you obtain a copy of information in your file by written request and pre-payment of the copying cost.

### **Solicitations**

Employees' Products: Employees who sell products as a means of supplementing their incomes are required to restrict their selling efforts apart from normal work hours and in a manner that is not a distraction or disruptive influence in the workplace during the work day.

Funds for Gifts: Solicitation of funds within Moody for gifts to employees may be carried on within the employee's department, with the department head's approval. Solicitation of funds for inter-departmental gifts is permitted but not encouraged, and must be approved first by Human Resources and all department heads concerned.

### **Travel on Overnight Trips**

Travel on overnight trips for Moody should be by public transportation whenever possible. If distance travel is by air, coach class should be used if such services are available and meet the time schedule of the trip. Because of the importance of travel time, the use of personal cars for distance travel on single engagements, or on multiple engagements in the same area, is discouraged.

If you have the consent of management to use your personal car, mileage allowance from the work location to the city of destination, and return, will be limited to the lesser of the most economical form of public transportation, or the prevailing mileage allowance plus hotel and meal expenses in route. Travel between appointments in the city of destination will be reimbursed at the prevailing mileage allowance rate. Employees desiring further detail should consult the Corporate Travel Policy on the myMoody portal under "Policies."

### **Visits by Family Members**

We encourage families of employees to identify with our ministries and activities. However, in the wise stewardship of each employee's time, this participation should not involve extended visits by family members, supervision of your child(ren) or supervision of other employees' children during work hours.

## **Safety and Security at Moody – Chicago**

With our main campus located in the heart of the City of Chicago, Moody is committed to providing and promoting a safe environment for our employees, students and visitors. The Office of Public Safety maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure. Educating our employees in security issues, personal safety measures, and protective strategies are all part of the services we provide. It is our goal to work closely with all employees, to ensure that nothing hinders their efforts to work to the best of their ability or detracts from the mission of Moody.

### **Campus Safety Precautions:**

Due to the urban setting of Moody's campus, and our concern for our employees' safety and security, we are committed as a community to workplace security by limiting our buildings to authorized personnel, requiring employees to wear their ID at all times, and encouraging employees to report any suspicious or inappropriate behavior to Public Safety at 312-329-4357. Remain alert for potentially dangerous situations and be prepared to respond to a variety of emergencies like a fire, active threat, or severe weather.

### **Identification Cards**

To ensure the safety of people and property, employees are required to wear their IDs at all times and to keep their offices locked whenever they leave. Proper display of campus IDs by employees requires the ID to be visible on the front of their body. If an ID is lost or forgotten at home, employees can obtain a temporary ID for the day, at no cost. This ID will provide general access and must be returned to any Public Safety desk at the end of each day. It is a priority of Moody to ensure our safety by having all students and employees readily identified in this high-profile manner.

Employee IDs contain a coded chip that provides unique identified access for each employee. These IDs provide access to secured doors and elevators. Each ID is set up to provide the appropriate access to each employee based on their department and assignment. As an individually assigned key, employee ID card must never be lent out or shared with others. Please immediately report lost or stolen ID cards to Public Safety. Broken, faded, stolen or expired IDs are replaced at no cost.

Lost IDs can be temporarily deactivated at no charge to give the owner an opportunity to find their old ID, before purchasing a new one is required. Lost IDs are replaced at a cost of \$15.

Employees who host guests to campus are responsible for the guests adhering to the Campus Access and ID policies for the duration of their visit.

### **Office Pet Policy**

Moody is responsible for creating a safe work environment and insuring the health and safety of all employees. In keeping with this objective, Moody does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals. In addition, Moody wishes to prevent pets from fouling the office space or damaging property. An employee who requires an accommodation due to a disability will be permitted to bring a working service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon other employees or Moody. (Emotional support animals do not qualify under the Americans with Disability Act (ADA)). We have made arrangements with PUPS Pet Club to give employees a 10% discount on its services. If interested, please use the Moody discount code: MOODY10. PUPS Pet Club, 850 N. State, Danya Proud, 312.919.6239.

### **Weapons**

We do not allow employees, except for those specifically employed by Moody Public Safety as sworn police officers, to possess any kind of weapons on campus. This restriction addresses weapon replicas and recreational devices that present a risk of injury or property damage, to include but not limited to: firearms, pellet guns, archery equipment, knives, swords, martial arts weaponry, water balloon launchers, potato guns, or improvised tools capable of inflicting similar injuries. Any weapons found on campus are subject to confiscation and employees found to be in possession of them will be subject to disciplinary action.

