Administrative support staff is the term used to describe those individuals who serve in supportive staff positions to the various offices on campus. These positions are usually 12 month, non-contract positions such as secretaries and administrative assistants.

1.00 GENERAL INSTITUTIONAL INFORMATION

1.01 PURPOSE

The purpose of Williams Baptist College, Walnut Ridge, Arkansas, as set forth in Article I, Section 2 of the Constitution of Williams Baptist College under which the College operates, is stated as follows:

"The purpose of this institution shall be to maintain a college and academy course for the training of the ministry and the youth of Arkansas and Missouri that may seek instruction under its direction. It shall seek to inculcate Christian ideals and to encourage Christian missionary zeal for all the nations of the earth."

1.02 HISTORY

In 1936, during the bleak days of the Great Depression, Dr. H. E. Watters, former President of Georgetown College in Kentucky and Union University in Tennessee, made a heroic but futile effort to re-open Jonesboro Baptist College in Jonesboro, Arkansas. The Jonesboro school succumbed to financial exigencies in the early 1930s after only a few years of life. Jonesboro Baptist College had not been the first Baptist educational venture in Northeastern Arkansas. In 1899, Baptists established the Maynard Baptist Academy in Randolph County, and Woodland Baptist College had flourished briefly in Jonesboro from 1902 to 1911. Despite the tradition of Baptist education in Northeastern Arkansas and Watters’ diligent efforts, there was to be no revival of Jonesboro Baptist College. Yet, Watters had not failed entirely. His dramatic appeal for Baptist education inspired others, notably H. E. Williams.

In 1941, Williams, the pastor of the First Baptist Church in Pocahontas, led in the establishment of Williams Baptist College (originally Southern Baptist College) in that town. For several years Dr. Williams had been building support for such a venture and in the spring of 1941 when he learned of the availability of a suitable building he pressed
forward with an organizational meeting. On June 10, 1941, several hundred people from Northeast Arkansas and Southeast Missouri gathered in Pocahontas to formally establish a college. Among those in attendance were alumni of Jonesboro Baptist College and Maynard Academy. The new college, which opened on September 10, 1941, was in a very real sense the descendent of the earlier colleges. Indeed, Williams Baptist College ultimately inherited the large library of the Jonesboro school and the first dean of the College was an alumnus of Maynard Academy.

For five years the College experienced steady growth at Pocahontas, but on December 26, 1946, the administration building with much valuable equipment was destroyed by fire. The College was then moved to the Marine Corps Air Base, near Walnut Ridge, and classes resumed on January 6, 1947. Across the years the College has erected many permanent, modern buildings to replace the temporary buildings acquired from the Air Base.

A milestone was reached in the history of the institution in 1948 when the Arkansas Baptist State Convention voted to include the College in its budget. Another significant development occurred in 1968 when the Arkansas Baptist Convention officially adopted Williams Baptist College as a member of its family of institutions; the College is now owned and operated by the Convention.

In 1963, the North Central Association of Colleges and Secondary Schools extended accreditation to Williams. At the commencement in the spring of 1973, the College Trustees announced that H.E. Williams, who had served as President for thirty-two years had been appointed President-Emeritus and Special Representative for Development for the College and that D. Jack Nicholas had been elected to become the second President of the institution. Nicholas had served the College since 1966 in various capacities as Chairman of the Psychology Department and as Vice-President. On November 9, 1983, the parent body of Williams Baptist College, the Arkansas Baptist State Convention, officially approved the proposal of the Board of Trustees that Southern Baptist College become a baccalaureate degree granting institution. On July 1, 1991, Jimmy A. Millikin assumed the Presidency of the College. On August 1, 1993, Gary C. Huckabay became the fourth President of Williams. Dr. Jerol B. Swaim’s tenure as President began in July 1995. Prior to his selection as the College’s fifth president, Dr. Swaim had served at Williams for more than thirty years as Professor of History and Academic Dean.

