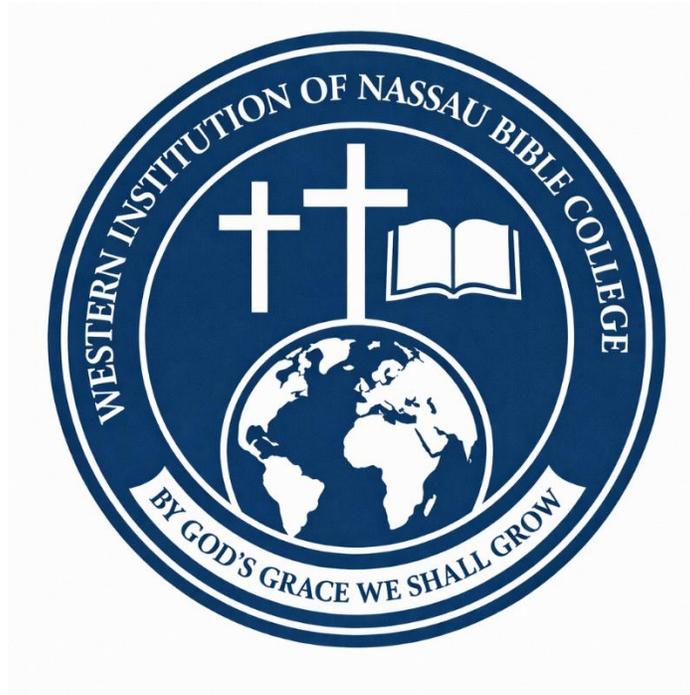


Western Institution of Nassau Bible College



“Equipping Christ-Centered Leaders for a Changing World.”

Employee Handbook

2026 - 2027

Approved by: Terron “Tee” Dames, President

Effective Date: 03/30/2026

Last Revised: None

PRESIDENTIAL PREFACE

Welcome to Western Institution of Nassau Bible College. You are now part of a Christ-centered academic community committed to the advancement of biblical truth, ministerial preparation, and transformative education.

At WINBC, employment is not merely a professional engagement, it is a calling. Each member of our faculty, staff, and administration contributes to the spiritual, intellectual, and moral formation of our students. Our work is grounded in Scripture, guided by sound doctrine, and executed with excellence and integrity.

This handbook establishes the policies, expectations, and standards that govern employment at the institution. It is designed to ensure clarity, accountability, and unity as we advance the mission of the College.

We are grateful for your commitment to this work.

Office of the President

Western Institution of Nassau Bible College

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INSTITUTIONAL OVERVIEW

Western Institution of Nassau Bible College is a faith-based institution dedicated to providing accessible, Christ-centered theological education. The College operates under religious exemption provisions and is pursuing accreditation through recognized Christian accrediting bodies.

Mission

To equip students with biblical knowledge, spiritual maturity, and practical ministry skills for service in church and society.

Vision

To be a globally recognized institution of Christian higher learning that develops ethical leaders and faithful disciples.

EMPLOYMENT PHILOSOPHY

Western Institution of Nassau Bible College (WINBC) affirms that all work performed within the institution is an extension of Christian ministry and a reflection of the College's commitment to Christ-centered education. Employment at WINBC is not solely occupational in nature but vocational, grounded in a calling to serve God through service to students, colleagues, and the broader community. As such, all employees—whether faculty, staff, or administration—are expected to embody the spiritual, ethical, and professional standards consistent with the College's mission and Statement of Faith.

Employees of WINBC are expected to demonstrate Christian character in all interactions, both within and beyond the institutional environment. This includes exhibiting integrity, humility, respect, accountability, and a spirit of servant leadership in dealings with students, colleagues, and external stakeholders. Conduct should consistently reflect biblical principles, recognizing that employees serve as representatives of the College's witness and values.

All employees are required to actively support and uphold the mission, vision, and doctrinal foundation of the College. This includes a commitment to advancing the College's purpose of providing biblically grounded education, fostering spiritual formation, and preparing students for ministry and service. Employees must refrain from engaging in conduct or advocacy that contradicts the institution's doctrinal positions or undermines its religious identity.

Service to students is central to the mission of WINBC. Employees are expected to serve students with integrity, compassion, and excellence, ensuring that all interactions promote student success, spiritual growth, and academic achievement. This includes maintaining professionalism, responding to student needs in a timely and respectful manner, and contributing to a supportive and Christ-centered learning environment.

Employees are also expected to uphold all institutional policies, procedures, and ethical standards as outlined in official College publications, including this handbook. Adherence to these standards ensures organizational consistency, legal compliance, and the preservation of institutional integrity. Failure to align with these expectations may result in corrective action in accordance with established disciplinary procedures.

Through this Employment Philosophy, WINBC seeks to cultivate a community of employees who are not only competent in their respective roles but are also committed to advancing the Kingdom of God through faithful service, academic excellence, and Christ-like leadership.

EQUAL OPPORTUNITY AND RELIGIOUS IDENTITY

Western Institution of Nassau Bible College (WINBC) is committed to maintaining fair, equitable, and lawful employment practices consistent with its identity as a Christ-centered institution of higher education. The College affirms its role as an equal opportunity employer and seeks to provide employment opportunities without unlawful discrimination in accordance with applicable federal, state, and local laws. WINBC endeavors to recruit, hire, develop, and retain qualified individuals who contribute meaningfully to its mission, academic integrity, and spiritual community.