Illinois law prohibits non-police personnel, or those otherwise licensed, from possessing firearms on college campuses. Public Safety maintains adequate signage on doors at every entrance of campus as a reminder to Conceal Carry License holders that Moody is considered an educational institution, and their license is restricted.

Additional safety information can be found at myMoody on the Public Safety website. Our website includes the most recent campus alerts, Elevator Safety, instructions for Evacuation drills and Lockdown Drills and more general safety information.

### **Emergency Conditions and Procedures**

#### **Moody Alert**

Administrative buildings, residence halls, and classroom buildings are equipped with Public Address systems, most commonly through the fire alarm, that provide announced instructions on what to do in the event of a fire, threat or weather-related emergency. While dorms and classroom buildings are equipped with the traditional fire alarm siren indicating that evacuation is required. Employees must follow the building specific emergency responses as announced or indicated by tones or sirens.

#### Fire Alarm - Main Campus

- a. The signal for a fire alarm is a constant sounding fire horn. All employees are required to evacuate the building at once.
- b. Employees are to exit quickly and quietly, using the stairwells. Do not use the elevators! Move away from the buildings and listen for instructions. Do not attempt to re-enter the building until the "all clear" is given.

#### Tornado/Severe Weather - Main Campus

- a. In case of severe conditions, it may become necessary to evacuate to a safe location. Employees will be directed to a designated area. These areas would include the tunnels, student dining room, or other basement locations. If time does not permit or a basement is not available, cover should be sought in an interior hallway or a room without windows.
- b. While evacuating to these locations, use the stairwells. Do not use the elevators.
- c. Do not return to your work area until you receive an all-clear message

Moody locations outside Chicago: Department heads at sites away from the Chicago campus are responsible, in consultation with their immediate superior, for establishing and communicating emergency procedures for their locations.

#### Closure Due to Weather Conditions

The decision to close will be made by the Chief Operations Officer or his designate.

Moody's emergency mass notification system, Moody Alert, will notify employees prior to 5:00 a.m. on the date the Chicago campus might be closed.

Closure of facilities at locations away from Chicago will be addressed according to procedures established by the department head at that location. Such decisions to close will be made in consultation with the Moody officer responsible for that work unit and the Chief Operations Officer.

#### **Workplace Accidents**

##### Work Related Accident Procedures:

1. If the injury requires immediate outside medical attention, call 911.
2. Contact Public Safety at 312-329-4357. An officer will respond to:
  - a. administer any initial medical treatment,
  - b. ensure the accident scene is safe for other employees to work in
  - c. gather information documenting the accident.

3. You must provide requested information for an incident report and notify your immediate supervisor the day of the accident.
4. If the injury requires immediate outside medical attention, Public Safety can help you get the assistance you need (by calling an ambulance to take him or her to the nearest hospital emergency room).
5. If you choose not to pursue outside medical attention, go to Health Service (2nd floor Smith Hall) for treatment or attention.
6. If the Health Service nurse believes more treatment is needed, she/he may send you to the Concentra Medical Center. If you have coverage through an HMO, call the HMO before going for treatment to get permission for medical treatment.
7. You must visit a doctor at Concentra, the nearest hospital, or another doctor, on the day of the injury or the next day, and then contact the Human Resources Benefits Office to provide information that Human Resources will report to the worker's compensation insurance company and the government agency responsible for work-related injuries.
8. If you have any days off work due to recovery from the injury, you must inform the Human Resources Benefits Office as soon as possible. If you are off work several days in a row, you may receive compensation from the worker's compensation insurance company, if approved, depending on the circumstances.

### **Vehicle Use and Driver Approval**

The Vehicle Use Policy and driver approval process applies to all employees who drive vehicles, including personal vehicles, on Moody related business. A copy of these policies and procedures can be found on-line and in the Public Safety office. Additional training and authorization are required for those desiring to operate large vehicles owned by Moody. Any inquiries pertaining to driver approval, reserving vehicles or arranging for other Moody related travel should be directed to the Public Safety office. Approval must be granted before employees may drive on any Moody sponsored or related activity.

### **Insurance**

**Employees' Automobile Insurance:** Employees driving their own cars on Moody business assume the risk for property damage and liability in the case of accident.

**Air Travel Insurance:** The purchase of air travel insurance is a personal expense and should not be reported on employees' expense reports.

## **WORKPLACE CONDUCT**

Your conduct reflects the values and character of our ministry. Therefore, we expect you to conduct yourself and ministry activities in a manner consistent with our doctrine, values and community standards.