1.03 MISSION STATEMENT

Williams Baptist College is a liberal arts, co-educational college sponsored by the Arkansas Baptist State Convention. The philosophy of the College is consistent with the doctrines of the Christian faith as reflected by the Baptist Faith and Message adopted by the Southern Baptist Convention. Williams perceives its primary purpose as the search for truth, of which God is the source. The College strives to guide the
intellectual growth of the students by introducing them to the history and institutions of man and the universe, to broaden the students’ cultural horizons by introducing them to a wider context of ideas, to equip the students with those habits of reasoning and attitudes of mind which characterize the reflective life, and to provide opportunities for the students to achieve growth toward wholeness and fulfillment as persons.

1.04 PURPOSE STATEMENTS

To provide opportunities to profess, practice, and strengthen one’s faith and to encounter Biblical values.

- To Provide a caring campus community with opportunities for service to others, leadership preparation, and wholesome recreation.

- To provide and assess programs of liberal arts, professional studies, and lifelong learning for a diversified traditional and non-traditional student body.

- To provide an organization responsive to the needs of students, personnel, programs, and facilities, with a commitment to planning and leadership.

- To provide an aesthetically pleasing campus glorifying to God’s creation.

- To provide and execute a plan which secures adequate resources to sustain and advance the situation.

- To provide a positive image of the quality programs, faculty, students, staff, and graduates of the college.

- To provide and maintain serviceable facilities which sustain the missions of the college.

- To provide a technologically sophisticated infrastructure which supports academic, student, and administrative services.

- To provide cultural experiences, thought provoking events, and educational enrichment for the campus community and the community at large.

- To provide a healthy athletic atmosphere which engages the team members, the campus community, and the community at large.

- To provide desirable housing for students and faculty.
1.05 GOALS

- To produce students who demonstrate an understanding of the Judeo-Christian heritage and Christian world views.

- To produce students who demonstrate the ability to communicate effectively across the curriculum.

- To produce students who demonstrate the ability to reflect critically upon the world, the environment, society, and self.

- To produce students who demonstrate the ability to apply the principles of scientific method to become more effective problem solvers.

- To produce students who demonstrate an appreciation for a healthy lifestyle that will promote lifelong health and fitness.

- To produce students who demonstrate a competence in at least one particular body of knowledge.

1.06 DOCTRINAL STATEMENT

Williams Baptist College is owned and operated by the Arkansas Baptist State Convention, through a Board of Trustees elected by the Convention. The following is our doctrinal statement:

WE BELIEVE that there is one God, manifest in three persons, the Father, the Son and the Holy Spirit;

WE BELIEVE that Jesus is the Son of God, was born of a virgin, was wholly God and wholly man, lived a sinless life, died as a substitutionary sacrifice for the sins of mankind, was buried, arose bodily from the grave and ascended into Heaven;

WE BELIEVE in the literal, imminent return of Jesus Christ to earth;

WE BELIEVE that the Bible is the Word of God without any error, the sole authority for life;

WE BELIEVE that man is a special creation of God, made in his image;

WE BELIEVE that mankind fell through the sin of the first man, Adam, and that all men are sinners in need of salvation;

WE BELIEVE that salvation is a gift given through repentance toward God and faith in the Lord Jesus Christ;
WE BELIEVE that every person who truly is saved is eternally secure in the Lord Jesus Christ;

WE BELIEVE that those persons who die in their sins spend eternity in Hell and those persons who die with their sins forgiven spend eternity in Heaven;

WE BELIEVE that baptism is in obedience to the command of Christ and is by immersion after salvation;

WE BELIEVE that the church is a local body of baptized believers with the Lord Jesus Christ as the head;

WE BELIEVE that each believer has direct access to God through the Lord Jesus Christ;

WE BELIEVE in the separation of church and state, but not in the separation of God and government.

2.00 GENERAL POLICIES

2.01 OFFICE HOURS

2.01.01 GENERAL INFORMATION RELATING TO OFFICE HOURS

All offices that serve students directly are expected to remain open during the lunch hour. This is to be done by office personnel staggering their lunch hour. Administrative offices that are especially affected by this policy are as follows: Admissions, Business Office, Dean and Registrar’s Office, and Financial Aid Office.