At the same time, WINBC explicitly affirms its status as a religious institution. As such, the College reserves the right to make employment decisions in a manner consistent with its sincerely held religious beliefs, doctrinal commitments, and mission. In accordance with protections afforded under applicable law, including provisions related to religious organizations, WINBC may give preference in employment to individuals who demonstrate alignment with its Christian faith, Statement of Faith, and institutional values.

Employment at WINBC requires a commitment to the College's religious identity. All employees are expected to affirm, support, and uphold the College's faith commitments in both belief and conduct. This includes maintaining a lifestyle and professional demeanor that is consistent with biblical principles as understood by the institution. Employees serve not only as professionals but also as representatives of the College's Christian witness and are therefore expected to avoid actions or expressions that materially conflict with the institution's doctrinal positions.

In the hiring and employment process, WINBC may consider religious compatibility as a bona fide occupational qualification where permitted by law. This includes evaluating an applicant's willingness and ability to support the College's mission, integrate faith into their role where appropriate, and contribute to a Christ-centered educational environment. Such considerations are exercised in good faith and within the scope of legal allowances for religious institutions.

WINBC remains committed to fostering a respectful and professional workplace environment where all employees are treated with dignity and fairness. The College upholds both its legal obligations and its religious convictions, seeking to balance compliance with governing laws while faithfully preserving its Christ-centered identity and mission.

EMPLOYMENT CLASSIFICATIONS

Western Institution of Nassau Bible College (WINBC) establishes employment classifications to provide clarity regarding work expectations, compensation structures, institutional responsibilities, and eligibility for benefits. Employment classifications are determined at the time of hire and may be modified as institutional needs evolve, subject to appropriate administrative approval. Classification status does not alter the at-will nature of employment unless otherwise specified by written agreement.

Employees of WINBC may be classified into the following categories:

Full-Time Staff

Full-time staff members are employees who are regularly scheduled to work a standard full-time workload as defined by the College, typically not less than thirty (30) to forty (40) hours per week. Full-time staff are expected to fully engage in institutional operations and may be eligible for benefits in accordance with College policy, applicable law, and available resources. These employees play a central role in the day-to-day functioning and long-term sustainability of the institution.

Part-Time Staff

Part-time staff members are employees who are scheduled to work fewer hours than full-time staff on a regular basis. Work schedules may vary depending on departmental needs. Part-time employees may have limited or no eligibility for institutional benefits, as defined by College policy and applicable law. While their hours may be reduced, part-time staff are expected to maintain the same standards of professionalism, conduct, and mission alignment as all other employees.

Administrative Personnel

Administrative personnel include individuals serving in leadership, supervisory, or executive roles within the College. This classification may include positions such as directors, deans, vice chancellors, and other senior administrators. Administrative personnel are responsible for strategic planning, policy implementation, institutional governance support, and operational oversight. These roles carry heightened expectations for leadership, confidentiality, accountability, and alignment with the institutional mission.

Volunteers

Volunteers are individuals who offer their services to the College without expectation of financial compensation. Volunteers may support academic, administrative, ministerial, or student-facing functions. While unpaid, volunteers are considered representatives of the College and are required to adhere to all applicable institutional policies, including those related to conduct, confidentiality, and mission alignment. Volunteer appointments may be formalized through written agreements outlining roles, expectations, and duration of service.

Each employment classification determines workload expectations, compensation arrangements, reporting relationships, and eligibility for benefits, where applicable. WINBC reserves the right to define, interpret, and modify employment classifications in accordance with institutional needs, financial capacity, and governing regulations. All employees, regardless of classification, are expected to uphold the mission, values, and standards of Western Institution of Nassau Bible College.

RECRUITMENT AND HIRING

Western Institution of Nassau Bible College (WINBC) is committed to conducting recruitment and hiring processes that are equitable, transparent, mission-aligned, and consistent with both legal requirements and the College's Christian identity. The purpose of the recruitment and hiring process is to identify and appoint individuals who are not only qualified in experience and education but who also demonstrate a clear commitment to the mission, values, and doctrinal foundation of the institution.

All hiring practices are conducted with integrity, confidentiality, and consistency to ensure that employment decisions support the long-term effectiveness, spiritual vitality, and academic quality of the College.

Recruitment and Hiring Process

The recruitment and hiring process at WINBC shall include the following steps, unless otherwise approved due to institutional necessity or urgency:

Position Authorization

All positions must be formally approved by the appropriate administrative authority prior to recruitment. This approval ensures alignment with institutional priorities, budgetary considerations, and strategic planning. No position may be posted or filled without documented authorization.

Position Posting and Outreach

Positions may be advertised publicly or through targeted recruitment channels, depending on the nature of the role. WINBC may utilize institutional websites, ministry networks, academic platforms, and professional organizations to identify qualified candidates. All postings shall accurately reflect the responsibilities, qualifications, and mission expectations of the role.

Application Review and Screening

All submitted applications shall be reviewed in a fair and consistent manner. Initial screening may include evaluation of qualifications, experience, alignment with institutional mission, and completeness of application materials. Candidates who meet the minimum criteria may be advanced to the next stage of the process.

Interview Process

Qualified candidates shall participate in an interview process conducted by a designated search or hiring committee. Interviews may be conducted in person or virtually and may include multiple rounds as necessary. The committee shall assess candidates based on professional competence, communication skills, spiritual alignment, and overall fit with the institutional culture.