## **OPEN DOOR POLICY**

We promote an atmosphere whereby employees can talk freely with leadership. You are encouraged to openly discuss with your supervisor any problems so appropriate action may be taken. If your supervisor cannot be of assistance, Human Resources or our Ombudsman are available for further consultation and guidance.

## **OMBUDSMAN**

An Ombudsman is a designated neutral person who provides confidential and informal assistance for resolving work related concerns. Providing an opportunity for informal discussion of problems outside formal channels, the Ombudsman listens, provides information and direction and can help develop options for resolving a conflict. For more information about the role of the Ombudsman, please log in to the “Staff” tab of myMoody. A FAQ is located under “Directory by Subject”.

## **PROBLEM RESOLUTION**

To further foster communication and reconciliation of work-related issues, following is a process for expressing your employment related concerns in addition to the Open Door Policy, Human Resources, and the Ombudsman.

If you disagree with established rules of conduct, policies, practices or a specific event in which you were involved or observed, you can express your concern through the problem resolution process. No employee will be penalized or retaliated against for using the problem resolution process in a reasonable, professional manner.

In situations where you feel a formal complaint is in order, the following steps should be taken:

- a. If you believe that you have a legitimate work-related complaint, you are encouraged to first attempt to resolve the issue(s) through a discussion with your immediate supervisor.
- b. If the supervisor does not resolve the problem, or the response is unsatisfactory, or the situation is not resolved within a reasonable amount of time from the time the complaint is presented, the complaint should be presented to the supervisor’s manager.
- c. If the response is unsatisfactory or the situation is not resolved within a reasonable amount of time, the complaint should be presented to the Employee Learning & Development Director in Human Resources. Human Resources will contact you to understand the problem and will meet with whoever may be deemed appropriate to help resolve the problem.
- d. If necessary, Human Resources may elevate the problem to your Vice President or the President on your behalf.

Not every problem can or will be resolved to everyone’s satisfaction, but only through communication, understanding and grace can we continue developing into an impactful and productive ministry.

## **TRAVEL GUIDELINES**

Employees are asked to use good judgement when there are not three or more persons traveling

together. If you are uncomfortable with travel arrangements, let your supervisor know so other arrangements can be made. Following are suggestions when a male and female are the only two traveling together:

1. Driving trips of more than two hours in length should be avoided, if possible
2. Discretion should be used in air flight seating arrangements
3. Hotel rooms should not be adjoining
4. Time spent with just the two of you, during non-work hours (such as evening meals and activities), should be kept to a minimum

### **CONSENSUAL ROMANTIC OR DATING RELATIONSHIPS**

We want to promote positive relations among employees. We also want to avoid conflicts of interest, misunderstandings, the appearance of favoritism, possible claims of sexual harassment, and the diminished morale and dissension among employees that may result from romantic or dating relationships between employees. Romantic and dating relationships between supervisors and employees within the same direct reporting line are not permitted. Employees involved in romantic relationships bear responsibility for the negative consequences that may arise out of such relationships and may be subject to disciplinary action, including but not limited to, termination of employment.

### **DRESS CODE GUIDELINES**

We have embraced a flexible dress code which means employees should consider the day's schedule and wear what is generally considered acceptable for the occasion.

Workplace attire must be neat, clean, and appropriate for the assigned work and for the setting in which it is performed.

Uniforms may be required for certain positions. For student workers, the guidelines for workplace attire are the same as are applicable to other employees in the unit as specified by management. The decisions of managers about the acceptable style of workplace attire will generally reflect one or more of the following considerations:

- The type of work and/or workplace safety concerns
- The presentation of a professional or identifiable appearance for students, visitors, and the general public
- The preservation of a positive work environment that is free from distractions

For your reference, following are examples within four workplace attire categories. Some items within each category may vary at the discretion of the manager.

#### Business Formal (for events such as donor meetings)

Men: suit, dress shirt, tie, dress shoes, belt

Women: dress, skirt or pant suit; dress shoes

#### Business Professional (for events such as vendor or external ministry partner meetings)

Women: dress, skirt or slacks with jacket; dress shoes

Men: slacks; sport jacket or blazer; button-down shirt; tie; dress shoes



### Business Casual (for everyday workplace)

Men: slacks, khakis, non-distressed jeans; collared shirts, including polo's; sweaters; casual shoes; boots

Women: slacks, non-distressed jeans, shirts, dresses, sweaters; casual shoes; boots

Casual – jeans (no ripped or distressed), sandals, sneakers (at discretion of manager), non-collared shirts

### Unacceptable Attire:

- Fitness attire
- Beachwear
- Clothing with potentially offensive words, terms, logos, pictures, cartoons, or slogans
- Distracting or inappropriate clothing for a Christian work environment

Please keep in mind, while flexible, we embrace a dress code that values modesty and is suitable for a Christian work environment.