As a general rule the College does not provide compensatory time. Every effort is made to make it possible for employees to complete the days work by either 4:30 p.m. or 4:00 p.m. during the summer. The normal work week in most businesses is 40 hours. Since the offices are open 37 2 hours per week during the actual fall and spring semesters and 30 hours per week during the summer/special schedule periods, the offices are open approximately 225 hours (approximately 5 2 weeks) per year less than the 40-hour-per-week offices. Although the reduced-hours policy was initiated for the convenience of the office personnel, this benefit should be taken into consideration when an employee is asked in emergency situations to work beyond the normal time. However, supervisors are expected to be sensitive to the personal needs of those whose positions require regularly scheduled, extended travel assignments.
2.01.02 FALL AND SPRING SEMESTER

During the fall and spring semesters, administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, with one hour off for the noon hour and a 15 minute break in the morning.

2.01.03 SUMMER/SPECIAL SCHEDULE

During the summer months, between semesters, and during spring break, normally the office hours are from 9:00 a.m. to 4:00 p.m. with one hour off for lunch and no break. These hours may be modified by the President.

2.01.04 LUNCH HOURS

All offices, where staffing allows, are expected to remain open during the lunch hour. This is to be done by office personnel staggering their lunch hours.

2.02 DRESS

An employee is expected to dress with dignity and good taste.

2.03 UPHOLDING COLLEGE POLICIES AND CONFIDENTIALITY

Employees are expected to uphold College policies. Criticism and complaints of such policies should be directed to the person or committee responsible for such policy. Discussions should be private and not before students.

Most offices deal with various pieces of confidential information. All employees are expected to respect all confidential information. Salary information, whether someone else’s or one’s own, is always considered confidential.

2.04 INSTITUTIONAL ADVANCEMENT

Employees provide leadership for alumni and other donors to the college through their voluntary contributions, recruitment of prospective students, and assistance in identifying or contacting potential donors. Most faculty and staff members participate in the various advancement campaigns. This is usually done by yearly contributions or monthly contributions through payroll deductions. Some favor the College in their wills. Every full-time employee of the College is expected to participate in the advancement program of the College. For details contact the Vice-President for Institutional Advancement.
2.05 ATTENDANCE AT COLLEGE EVENTS

Employees are encouraged to attend college-wide functions and student-sponsored programs. Students are influenced by the example of the employees and appreciate the expression of interest in their efforts and activities.

2.06 CHURCH DUTIES AND CHAPEL ATTENDANCE

Each employee of the College is expected at all times to maintain consistent and sincere church relationships. It has never been the policy of the Board of Trustees or the Administration to designate the church that anyone should attend; but is it their policy to expect everyone to attend the services in the community where they live. Employees should consider that the example set forth in this area is a tremendous influence upon students who attend the College. People who are faithful in church attendance encourage students to give proper consideration to their own spiritual responsibilities.

All full-time faculty are expected to attend chapel on a regular basis. Chapel affords an opportunity to share in the joys and sorrows experienced by the College family and is vital to enhancing the spirit of Christian community. No meetings or activities should be scheduled during Chapel services.

3.00 FRINGE BENEFITS

It is essential that the employee make application for the applicable fringe benefits upon initial employment in order to avoid providing proof of eligibility.

3.01 HOSPITALIZATION INSURANCE

All full time permanent employees are eligible to participate in a group dental/hospitalization plan. Permanent employees are those that work at least 30 hours per week for a minimum of 9 months. The College pays the full premium of a single policy for the employee. The employee has the option to participate as an individual or to include the family at additional personal expense. There is a one-month waiting period. Application for this benefit must be filed in the business office.

3.02 LIFE INSURANCE

Participation in a group, term-life insurance policy is available for each full time, permanent employee. The College will pay one-half of the premium on a policy which provides insurance for 2.5 times the annual salary, with an $80,000 limit on this benefit. A physical examination may be required if one does not participate at time of
employment. Application for this benefit must be filed in the Business Office.

3.03 SALARY CONTINUANCE INSURANCE

The College pays the premium for salary continuance insurance. This provides 66 2/3 percent of the base monthly salary received immediately prior to commencement of disability, subject to a maximum of $3,000 per month. This monthly disability benefit is reduced by the monthly pro rata portion of any benefits payable under any state, federal, or employer's sponsored disability plan. Application for this benefit must be filed in the business office.