Final Approval and Appointment

All hiring recommendations are subject to final review and approval by the Office of the President. The President retains the authority to approve, deny, or request further review of any candidate prior to the issuance of an offer of employment. No offer shall be considered official until approved and communicated through authorized institutional channels.

Required Documentation

To ensure compliance, credential verification, and mission alignment, all candidates must provide the following documentation prior to employment:

Resume or Curriculum Vitae (CV)

Applicants must submit a current and accurate record of their professional experience, educational background, and relevant qualifications.

Statement of Faith

All candidates are required to submit a personal Statement of Faith or doctrinal affirmation. This document is used to assess alignment with the College's theological positions and Christian mission. Continued employment may be contingent upon maintaining this alignment.

Academic Credentials

Candidates must provide official or verifiable documentation of all required academic degrees, certifications, or licenses relevant to the position. WINBC reserves the right to verify credentials through appropriate institutions or third-party services.

Background Check (as applicable)

WINBC may require a criminal background check or other screenings where appropriate, particularly for positions involving student interaction, financial responsibility, or access to sensitive information. Employment offers may be contingent upon satisfactory completion of such checks, in accordance with applicable laws.

WINBC reserves the right to request additional documentation or verification as necessary to ensure the integrity of the hiring process.

Through this structured recruitment and hiring framework, WINBC seeks to appoint individuals who are professionally competent, spiritually grounded, and fully committed to advancing the mission of Western Institution of Nassau Bible College.

COMPENSATION AND BENEFITS

Western Institution of Nassau Bible College (WINBC) is committed to establishing fair, transparent, and mission-aligned compensation practices that reflect the responsibilities of each role, the financial capacity of the institution, and the vocational nature of service within a faith-based educational environment. Compensation at WINBC is structured to support both operational sustainability and the recognition of employee contributions to the College's academic and spiritual mission.

All compensation arrangements are determined at the time of hire and are documented in an official employment agreement or letter of appointment. Compensation structures may vary based on position classification, scope of responsibilities, and institutional needs.

Compensation Types

WINBC utilizes multiple forms of compensation depending on the nature of the role and the level of responsibility involved:

Salary

Salary-based compensation is typically provided to full-time or designated administrative personnel whose roles require ongoing, comprehensive engagement with institutional operations. Salaried employees receive a fixed rate of pay over a defined period, subject to applicable employment agreements.

Stipend

Stipend compensation may be provided for roles that are limited in scope, duration, or responsibility. Stipends are commonly used for project-based assignments, administrative support functions, or specialized services that do not require full-time engagement.

Per-Course or Per-Assignment Pay

Certain roles may be compensated on a per-course, per-session, or per-assignment basis, depending on the nature of the work. Compensation is determined in advance and outlined in the applicable agreement, reflecting the duties and expectations associated with the assignment.

Volunteer (Unpaid Service)

In alignment with the College's ministry-centered philosophy, WINBC recognizes volunteer service as a meaningful contribution to its mission. Volunteers serve without financial compensation but are expected to adhere to the same standards of conduct, professionalism, and mission alignment as compensated employees. Volunteer roles may be formalized through written agreements outlining expectations and responsibilities.

Payroll Practices

Employees shall be compensated in accordance with the terms established in their employment agreement or appointment documentation. Payment schedules, methods of payment, and any

applicable deductions shall be communicated at the time of hire and administered in compliance with applicable laws and institutional procedures.

WINBC maintains accurate payroll records and ensures that all compensation practices are handled with integrity, confidentiality, and accountability. Employees are responsible for reviewing their compensation statements and reporting any discrepancies in a timely manner.

Benefits

Due to the nature and scale of the institution, WINBC offers a developing benefits structure that emphasizes professional growth, flexibility, and ministry engagement. While traditional benefits may be limited or evolving, the College seeks to provide meaningful support to employees through the following:

Professional Development Opportunities

Employees may have access to training, workshops, certifications, or continuing education opportunities that enhance their professional competencies and support institutional effectiveness.

Flexible Scheduling (as applicable)

Where operationally feasible, WINBC may offer flexible scheduling arrangements to accommodate employee responsibilities, ministry commitments, or personal obligations, while ensuring that institutional needs are met.

Ministry Engagement Opportunities

As a Bible college, WINBC provides opportunities for employees to engage in ministry-related activities, including chapel services, spiritual development initiatives, and community outreach. These opportunities are considered an integral part of the employee experience and reflect the College's mission-centered environment.

WINBC reserves the right to modify compensation structures and benefits offerings based on institutional growth, financial capacity, and strategic priorities. All changes shall be communicated in a timely and transparent manner.

Through its compensation and benefits framework, WINBC seeks to steward its resources responsibly while honoring the contributions of those who serve in advancing the mission of Western Institution of Nassau Bible College.

WORK EXPECTATIONS AND CONDUCT

Western Institution of Nassau Bible College (WINBC) affirms that all employees are representatives of the institution's mission, values, and Christian witness. As such, employees are expected to conduct themselves in a manner that reflects both professional excellence and biblical integrity. Work expectations and standards of conduct are established to promote a respectful, effective, and Christ-centered environment that supports student success and institutional integrity.

All employees, regardless of classification or role, are expected to uphold the following standards:

Professionalism and Integrity

Employees shall demonstrate professionalism in all aspects of their work, including communication, decision-making, and interactions with others. Integrity, honesty, and accountability must guide all actions, ensuring that employees faithfully always represent the College and its mission.

