

Employee Handbook
St. Margaret’s Episcopal Church (Church)

Revised January 2013

Table of Contents

Introduction		
	At-Will Employment Status	6
	Equal Employment Opportunity	6
	Welcome Statement	7
	Right to Revise	7
	Unlawful Harassment	7
Employment		
	Introductory Period	10
	Job Duties	10
	New Hires	10
	Categories of Employment	10
	Employment Verifications	11
	Employment of Relatives	11
	Outside Employment	11
	Eligibility for Re-hire	12
	Conflicts of Interest	12
	Separation of Employment	13
	Employee Medical Examination	14
	Americans with Disability Act	14
	Immigration Law Compliance	14
	Non-Disclosure	14
	Job Posting	14
	Employee Files	15
	Employee Information	15
Leaves of Absence		
	Bereavement Leave	17
	Personal Leave	17
	Pregnancy Disability Leave	17
	Sick Leave	18
	Kin Care	18
	Required Use of Paid Sick Leave Before Unpaid Leave	19
	Paid Sick Leave and Workers' Compensation Leave	19
	Vacation	20
	Required Use of Vacation Before Unpaid Sick Leave	20
	Time Off to Vote or Serve as an Elected Official	21
	Jury Duty	21
	Witness Duty and Subpoenas	21

	Victims of Crime Leave	21
	Military Leave	22
	Volunteer Firefighters, Police & EMT's Leave	22
	Organ and Bone Marrow Donor Leave	22
Compensation & Timekeeping		
	Performance Evaluations	24
	Wage and Salary Adjustments	24
	Workweek	24
	Time Records	24
	Rest and Meal Periods	25
	Overtime	25
	Makeup Time	26
	Compensatory ("Comp") Time	26
	Pay Periods and Pay Days	27
	Payroll Deductions	27
	Right to Inspect Payroll Records	27
	Direct Deposit	27
	Authorized Check Pick-up	28
	Pay Advance	28
	Wage Garnishment	28
	Work Schedules	28
	Hours of Work	28
	Attendance & Punctuality	28
	Permission to Leave During Work Hours	29
	Approved Time Off	29
	Exempt Employee Compensation Policy	29
	Job Abandonment	30
Employee Relations & Conduct		
	Suggestions and Questions	32
	Communication	32
	Working Relations	32
	Problem-Solving Procedure	32
	Conduct Guidelines	32
	Prevention of Child Sexual Abuse and Adult Sexual Misconduct: Training Requirement	35
	Corrective Action	36
	Personal Possessions	36
	Personal Mail and Telephone Calls	36
	Personal Use of Church & School Property	36
	Solicitation	37

	Voice Mail, E-Mail and Computer Files	37
	Inspection of Facilities	39
	Use of Facilities-Off Duty	39
	Smoking	39
	Dress and Grooming Standards	39
	Use of Tools and Equipment	40
	Cell Phone Usage	41
	Use of Vehicles on Church, School Business	41
	Suspension/Revocation of Employee's Drivers' License	43
	Drug and Alcohol Policy	43
	Occupational Health and Safety	44
	Emergency Action	45
	Workplace Security and Anti-Violence Policy	45
Benefits		
	Holidays	49
	Insurance Benefits	49
	Retirement Benefits	49
Confirmation of Receipt		
	Confirmation of Receipt	51

Introduction

At-Will Employment Status

St. Margaret’s Episcopal Church (the Church) personnel are employed on an at-will basis. Employment at-will may be terminated or disciplined with or without cause and with or without advance notice at any time by the employee or the Church. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the Church has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Rector of St. Margaret’s Episcopal Church (Rector) has the authority to make any such agreement, which is binding only if in writing.

Equal Employment Opportunity

The Church is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Church policy prohibits unlawful discrimination based on race, color, creed, gender, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, pregnancy, childbirth or related conditions, breastfeeding and conditions related to breastfeeding, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is **unlawful**.

The Church is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to **all** persons involved in Church operations and prohibits unlawful discrimination by any employee of the Church, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Church will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Rector or Controller and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Church will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Church will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Church will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor, the Rector or the Controller. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact our Controller. The Church will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Church determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Church will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your coworkers.

Welcome Statement

Welcome! As an employee of St. Margaret's Episcopal Church you are an important member of a team effort. We hope that you will find your position with the Church rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Church.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and supervisors. Written employment contracts between the Church and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager will be happy to answer any questions you may have.