3.04 RETIREMENT

Williams Baptist College participates in the Southern Baptist Convention Annuity Plan. During the first year of employment, the College will match 3% of the employees annual salary. After the first year of employment, for employees contributing 3%, the College will contribute 4%. If the employee contributes 4% or more after the first year, the College will contribute 5%. Five percent is the maximum College contribution. Application for this benefit must be filed in the Business Office.

3.05 SOCIAL SECURITY

Federal law requires the College to pay social security taxes on all employees who are not licensed or ordained ministers. One-half of this tax is withheld from the employees check and the other half is paid by the employer. Since the law requires licensed or ordained ministers to participate in social security, the College will pay one-half of the tax which the minister is required to pay on the salary he received from the College. A statement of the social security taxes should be submitted to the business office at the end of each calendar year.

3.06 EMPLOYEE SCHOLARSHIP PLAN (REVISIONS EFFECTIVE JULY 1, 2010)

The following persons are eligible for benefits under the Employee Scholarship Plan:

- Full-time employees
- Spouses of full-time employees
- Dependent children of full-time employees

For the purposes of this plan, dependent children are defined as a dependent student by the FAFSA (Free Application for Federal Student Aid).

Recipient’s Responsibility: Before eligible persons may qualify for this plan, they must satisfy all
requirements for admission to Williams, complete all necessary financial aid forms and accept all Federal, State, and Outside (any non-college related aid) Financial Aid for which they qualify (excluding loans).

An Employee Scholarship Plan application must be filed with the Office of Financial Aid by February 1 for the fall semester and October 1 for the spring semester. An application must be filed for each semester of attendance.

The intention of the plan is to assist employees and their families with tuition and double occupancy residence costs, rather than covering all related educational expenses.

**The Plan Covers:**
- Tuition charges according to the restrictions below
- Double occupancy room charges

**The Plan Does Not Cover:**
- Textbooks
- Private Music Fees
- Lab Fees
- Student Activity Fees
- Directed/Independent Study
- Private Room Charges
- Cafeteria Charges
- Audits
- Online Classes
- Course work towards a second baccalaureate degree

**Restrictions:**
**For Employees:**
- Scholarship dollars will be applied to 100% of outstanding tuition charges.*
- Employees must complete the course with a grade of C or better or reimburse the College for the tuition charges.
- If an employee withdraws from the class, the employee must reimburse the College for the tuition charges.
- If employment is terminated during the semester, the scholarship will be prorated.
- Employee enrollment will not be used to determine if there is a sufficient number of students to make a class.
- With the approval of the immediate supervisor, an employee may enroll in one class per semester at WBC. On class days, the employee will be limited to a 30 minute lunch break.
For Spouses:

- Scholarship dollars will be applied to 100% of outstanding tuition charges.*
- Spouses must maintain a 2.0 cumulative GPA to continue to receive this scholarship.
- If the spouse withdraws from the class, the semester’s tuition charges will be prorated.
- If the College employed spouse’s employment terminates during the semester, the scholarship will be prorated.
- There is a one year waiting period from the date of hire for this benefit.
- Spousal enrollment will not be used to determine if there is a sufficient number of students to make a class.

For Employee’s Legally Dependent Children:

- Scholarship dollars will be applied to 100% of outstanding tuition charges.*
- Dependent children must maintain a 2.0 cumulative GPA to continue to receive this scholarship.
- If the parent’s employment terminates during a semester, the scholarship will be prorated.
- Dependent children’s enrollment will not be used to determine if there is a sufficient number of students to make a class.

If an employee’s dependent unmarried son or daughter desires to live in the residence halls, requests may be made to the Director of Student Housing and permission may be granted under the following conditions:

- Priority will be given to dependents of employees who live off campus.
- Permission may be granted after the last day of registration, depending on room availability.
- If a private room is available, the employee would be required to pay the difference between a private room and a double occupancy room.
- Permission is granted on a per-semester basis. The cost for eating in the cafeteria would be paid by the dependent or employee at the same rate as other resident students.

*Outstanding charges are defined as any tuition charges less any Federal, State, and Outside aid.