Fulfillment of Assigned Duties

Employees are expected to perform their assigned responsibilities diligently, competently, and in a timely manner. This includes meeting deadlines, maintaining appropriate records, and contributing positively to departmental and institutional goals. Employees are responsible for understanding the expectations of their roles and seeking clarification when necessary.

Respect for Others

WINBC is committed to fostering a culture of mutual respect and dignity. Employees must treat students, colleagues, leadership, and external stakeholders with courtesy, fairness, and professionalism. Disruptive, disrespectful, or unprofessional behavior is not consistent with institutional expectations.

Adherence to Institutional Policies

Employees are required to comply with all institutional policies, procedures, and guidelines as outlined in official College publications. This includes policies related to academics, administration, technology use, confidentiality, and ethical conduct. Employees are responsible for remaining informed of current policies and updates.

Prohibited Conduct

To maintain a safe, ethical, and mission-aligned environment, the following behaviors are strictly prohibited and may result in disciplinary action, up to and including termination:

Harassment or Discrimination

Any form of unlawful harassment or discrimination, including but not limited to conduct based

on protected characteristics as defined by applicable law, is strictly prohibited. WINBC is committed to maintaining a respectful and legally compliant workplace.

Academic Dishonesty

Employees must uphold the highest standards of academic integrity. This includes refraining from falsification of records, plagiarism, unauthorized assistance, or any actions that compromise the integrity of academic or institutional processes.

Misuse of Institutional Resources

Employees are expected to use institutional resources—including technology, facilities, funds, and materials—responsibly and solely for authorized purposes. Unauthorized use, waste, or misappropriation of resources is prohibited.

Conduct Inconsistent with Christian Values

As a faith-based institution, WINBC requires that employees conduct themselves in a manner consistent with biblical principles and the College’s Statement of Faith. Behavior that materially contradicts these values, whether on or off campus, may be subject to review and disciplinary action, particularly where such conduct affects the employee’s role as a representative of the institution.

WINBC reserves the right to investigate alleged violations of these standards and to take appropriate corrective action in accordance with institutional procedures and applicable law. Employees are encouraged to report concerns in good faith and to contribute to a culture of accountability, respect, and Christ-centered service.

Through these expectations, WINBC seeks to cultivate a professional community marked by excellence, integrity, and a shared commitment to advancing the mission of Western Institution of Nassau Bible College.

FAITH-BASED CONDUCT COVENANT

Western Institution of Nassau Bible College (WINBC) affirms that its mission, identity, and operations are grounded in the authority of Scripture and the teachings of the Christian faith. As a Christ-centered institution, WINBC requires all employees to enter into and uphold a Faith-Based Conduct Covenant as a condition of employment. This covenant reflects the College's expectation that all members of its community will contribute to a distinctly Christian environment marked by spiritual integrity, moral accountability, and faithful service.

All employees, regardless of role or classification, are required to affirm and adhere to the following principles:

Affirmation of the Authority of Scripture

Employees must affirm the Bible as the inspired, authoritative Word of God and acknowledge its central role in shaping the doctrine, values, and practices of the College. Employees are expected to conduct themselves in a manner that reflects a respect for and alignment with biblical teachings as understood by the institution.

Lifestyle Consistent with Christian Teachings

Employees are expected to demonstrate a lifestyle that is consistent with historic Christian moral and ethical standards. This includes personal conduct, decision-making, and public behavior that reflect biblical principles. Employees serve as visible representatives of the College's Christian witness and are therefore expected to exercise discretion and accountability in both personal and professional contexts.

Institutional Representation and Reputation

Employees must avoid any conduct—whether on or off campus—that would reasonably be considered harmful to the reputation, mission, or integrity of the College. Actions that bring disrepute to the institution, undermine its doctrinal positions, or compromise its Christian identity may be subject to review and disciplinary action.

Support of the Spiritual Mission

Employees are expected to actively support the spiritual mission of WINBC by fostering a Christ-centered environment in their respective roles. This may include participation in institutional spiritual life, encouragement of students' spiritual development, and integration of faith principles into daily responsibilities, where appropriate.

Accountability and Enforcement

Adherence to this Faith-Based Conduct Covenant is a condition of employment at WINBC. Employees may be required to formally acknowledge this covenant in writing at the time of hire and periodically thereafter. The College reserves the right to review employee conduct in light of this covenant and to take appropriate corrective action when violations occur.

Failure to adhere to the expectations outlined in this covenant may result in disciplinary measures, up to and including termination of employment, in accordance with institutional policies and applicable law. All actions taken under this policy will be conducted with fairness, discretion, and a commitment to both truth and grace.

Through this covenant, WINBC seeks to cultivate a community of employees who are united in faith, committed to biblical principles, and dedicated to advancing the mission of Western Institution of Nassau Bible College.

ATTENDANCE AND LEAVE POLICIES

Western Institution of Nassau Bible College (WINBC) recognizes that consistent attendance and reliable work performance are essential to maintaining institutional effectiveness, student support, and operational continuity. At the same time, the College acknowledges that employees may require time away from work for personal, medical, ministry, or emergency reasons. This policy establishes clear expectations for attendance and outlines the types of leave available to employees.

Attendance Expectations

All employees are expected to maintain regular and punctual attendance in accordance with their assigned work schedules. Dependability is a fundamental condition of employment and is essential to fulfilling the responsibilities associated with each role.