Right to Revise

This employee handbook contains the employment policies and practices of St. Margaret's Episcopal Church in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Church reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the Rector of St. Margaret’s Episcopal Church.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the Church as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Unlawful Harassment

The Church is committed to providing a work environment free of unlawful harassment. Church policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related conditions, breastfeeding and medical conditions related to breastfeeding, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The Church’s anti-harassment policy applies to all persons involved in the operation of the Church and prohibits unlawful harassment by any employee of the Church, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, bring your complaint to your own supervisor or any other Church supervisor, the Rector, or the Controller as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors will refer all harassment complaints to the Controller, investigative officer or the Rector of the Church. The Church will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the Church determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Church to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Church representative will advise all parties concerned of the results of the investigation. The Church will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Church encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

As part of our commitment to providing a work environment free of unlawful harassment, the Church requires all new employees to participate in a training workshop on the prevention of sexual abuse and misconduct. **This training must be completed within 12 months of beginning employment.**

Employment

Introductory Period

The Introductory Period is intended to give new and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Church uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. The Church may extend the duration of the Introductory Period if, in its sole and absolute discretion, it determines that such an extension is appropriate. Any absence of three days or more will automatically extend the Introductory Period by the length of the absence.

Upon satisfactory completion of the Introductory Period, employees enter the "regular" employment classification. Completion of the Introductory Period does not entitle an employee to remain employed by the Church for any length of time. The employee and the Church are free to end the employment relationship at will, with or without notice or cause, at any time during or after the Introductory Period.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Church. Your cooperation and assistance in performing such additional work is expected.

The Church reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

New Hires

The first ninety (90) days of continuous employment at the Church is considered an introductory period. During this time you will learn your responsibilities, get acquainted with fellow employees, and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance.

Upon completion of the introductory period, the Church will review your performance. If the Church finds your performance satisfactory and decides to continue your employment, they will advise you of any improvements expected from you. At that time, you may express suggestions to improve the Church’s efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Church for any definite period of time, but rather allows you and the Church to evaluate whether or not you are right for the position. After completion of the introductory period, eligible employees will receive the benefits described in this handbook.

Categories of Employment

The Church has established various categories of employment to meet their operating needs and to permit options in hiring employees. A change in an employee’s classification is effective only if made in writing by the Church. All employees are to be classified into one of the following categories:

- **Regular Full-Time:** These employees are hired for regular, continuous service and regularly work 40 hours per week. The Church does not guarantee regular full-time employment of 40 hours or the actual number of hours to be worked for any given workweek.
- **Regular Part-Time:** These employees are hired for regular, continuous service and regularly work less than 40 hours per week. The Church does not guarantee the actual number of hours scheduled to be worked for any given workweek.

- **Temporary:** These employees are hired on an “as needed” basis for a limited duration or for a specific project or projects and are regularly scheduled to work up to 40 hours per week. Generally, these assignments do not last longer than three months, but may be extended to a maximum of six months. Temporary employees are not eligible for employee benefits except as mandated by applicable law. A temporary employee does not automatically change from temp status to any other employment status simply by working longer than the agreed upon period. This status changes only when notice is received in writing and approved by the Controller.

Employment Verifications

All employment verification requests must be submitted in writing and forwarded directly to the Controller. The Controller reserves the right to take up to five (5) business days to respond to inquiries regarding current employees and up to ten (10) business days for former employees. Responses by the Church to such requests will be restricted to dates of employment and the last or current job title held by an employee. Requests for salary and any other additional information must be made in writing and accompanied by the employee’s signed authorization to release this information.

Employment of Relatives

Applicants for job openings at our Church may come from relatives of present employees. Although relatives will be given no preferential treatment, they will be considered when they apply for job openings. However, consideration will not be limited solely to a relative, but will include all other applicants. Should a relative be hired, the new employee will not be employed in a department or a work group that already employs a relative. Additionally, relatives will not be employed in a direct reporting relationship with a related employee.

A relative is defined as any person related to an employee by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. The policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

In cases where a conflict or the potential for conflict arises, even if there is no managerial relationship involved, the parties may be separated by reassignment or terminated from employment. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or discharged. If that decision is not made within 30 calendar days, management will decide.

Outside Employment

The Church prefers that employees do not accept employment outside of the Church. The Church is not only concerned with the possibility of a conflict of interest, but also the possibility of negative effects on the employee’s job performance and commitment to the Church.

Employees may engage in work outside their regular work schedule at the Church, provided this work does not detract from their job performance or is not harmful to the Church’s best interests, and does not present a conflict of interest with their employment at the Church.

Any outside employment or business activity must be considered secondary to employment with the Church and outside employment or business activity that creates a conflict of interest is prohibited.

Employees must discuss any outside work or business activities with their supervisor and our Controller prior to undertaking such activities to ensure that a conflict of interest will not arise. The Church’s Workers’ Compensation Insurance will not pay for illness or injury arising from any outside employment or outside business activity.