** See the Williams Baptist College Employee Scholarship Plan Application on the following page.
Williams Baptist College Employee Scholarship Plan Application
(Read Policy 3.13.06 prior to completing this form.)

- This application must be completed for each semester of attendance.
- Approved applications must be submitted to the Financial Aid Office.
- Applicant must apply for any Federal, State, and Outside aid that he/she may be eligible for.

Student Name __________________________ SS# __________________________
Address ____________________________________________________________________________________

Employee Name __________________________ Position __________________________
Address ____________________________________________________________________________________

Degree Working Toward _______________________________________________________________________
Anticipated Completion Date __________________________________________________________________

Planned number of hours _______ Semester (circle one) Fall Spring Summer

__________________________________________________________________________________________
Student Signature Date

__________________________________________________________________________________________
Employee Signature Date

(Policy 3.13.06; Attachment A)

3.07  SICK LEAVE

Sick leave shall accumulate at the rate of one day per month with a maximum of fifty (50) days accumulated. The official record of absences due to illness will be maintained in the Business Office. Each employee is responsible for completing the absentee report each month and giving it to his or her immediate supervisor by the fifth of the month following the reporting period. Sick leave may also be used to care for immediate family members: spouse, child, mother, or father. It may also be used for the bereavement of the before mentioned, as well as immediate in-laws, siblings, and grandparents, up to a maximum of 3 days.
The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees (male or female who have worked at Williams for at least 12 months and for at least 1,250 hours during the 12 months preceding the start of the leave) to take up to 12 work weeks for leave during any 12-month period for specified reasons. Any accrued sick leave will be considered a part of the allowed 12 work weeks. The employee will receive the regular compensation for the accrued sick leave. The remainder of the leave will be leave without pay.

With some exceptions, the FMLA requires that employers provide each returning employee with the same position or with an equivalent position with equivalent benefits, pay, and conditions of employment. The College maintains health insurance coverage for employees during leave under the regular group health plan. However, if the employee does not return from a leave for reasons other than a continuation, recurrence, or onset of a serious health condition, the employee will be required to repay the College for the cost of the premium during the leave period.

The employee must provide at least 30 day’s notice when the leave is foreseeable, such as for the expected birth or adoption of a child. When this is not possible, employees are required to provide as much notice as is practical. Once the medical leave has begun, employees are required to contact by phone or letter their immediate supervisor by Friday of each week they are absent from work. Prior to returning to work, the employee must submit a written statement from the appropriate physician(s) indicating the health status of the employee as well as whether or not the employee is physically able to return to work. Failure to abide by these requirements will be considered by the employer as a statement that the employee does not intend to return to work, and has resigned from his/her employment.

3.08 PERSONAL NECESSITY LEAVE

Administrative support staff are eligible for 3 personal necessity leave days per year. (During the initial year of employment one day is accrued every 4 months). No personal necessity leave days will be taken unless they are previously approved by the immediate supervisor. Personal necessity leave is non-cumulative and must be used during the fiscal year which begins on July 1 and ends on June 30. (Depending on the calendar, one personal necessity day is often used to extend the Christmas holidays so that the offices are closed for an entire week. In such years, employees will be eligible for 2 days of personal necessity leave.)

3.09 VACATION LEAVE

After the first year of employment an employee is entitled to two (2) weeks of vacation. The employee may take one week of vacation after working at least six months and then be entitled to another week after six more months; or work for 12 months and be entitled to two weeks of vacation. After fifteen (15) years of employment, an employee is entitled to three (3) weeks of vacation. Normally, an employee will not
be approved to take the three weeks consecutively. Vacation days are non-cumulative. Vacation requests must be approved in advance by the immediate supervisor.

After the initial year of employment, with the written permission of the supervisor, an employee may under special circumstances take vacation time during the early part of a fiscal year. If employment is terminated prior to having actually earned the vacation days used, the final check will be docked for unearned vacation days.

The College operates on a fiscal year system from July 1-June 30. An individual may carry-over vacation days into the next fiscal year through the first Friday of August. Such carry-overs have to be approved by the respective supervisors. The Business Office should be informed on the monthly absentee/vacation reports (specifically July or August) if the vacation days listed are from the previous year. Vacation days not used by the first Friday of August would then be lost.