Employees are required to report to work as scheduled and to be prepared to perform their duties at the designated start time. Repeated tardiness, unexcused absences, or patterns of inconsistent attendance may result in corrective action.

In the event of an absence, employees must notify their immediate supervisor as soon as reasonably possible. Notification should include the reason for the absence, the expected duration, and any necessary arrangements to ensure continuity of work responsibilities. Failure to provide timely notification may result in the absence being considered unexcused.

Supervisors are responsible for monitoring attendance, maintaining appropriate records, and addressing attendance concerns in a fair and consistent manner.

Leave Types

WINBC provides several categories of leave to accommodate employee needs while maintaining institutional operations. Leave availability may vary based on employment classification, length of service, and operational requirements.

Planned Leave

Planned leave includes absences that can be anticipated in advance, such as personal commitments, ministry engagements, or scheduled appointments. Employees must request planned leave in advance and obtain supervisory approval prior to the absence. Approval is subject to departmental needs and institutional priorities. Employees are expected to coordinate their responsibilities to minimize disruption.

Emergency Leave

Emergency leave is granted in situations involving unforeseen circumstances, such as illness, family emergencies, or urgent personal matters. Employees must notify their supervisor as soon as possible when an emergency arises. Documentation may be required **depending on the** nature

and duration of the absence. The College will make reasonable efforts to accommodate emergency situations while ensuring continuity of operations.

Extended Leave

Extended leave refers to absences that exceed typical short-term leave periods. Requests for extended leave are reviewed on a case-by-case basis and may include considerations related to medical conditions, family needs, ministry service, or other significant circumstances. Approval of extended leave is subject to administrative review and may require supporting documentation. Terms of extended leave, including duration, compensation (if any), and return-to-work expectations, will be communicated in writing.

General Provisions

WINBC reserves the right to establish additional leave guidelines or modify existing practices in accordance with institutional growth, legal requirements, and operational needs. Where applicable, leave policies will comply with relevant employment laws, including provisions related to protected leave.

Employees are expected to use leave responsibly and in a manner consistent with institutional expectations. Abuse of leave privileges, falsification of information, or failure to follow established procedures may result in disciplinary action.

Through this policy, WINBC seeks to balance accountability and compassion, ensuring that employees are supported while maintaining the integrity and effectiveness of institutional operations.

PERFORMANCE EVALUATION

Western Institution of Nassau Bible College (WINBC) is committed to fostering a culture of continuous improvement, accountability, and mission-driven excellence. The performance evaluation process is designed to support employee development, ensure alignment with institutional goals, and promote effective service to students and the broader College community. Evaluations provide an opportunity for constructive feedback, recognition of strengths, and identification of areas for growth.

All employees are subject to performance evaluation in accordance with their role, responsibilities, and employment classification. Evaluations are conducted in a fair, consistent, and mission-centered manner, with attention to both professional competencies and alignment with the College's Christian values.

Evaluation Criteria

Employee performance shall be assessed using a combination of qualitative and quantitative measures, including but not limited to the following:

Job Performance

Employees are evaluated based on their ability to effectively carry out assigned duties and responsibilities. This includes the quality, accuracy, timeliness, and consistency of work, as well as the employee's ability to meet established goals and expectations.

Professional Conduct

Employees are expected to demonstrate professionalism in all aspects of their role. Evaluations will consider communication, teamwork, reliability, ethical behavior, and adherence to institutional policies and procedures.

Contribution to Institutional Mission

As a faith-based institution, WINBC places significant value on each employee's contribution to its mission and spiritual environment. Employees are evaluated on their support of the College's mission, values, and doctrinal commitments, as well as their engagement in fostering a Christ-centered culture.

Student Engagement (where applicable)

For positions that involve direct interaction with students, evaluations will include assessment of the employee's effectiveness in supporting student success, responsiveness to student needs, and ability to foster a positive and supportive learning environment.

Evaluation Process and Frequency

Performance evaluations may be conducted annually or at intervals determined by the administration, depending on the nature of the position and institutional needs. Additional

evaluations may occur during introductory or probationary periods, following role changes, or in response to performance concerns.

Supervisors are responsible for conducting evaluations, documenting outcomes, and discussing results with employees in a timely and constructive manner. Employees may be asked to participate in self-assessment as part of the evaluation process to encourage reflection and professional growth.

Performance Improvement and Development

Where performance deficiencies are identified, supervisors may implement a performance improvement plan outlining specific expectations, timelines, and support mechanisms. The goal of such plans is to provide employees with a clear pathway toward improvement and continued success within the institution.

WINBC encourages ongoing professional development and may recommend training, mentorship, or other growth opportunities as part of the evaluation process.

Administrative Oversight

The College reserves the right to review, modify, or supplement evaluation processes to ensure consistency, fairness, and alignment with institutional priorities. Evaluation outcomes may inform decisions related to continued employment, role assignments, compensation adjustments, or advancement opportunities.

Through its performance evaluation process, WINBC seeks to cultivate a community of employees who are committed to excellence, personal growth, and faithful service in advancing the mission of Western Institution of Nassau Bible College.

PROFESSIONAL DEVELOPMENT

Western Institution of Nassau Bible College (WINBC) affirms that continuous professional and spiritual development is essential to maintaining institutional excellence, enhancing employee effectiveness, and advancing the College's Christ-centered mission. The College is committed to fostering an environment in which employees are encouraged to grow intellectually, professionally, and spiritually in alignment with their roles and responsibilities.