### **DRUG FREE AND ALCOHOL-FREE WORKPLACE**

It is our policy to prohibit the manufacture, possession, use, consumption, distribution and/or sale of all illicit drugs or alcohol by employees on property owned, operated, or controlled by us, or in association with any Moody related activity or employment duty, whether these activities occur on or off our worksites. Please see The Moody Bible Institute of Chicago Alcohol and Drug Free Schools and Communities Act Policy Statement and Notification available at: [https://www.moody.edu/siteassets/website\\_assets/files/consumer-info/daapp.pdf](https://www.moody.edu/siteassets/website_assets/files/consumer-info/daapp.pdf).

### **TOBACCO AND E-CIGARETTE POLICY**

We promote good health for everyone and, therefore, believe that a tobacco policy is in the best interest of your health as well as a courtesy to your colleagues. All buildings, facilities, parking lots and vehicles are tobacco free. Likewise, we prohibit the vaping of electronic cigarettes, personal vaporizer or electronic nicotine delivery system in our buildings facilities, parking lots or vehicles. This prohibition applies to employees, students, contractors, visitors and all other persons having access to Moody property.

### **SOCIAL NETWORKING**

At Moody, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media for all employees.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Moody, as well as any other form of electronic communication.

The same principles and guidelines found in Moody's policies and core values apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of

your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients, customers, suppliers, or Moody's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines, and ensure that your postings are consistent with Moody's Equal Employment Opportunity and Anti-Harassment policies, Non-Disclosure and Confidential Information and Workplace Conduct. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that unlawfully disparage clients, customers, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include untrue, offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Moody fellow employees, clients, suppliers, or competitors.

Express only your personal opinions. Never represent yourself as a spokesperson for Moody. If Moody is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Moody, its employees, clients, customers, or suppliers. If you do publish a blog or post online related to the work you do or subjects associated with Moody, make it clear that you are not speaking on behalf of Moody. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Moody."

Using social media at work. Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor and consistent with the Electronic Communication policy. Do not use Moody's e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited. Moody prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts. Employees should not speak to the media on Moody's behalf without contacting

Marketing Public Relations. All media inquiries should be directed to Marketing Public Relations.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in communications with other employees about terms and conditions of employment.

## **ELECTRONIC COMMUNICATIONS POLICY**

We have established this policy to ensure that employees' use of Moody's electronic communications systems, including, e-mail, the Internet, cell phones, voice mail, instant messages, texts and facsimile transmissions, is consistent with our ministry. This policy applies to all employees having access to any of these systems.

Business use only. Non-business use of Moody's electronic communications during working time is prohibited. "Non-working time" includes scheduled or approved breaks, meal periods, and after an employee's scheduled workday. Examples of prohibited non-business uses include, without limitation, solicitation for or communication on behalf or in support of commercial ventures, religious or political causes, or outside organizations, or any other non-job related solicitations or communications. While minor exceptions are permitted from time to time, such as electronic communication to family, the system is provided for business purposes and should be used accordingly.

It's not private. Employees who communicate using Moody's systems should not expect those communications to be private. Employees have no personal privacy or property rights in electronic communication either received or sent. All data, information, messages, and communications sent, received, or stored electronically on Moody's computer and electronic communications systems may be accessed by Moody in the ordinary course of business at any time without notice to the employee.

There should be no expectation that the contents of any electronic communication received or sent is confidential from Moody. Although e-mail may allow the use of passwords for security, confidentiality is not guaranteed. All Moody accounts can be accessed by ITS as circumstances may warrant. Even when an electronic communication is erased, it may still be possible for others to retrieve and read that electronic communication.

Off Limits. Electronic communications (whether internal or external) that violate our policies, including but not limited to Moody's policies against discrimination and harassment are not permitted. Examples of unacceptable content include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, national origin, disability, or any other characteristic protected by law.

Use Good Judgment. We strongly encourage employees to exercise discretion and judgment regarding the frequency, distribution, and content of electronic communication. The ease and informality of electronic communication often affect one's judgment about what is proper. As a general rule, employees should apply the same standards of tone and content to electronic communication as to a letter or a memorandum.