### 3.10 PAID HOLIDAYS

Non-teaching employees receive twelve (12) paid holidays each year. The specific days are determined by the President, usually following an advisory vote of the affected employees. The typical set of holidays has been:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>2</td>
</tr>
<tr>
<td>Christmas</td>
<td>5*</td>
</tr>
<tr>
<td>New Year’s</td>
<td>1</td>
</tr>
<tr>
<td>Good Friday</td>
<td>1</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>1</td>
</tr>
</tbody>
</table>

* Depending on the calendar, one personal necessity day is often used to extend the Christmas holidays so that the offices are closed for an entire week.

### 4.00 STANDARDS OF CONDUCT

All Williams Baptist College faculty and staff are expected to live an exemplary Christian life both on and off campus. This section will specify WBC’s expectations and indicate the disciplinary process which will be followed if a faculty member violates WBC’s standards of Christian conduct. The standards described below do not constitute an exhaustive list of Christian conduct expectations. Other expectations (e.g. essential and basic, personal, and professional civility) also are included in this broader definition of Christian conduct that is expected of all employees. Despite these high expectations of Christian conduct, the College recognizes that incidental lapses in good judgment or conduct may occur, but it must be understood that patterns of misconduct will not be tolerated.
Williams is a tobacco free campus.

Alcohol-Illegal Drugs: Williams Baptist College expects that all employees will neither consume nor engage personally in the production, sale, or distribution of beverage alcohol or illegal drugs.

Sexual Relationships Outside of Marriage: Williams Baptist College expects that all employees should refrain from all sexual relationships outside of marriage.

UNLAWFUL HARASSMENT POLICY: (Revised 9-28-09) The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile or offensive work or educational environment. Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities. Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct, or other performance issues) is not considered to be an example of unlawful harassment.

Examples of Harassment: Harassment can take many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment. Conduct that is part of a consensual relationship is not considered harassment, but only if the relationship is freely and mutually agreed by both individuals. A prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.

*Harvey A. Silvergate, David Frency, Greg Lukianoff, Guide to Free Speech on Campus. Philadelphia: foundation for Individual Rights in Education, 2005. P. 83. The Supreme Court has held that for students at colleges and universities, behavior, to qualify as a hostile environment discriminatory harassment, must be unwelcome and discriminatory speech or conduct, undertaken because of an individual's race or gender. The behavior must be so severe, pervasive, and objectively offensive that it has the systemic effect of denying the victim equal access to education.

**As a private, religiously-based institution the College reserves the right to restrict
employment to individuals who share the core tenets of a traditional, evangelical Biblical theology and lifestyle.

**Criminal Behavior:** Williams Baptist College requires all employees to demonstrate due regard and respect for law. In the event one of its faculty or administrative staff members is in jeopardy before the law, either for the sake of conscience or for the purposes of testing the validity of particular provisions of law through deliberate violation, Williams Baptist College will not seek to protect him or her from due process of law. Regardless of the action of the courts, however, Williams reserves the right to determine whether a faculty member is fit to retain membership in the academic community.

**Policy on Sexual Behavior Related to Personnel and Students** (REVISED 09.21.2012)

Williams Baptist College was founded in 1941 by Baptists. It is an institution of the Arkansas State Baptist Convention. As a Christian academic community in the Baptist tradition, we believe that men and women are created in the image of God. We affirm the intrinsic worth of every individual.

We respect and appreciate cultural backgrounds other than those of our own. We respect opinions and attitudes other than our own. We seek to show honor, respect, and dignity to all individuals.

In accordance with scripture, we believe that the cornerstone of a Christian sexual ethic is faithfulness in marriage between a man and a woman and abstinence in singleness. Sexual activity outside the biblically-sanctioned marriage relationship falls short of God’s desire for humanity.

Thus, Williams Baptist College holds to a biblical sexual ethic and definition of sexual identity. But because we believe that all men and women are created in the image of God, we believe in the love and grace of God for all people, for those who live by a traditional sexual ethic and those who do not.