Professional development at WINBC is viewed not only as a means of improving job performance but also as a reflection of faithful stewardship of one's gifts, calling, and vocational responsibilities. Employees are expected to actively engage in opportunities that strengthen their competencies, expand their knowledge, and contribute to the overall mission of the institution.

Development Opportunities

WINBC supports a variety of professional development pathways, which may include, but are not limited to, the following:

Training Programs

Employees may participate in institutional or external training programs designed to enhance job-specific skills, improve operational effectiveness, and ensure compliance with institutional standards and applicable regulations. Training may be required or recommended based on role expectations.

Workshops and Seminars

The College encourages participation in workshops, seminars, and conferences that contribute to professional growth and institutional advancement. These opportunities may focus on leadership development, educational practices, administrative effectiveness, student support strategies, or other relevant areas.

Academic Advancement

Employees are encouraged to pursue further academic study, certifications, or credentials that align with their professional roles and the mission of the College. Academic advancement supports both individual career development and the academic credibility of the institution. Where feasible, WINBC may support such pursuits through scheduling flexibility or institutional endorsement.

Ministry Development Opportunities

As a Bible college, WINBC places particular emphasis on spiritual formation and ministry development. Employees are encouraged to participate in ministry-related activities, including chapel services, leadership development initiatives, outreach programs, and other opportunities that foster spiritual growth and service.

Participation and Expectations

Employees are expected to take initiative in their professional development and to apply acquired knowledge and skills to their work. Supervisors may recommend or require participation in specific development activities as part of performance expectations or improvement plans.

Participation in professional development activities may be subject to administrative approval, availability of institutional resources, and alignment with organizational priorities.

Institutional Commitment

WINBC seeks to support professional development within its financial and operational capacity. Opportunities may be provided internally or through external partnerships, and the College may periodically expand its development offerings as it grows.

Through its commitment to professional development, WINBC endeavors to cultivate a workforce that is knowledgeable, skilled, spiritually grounded, and fully equipped to advance the mission of Western Institution of Nassau Bible College with excellence and integrity.

DISCIPLINE AND TERMINATION

Western Institution of Nassau Bible College (WINBC) is committed to maintaining a professional, ethical, and mission-aligned work environment. When employee conduct or performance does not meet institutional expectations, the College seeks to address concerns in a fair, consistent, and corrective manner. The purpose of discipline is not only to address deficiencies but also to provide employees with the opportunity for improvement and restoration where appropriate.

All disciplinary actions are administered in accordance with institutional policies, applicable law, and the College's commitment to both accountability and grace.

Corrective Action Process

WINBC utilizes a progressive approach to discipline when appropriate, recognizing that the severity and frequency of the issue may influence the level of corrective action taken. The College reserves the right to determine the appropriate level of discipline based on the nature of the conduct.

Corrective action may include, but is not limited to, the following:

Verbal Warning

A verbal warning is typically the first step in addressing minor performance or conduct concerns. The supervisor will communicate the issue to the employee, clarify expectations, and document the discussion as appropriate.

Written Warning

A written warning is issued when concerns persist or when a more serious issue arises. The written warning outlines the nature of the violation, expected corrective actions, and potential consequences if improvement is not demonstrated.

Suspension

Suspension may be implemented in cases of significant misconduct, repeated violations, or when an investigation is required. Suspension may be paid or unpaid, depending on the circumstances and applicable law. The terms and duration of the suspension will be communicated in writing.

Termination

Termination of employment may occur when corrective actions have not resulted in improvement or when the severity of the violation warrants immediate separation. Termination decisions are subject to administrative review and approval.

Grounds for Termination

Employment with WINBC may be terminated for, but not limited to, the following reasons:

Policy Violations

Failure to adhere to institutional policies, procedures, or guidelines as outlined in official College documents.

Misconduct

Engaging in behavior that is unethical, unlawful, or detrimental to the College, its students, or its community. This includes, but is not limited to, dishonesty, harassment, abuse of authority, or misuse of institutional resources.

Doctrinal Conflict

Demonstrated actions, beliefs, or public positions that materially conflict with the College's Statement of Faith or undermine its Christian mission and identity.

Failure to Perform Duties

Inability or unwillingness to fulfill assigned job responsibilities in a satisfactory manner, including repeated performance deficiencies or neglect of duties.

Administrative Authority and Immediate Action

WINBC reserves the right to bypass progressive disciplinary steps and proceed directly to suspension or termination when circumstances warrant, including but not limited to serious misconduct, threats to safety, legal violations, or actions that significantly compromise the institution's mission or integrity.

All termination decisions are subject to review and approval by appropriate administrative leadership, including the Office of the President or its designee.

At-Will Employment Statement

Unless otherwise specified in a written employment agreement, employment at WINBC is considered at-will. This means that either the employee or the College may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

Documentation and Confidentiality

All disciplinary actions will be documented and maintained in accordance with institutional record-keeping practices. The College will handle all matters related to discipline and termination with appropriate confidentiality and professionalism.

Through this policy, WINBC seeks to uphold standards of excellence, integrity, and accountability while providing employees with clear expectations and fair processes consistent with the mission of Western Institution of Nassau Bible College.