Conduct to Avoid. Internet connection shall be limited to those sites applicable to Moody's business during normal business hours. Accessing sites containing sexually explicit or pornographic material, illegal activities, or gambling is prohibited at all times. Software is used to block employee access to other Internet sites that are clearly non-business related and are inconsistent with Moody Community Standards.

We have the capability, and reserve the right, without further notice, to monitor the use of our Electronic Communication systems, including e-mail and Internet access, to ensure compliance with this policy.

Don't Share Passwords. Do not share log-ons and passwords with other Moody employees, but especially do not give them to anyone outside Moody.

## **SOFTWARE USAGE**

We provide employees with software that will enable them to carry out job duties effectively. We require that you use the software provided. Any duplication of licensed software, except for backup and archival purposes, is prohibited unless express advance approval to make a copy is provided by the IT department in accordance with Moody's licensing agreements. Any person who illegally reproduces software is subject to civil and criminal penalties including fines and imprisonment. An employee found to have copied software without authorization will be subject to termination.

Employees are not allowed to give copies of software to any outsiders, including customers or others. Any employee who believes there may be a misuse of software within the organization is required to immediately notify VP-ITS-Office@moody.edu.

Employees, who as a part of their job, are using cloud-based Software as a Service solution are expected to backup that data for archival purposes onto Moody approved storage locations. Employees should work with their supervisors to understand the full extent of their responsibility in this area.

## **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

Like any ministry, Moody must maintain the confidentiality of various ministry records and information, as well as all information relating to or submitted by our students. "Confidential Information" means any and all information about the business, activities, or facilities of Moody, including, but not limited to, information relating to software, student educational records, donor records, procedures, techniques, database designs, research data, marketing, sales, the sources, costs and pricing of Moody's products, supplies, services, marketing strategies and plans, product design, research and development information, the identity and needs of Moody's customers and potential customers, the identity of Moody's vendors and suppliers, financial data, personnel data, and all know-how pertaining in any respect to Moody or its customers; provided, however, that the following shall not be considered Confidential Information:

- Information which was in the public domain at the time it was disclosed to an employee, as evidenced by written materials publicly available at the time of disclosure;

- Information which enters the public domain subsequent to disclosure to an employee, other than through a breach of this Policy by the employee or another party's breach of an obligation of confidentiality to Moody; or
- Information that is later disclosed to an employee by a third party having the right to make such disclosure to the employee.

Any notes, papers, databases, correspondence, documents or other items that contain, embody, discuss, describe, refer or relate to Confidential Information shall likewise be considered Confidential Information. All Confidential Information shall at all times and for all purposes be considered the property of Moody.

You may not, at any time, use for your personal benefit or another's benefit or reveal to anyone any Confidential Information. Further you may not, during or subsequent to your employment, engage for the benefit of yourself or any other person or entity, in any activity in the performance of which it could be reasonably anticipated that you would be required or expected to use or reveal Confidential Information.

You may not accept information from sources outside of Moody which is designated as "confidential," "proprietary" or "trade secret" without prior authorization from Moody. You may not disclose to Moody confidential, proprietary or trade secret information from a former employer or other third parties.

Because a breach of confidentiality is a violation of the trust placed in our organization and its employees, any inappropriate disclosure or release of Confidential Information to unauthorized individuals or organizations will be treated as a serious misconduct and subject to discipline, including immediate termination.

However, in accordance with the Defend Trade Secrets Act of 2016, this Policy does not prevent an employee from disclosing (and he/she will not be held criminally or civilly liable under any federal or state trade secret law for disclosing) a Moody trade secret to a government official, to a court under seal, or to an attorney related to a suspected violation of law with adequate steps taken to assure maintenance of confidentiality.

## **MISCONDUCT REPORTING**

*Ethics Point* is an avenue available to you for the reporting of information about workplace misconduct. Since you may not feel comfortable sharing matters involving serious misconduct, through this secure web site, you have the opportunity to share your observations in an anonymous and confidential manner.

Access to *Ethics Point* can be made through [my.moody.edu](http://my.moody.edu). *Ethics Point* then passes these comments back to Human Resources to review and act upon without revealing your identity. *Ethics Point* is a software vendor, not a 911 emergency service.

Matters that could be reported through *Ethics Point* include:

1. mismanagement of funds; fraud
2. unethical practices
3. harassment or discrimination

4. breach of confidentiality, conflicts of interest
5. theft, vandalism/sabotage, violence, or threats of violence
6. unsafe work conditions