Based on our understanding of biblical standards, the values of the College community do not condone sexual impropriety, such as the use of pornography, pre-marital sex, adultery, co-habitation on or off campus, homosexual activity including same-sex dating behaviors, and all other sexual relations outside the bounds of marriage between a man and a woman. Williams does not endorse or approve of the trans-gendered lifestyle. Thus, we welcome all qualified individuals to our campus, but we do not condone sex-related behaviors that are contrary to our values and our interpretation of scripture {Genesis 1:26-28, Genesis 2:23-24, Leviticus 19:2, Micah 6:8, 1 Corinthians 6:18-20, Galatians 5:16-26, Ephesians 5:1-4}.

The prohibition of these behaviors is expressed herein with respect and love to all those individuals who disagree with this policy. We treasure the freedom of conscience under God that He grants to all humans and we seek not to rob any individual of that freedom. Yet, herein we seek to exercise our freedom of conscience to unapologetically affirm a traditional
Christian sexual ethic and require that all who are employed and/or enrolled adhere to this standard.

**4.01 VIOLATION OF STANDARDS OF CONDUCT**

If a faculty or administrative staff member’s behavior is not consistent with Williams Baptist College’s standard of conduct, a penalty ranging from warning or reprimand to immediate termination may be imposed. The specific penalty imposed will be determined by the nature and severity of the violation and will take into account any past disciplinary record. If there is evidence of a serious breach of Williams Baptist College’s standard of conduct (e.g., a felony crime or serious moral turpitude) the President has the authority to suspend the faculty member pending the resolution of the charges. The specific penalty imposed will be determined by the President of the College.

**5.00 COMPUTER USE POLICY**

**5.00.01 GENERAL PRINCIPLES:**

The use of campus computers and campus sustained computer/e-services (including e-mail, internet, College provided software and hardware) is a privilege and not a right. And while the College attempts to encourage a thorough engagement of students, faculty, and staff with a comprehensive array of e-services, it by no means concedes its responsibility to supervise these services in a manner consistent with College’s philosophy and existing regulations.

**Misuse of Williams Baptist College Computers and E-Services:**

Obviously, use of campus computing equipment and e-services (including e-mail, internet, College provided software and hardware) for any and all illegal activities is strictly prohibited (including, but not limited to: "using electronic communications to violate the property rights of authors and copyright owners; violating any software license or copyright, including copying or redistributing copyright software. . . . defamatory remarks . . . and the transportation of obscene materials across state lines"¹). Moreover
the College prohibits the use of College computers and campus e-services (including
e-mail, internet, College provided software and hardware) for:

1. Obscene purposes (accessing, distributing, creating obscene material).
2. Injurious conduct (personal attacks on others characterized by slander,
defamation, threats, intimidation).
3. Importation of materials without regard to the impact those materials may have on
the overall quality of services for other users of campus e-services.
4. Personal activities (beyond those normally associated with the use of telephones
or other campus information systems).
5. Employing campus computers or e-services in any dishonest manner, including
but not limited to the fabrication of research data and information.
6. Reading other users’ information or files without written permission.
7. Circumventing campus system logon(s) or other security measures.
8. Modifying or removing campus computing equipment without authorization from
the Director of Campus Computing Services.
9. Commercial use of campus computers and e-services without the express written
consent of the President.

Privacy Notification:

User privacy of campus computing services is not guaranteed. **Warning:** All
e-mail sent to or from this address (any and all computing equipment owned by Williams
Baptist College) will be received and or otherwise recorded by Williams Baptist College
e-mail system and is subject to archival, monitoring or review by, and/or disclosure to,
someone other than the recipient.

Sanctions:

Supervisors are expected to enforce the Computer Use policy, reporting
suspected violations to the President and/or the Vice President for Academic Affairs.
Those violating Computer Use policy are subject to penalties ranging from official
reprimand, to permanent suspension of campus computing privileges, to dismissal.
**Warning:** faculty and staff are responsible for the proper use of the computing
equipment assigned by Williams Baptist College for their professional use: this means
that faculty and staff place themselves in a potentially compromised position when they
allow others to use their assigned equipment.

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1Policy statements, appended from the University of Nebraska and Vanderbilt
University