GRIEVANCE PROCEDURES

Western Institution of Nassau Bible College (WINBC) is committed to fostering a workplace environment characterized by fairness, transparency, respect, and accountability. The grievance procedure provides employees with a structured process to raise concerns, resolve disputes, and seek appropriate review of workplace issues in a manner consistent with institutional values and applicable standards.

A grievance may include, but is not limited to, concerns related to workplace conditions, supervisory decisions, policy interpretation, interpersonal conflict, or perceived inequitable treatment. Employees are encouraged to address concerns promptly and in good faith through the established process.

Grievance Process

WINBC maintains a tiered grievance process designed to promote resolution at the appropriate level while ensuring access to higher review when necessary.

Step 1: Immediate Supervisor

Employees are encouraged to first present their concern to their immediate supervisor. Whenever possible, concerns should be addressed informally through open communication and mutual understanding. If informal resolution is not possible, the employee may submit a formal grievance to the supervisor, clearly outlining the nature of the concern, relevant facts, and desired resolution.

The supervisor shall review the grievance in a timely manner, meet with the employee as appropriate, and provide a response or proposed resolution within a reasonable timeframe.

Step 2: Administrative Review

If the grievance is not resolved at the supervisory level, or if the concern involves the immediate supervisor, the employee may escalate the matter for administrative review. This review may be conducted by a designated administrator or committee, depending on the nature of the grievance.

The administrative review will include an objective evaluation of the facts, review of relevant documentation, and, when appropriate, consultation with involved parties. A written determination or recommendation will be provided following the review.

Step 3: Final Appeal to the President

If the matter remains unresolved after administrative review, the employee may submit a final appeal to the Office of the President. The President, or a designated representative, shall conduct a final review of the grievance, taking into consideration all prior findings and relevant information.

The decision issued at this level shall be considered final and binding within the institutional process.

General Provisions

All grievances shall be handled with fairness, consistency, and respect for all parties involved. The College is committed to maintaining confidentiality to the extent reasonably possible while conducting a thorough and appropriate review.

Employees are expected to participate in the grievance process in good faith and to provide accurate and complete information. Retaliation against any employee who submits a grievance or participates in the review process is strictly prohibited and may result in disciplinary action.

WINBC reserves the right to modify grievance procedures as necessary to ensure compliance with applicable laws, institutional effectiveness, and the fair resolution of concerns.

Through this grievance process, WINBC seeks to promote a culture of accountability, reconciliation, and mutual respect in alignment with its mission and Christian values.

WORKPLACE SAFETY AND COMPLIANCE

Western Institution of Nassau Bible College (WINBC) is committed to providing and maintaining a safe, secure, and healthy work environment for all employees, students, volunteers, and visitors. The College recognizes that workplace safety is essential to operational effectiveness, employee well-being, and the fulfillment of its educational and spiritual mission. WINBC seeks to uphold all applicable health, safety, and regulatory standards while fostering a culture of shared responsibility and proactive risk management.

Commitment to a Safe Work Environment

WINBC endeavors to maintain facilities, equipment, and working conditions that promote safety and minimize risk. Employees are expected to conduct their duties in a manner that supports a safe environment and to exercise reasonable care in the use of institutional property and resources.

All individuals within the College community share responsibility for workplace safety. Employees are expected to remain aware of their surroundings, follow established safety procedures, and report unsafe conditions or potential hazards promptly to their supervisor or designated administrative authority.

Compliance with Health and Safety Standards

WINBC complies with all applicable federal, state, and local health and safety regulations, including those related to workplace conditions, emergency preparedness, and employee protection. The College may adopt additional internal safety guidelines to address the specific needs of its operations.

Employees are required to adhere to all safety policies, procedures, and training requirements applicable to their roles. Failure to comply with established safety standards may result in corrective action, particularly where noncompliance places others at risk.

Incident Reporting and Response

All workplace incidents, injuries, accidents, or safety concerns must be reported promptly to a supervisor or appropriate administrative office. Timely reporting enables the College to respond effectively, provide necessary assistance, and take corrective measures to prevent recurrence.

WINBC is committed to responding to incidents in a timely, appropriate, and compassionate manner. This includes evaluating the circumstances of the incident, documenting findings, and implementing corrective actions as needed. In situations involving emergencies, employees are expected to follow established emergency procedures and contact appropriate emergency services when necessary.

Emergency Preparedness

The College maintains basic emergency preparedness protocols to address situations such as medical emergencies, fire, severe weather, or other unforeseen events. Employees may be required to participate in safety training or drills to ensure readiness and awareness.

General Provisions

WINBC reserves the right to update safety policies and procedures as necessary to remain compliant with legal requirements and to enhance institutional safety practices. Employees are expected to remain informed of current safety expectations and to cooperate fully with any safety-related directives or investigations.

Through its commitment to workplace safety and compliance, WINBC seeks to create an environment where all members of the community can work and serve with confidence, security, and peace of mind, in alignment with the mission of Western Institution of Nassau Bible College.

CONFIDENTIALITY AND DATA PROTECTION

Western Institution of Nassau Bible College (WINBC) is committed to safeguarding the confidentiality, integrity, and security of student, employee, and institutional information. Employees are entrusted with access to sensitive data and are expected to exercise the highest level of discretion, responsibility, and compliance with applicable privacy laws and institutional policies.

The protection of confidential information is essential to maintaining trust, ensuring legal compliance, and preserving the integrity of the College's operations.

Confidentiality Responsibilities

All employees are required to protect student records, personnel information, financial data, and any other sensitive or proprietary institutional information. Confidential information must be accessed, used, and disclosed only for legitimate institutional purposes and in accordance with authorized responsibilities.

Employees shall take appropriate precautions to prevent unauthorized access, including safeguarding physical documents, securing electronic systems, and using institutional technology in a responsible and compliant manner.

Compliance with Privacy Laws

WINBC complies with applicable federal and state privacy regulations governing the protection of educational and personal information. This includes adherence to the Family Educational Rights and Privacy Act (FERPA), where applicable, which protects the privacy of student education records.

Employees must understand and follow FERPA requirements, including restrictions on the disclosure of student information without proper authorization. Training or guidance may be provided to ensure compliance with these legal standards.

In addition to FERPA, employees are expected to comply with any other applicable data protection laws and institutional policies related to confidentiality and information security.

Prohibition of Unauthorized Disclosure

Unauthorized disclosure of confidential information is strictly prohibited. Employees must not share, discuss, or release sensitive information with individuals who do not have a legitimate need to know, whether inside or outside the institution.

This includes, but is not limited to:

- Sharing student records without proper authorization
- Discussing confidential matters in public or unsecured settings

- Disclosing institutional data for personal or unauthorized use

Violations of confidentiality may result in disciplinary action, up to and including termination, and may also carry legal consequences under applicable law.

Data Security Practices

Employees are expected to follow established data security practices, including:

- Using secure passwords and access controls
- Logging out of systems when not in use
- Protecting institutional devices and networks
- Reporting suspected data breaches or security incidents immediately

WINBC may implement additional safeguards, including system monitoring, access restrictions, and training requirements, to ensure data protection.

Record Retention and Disposal

Confidential records must be maintained and disposed of in accordance with institutional policies and applicable regulations. Employees must not destroy or remove records without proper authorization.

General Provisions

WINBC reserves the right to update confidentiality and data protection policies as necessary to remain compliant with evolving legal and technological standards. Employees are responsible for remaining informed of current requirements and participating in any required training.

Through this policy, WINBC seeks to uphold the highest standards of confidentiality, protect the rights of students and employees, and maintain the integrity and trust essential to the mission of Western Institution of Nassau Bible College.

TECHNOLOGY USE POLICY

Western Institution of Nassau Bible College (WINBC) provides technology resources to support its academic, administrative, and ministry functions. These resources include, but are not limited to, computers, networks, email systems, learning management systems, databases, and other digital platforms. All employees are expected to use institutional technology in a responsible, ethical, and secure manner that aligns with the College's mission, policies, and applicable legal standards.

Use of institutional technology is a privilege, not a right, and may be monitored or restricted in accordance with institutional policy and applicable law.

Responsible Use of Institutional Systems

Employees are required to use institutional systems primarily for authorized College-related purposes. Limited personal use may be permitted provided it does not interfere with job performance, consume excessive resources, or conflict with institutional policies.

Employees must exercise sound judgment when using technology and ensure that all activities conducted through institutional systems reflect professionalism and integrity. Use of technology for unlawful, unethical, or inappropriate purposes is strictly prohibited.

Protection of Login Credentials

Employees are responsible for maintaining the confidentiality and security of their login credentials, including usernames, passwords, and access tokens. Credentials must not be shared with unauthorized individuals, and employees must take reasonable measures to prevent unauthorized access to institutional systems.

Passwords should meet established security standards and be updated periodically. Employees must immediately report any suspected compromise of their credentials or unauthorized system access.

Prohibition of Misuse of Digital Resources

Misuse of institutional technology resources is strictly prohibited. This includes, but is not limited to:

- Accessing, transmitting, or storing inappropriate, offensive, or unlawful content
- Unauthorized downloading, copying, or distribution of copyrighted or proprietary materials
- Attempting to bypass security controls or gain unauthorized access to systems or data
- Using institutional systems for personal financial gain or non-approved external activities

- Engaging in activities that disrupt or degrade system performance or network integrity

Such actions may result in disciplinary measures, up to and including termination, and may also expose the individual to legal liability.

Compliance with Cybersecurity Practices

Employees must comply with all institutional cybersecurity protocols and best practices designed to protect the integrity and security of systems and data. This includes:

- Recognizing and avoiding phishing attempts and suspicious communications
- Using secure networks and approved devices when accessing institutional systems
- Installing updates and security patches as required
- Reporting potential security threats, vulnerabilities, or breaches promptly

WINBC may require periodic cybersecurity training to ensure employee awareness and compliance.

Monitoring and Privacy

WINBC reserves the right to monitor, access, and review the use of institutional technology systems to ensure compliance with policies, protect institutional resources, and maintain system security. Employees should not expect complete privacy when using College-owned systems or networks.

General Provisions

The College reserves the right to modify technology use policies as needed to address evolving technological, legal, and operational requirements. Employees are responsible for remaining informed of current policies and adhering to all applicable guidelines.

Through this policy, WINBC seeks to promote responsible technology use, safeguard institutional resources, and ensure a secure and effective digital environment in support of its mission.

ACKNOWLEDGMENT & SIGNATURE

I acknowledge that I have received, read, and understand the Employee Handbook of Western Institution of Nassau Bible College. I agree to comply with all policies and expectations outlined herein.

Employee Name: _____

Signature: _____

Date: _____

FINAL NOTE

This handbook is subject to revision at the discretion of the Office of the President. Employees will be notified of any updates or changes.