Employees who are unable to maintain acceptable performance standards while engaged in any outside employment or business activity may be subject to corrective action, up to and including discharge.

Eligibility for Re-Hire

Former employees who resigned their employment with the Church may be eligible for rehire. Consideration will be given to factors concerning prior work experience, their work record while employed at the Church and circumstances involving the prior separation from the Church.

The Rector, along with the department manager, must review each candidate before a final determination is made with respect to rehiring any former employee. Under normal circumstances, employees will not be eligible for rehire more than one time. The Rector must give final approval on all rehires.

Employees who become re-employed within one year of separation will be credited for their previous service and will have their hire date adjusted as appropriate. Employees who become re-employed are considered to be a new employee and are subject to all related policies and procedures.

Employees who have been discharged due to workplace conduct violations are not eligible for rehire and should not reapply with the Church. If an employee who has been discharged or forced to resign submits an employment application, he/she will not be eligible for rehire.

Conflicts of Interest

Employees must avoid entering into transactions where it may appear that they are improperly benefiting from their employment with the Church. In general, a conflict of interest describes any situation in which the employee’s own interest may influence the way he/she handles Church business. This includes the use of an employee’s position or relationship with the Church for personal profit or advantage, either directly or indirectly. Situations that may involve a conflict of interest between personal interests and the interests of the Church must be discussed with the Rector of the Church in order to protect the employee and the Church.

Employees must not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of such a conflict. While it is impossible to list every circumstance that may create a possible conflict of interest, the following should serve as a guide to the types of activities that may cause such a conflict:

- Having a direct or indirect financial or ownership interest in an outside concern that does business with St. Margaret’s Episcopal Church.
- Providing managerial, consulting or other services to any outside concern that does business with, or renders any services to the Church except with the knowledge and written consent of the Rector of the Church.
- Accepting gifts of more than token value (\$50.00 in value), loans, excessive entertainment, kickbacks, or other substantial favors from any outside concern, which does or is seeking to do business with the Church.
- Representing the Church in any transaction in which there may be or is a conflict of interest.
- Disclosing or using confidential information relating the Church for personal profit, advantage, or any other reason.
- Accepting outside employment or work, directly or through an intermediary, which can or will adversely affect an employee’s productivity or availability for a position with the Church.

This list is not intended to be used as a substitute for good judgment. Should an employee become involved in a situation that may possibly give rise to a conflict of interest, immediate disclosure must be made to the Controller in order to protect the interests of the Church and employee.

Separation of Employment

Employment is “at-will” and may be terminated by the employee or by the Church at any time, with or without cause or advance notice. All employment is for an unspecified term and is “at-will.” This at-will nature of employment cannot be changed, waived or modified except by an individual written employment agreement signed by the employee and the Rector of the Church. Separation of employment can be either voluntary or involuntary and may be initiated either by the employee or the Church.

Voluntary Separation

When an employee resigns, the separation is considered voluntary. Employees are requested to give advance written notice, including all of the reasons for the resignation, to their manager. Generally, at least two weeks’ notice is requested.

Job Abandonment

An employee who has been absent for three consecutive workdays without notification to his/her manager will be considered to have abandoned his/her job and voluntarily terminated his/her employment without notice. The last day worked will be the date of separation.

Failure to return from an approved leave of absence or vacation within the time limits established also will be considered as a voluntary termination of employment without notice. The date of the expiration of the leave or vacation will be the separation date.

Involuntary Separation/Discharge

An involuntary separation/discharge is one that is initiated by the Church for any reason other than a reduction in force.

Layoff

A layoff is an involuntary termination that is initiated by the Church as a result of reorganization, position elimination or lack of work or funds.

Exit Interviews

Exit interviews normally will be conducted for all separating employees, unless circumstances prevent it. Exit interviews allow employees to communicate their views on working at the Church as well as the job requirements, operations, and training needs of the position. At the time of the interview, employees will be requested to return all Church property issued during employment.

Final Pay

All accrued vested benefits that are due and payable will be paid upon separation of employment. The employee’s final pay will be available on the last day of employment or 72 hours after notice from the employee, whichever is later.

Return of Church Property

It is the responsibility of any separating employee to return all property issued by the Church to him/her at any time during employment that has not previously been returned to the Church. All such property, including any keys, credit cards, laptop computers, cell phones, pagers, manuals, documents, and other items that the employee may have in his/her possession, must be returned on or before the last day of work.

Employee Medical Examinations

To help ensure that employees are able to perform their duties safely, medical examinations may be required for some classifications.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Church’s expense.

Information on an employee’s medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Americans with Disabilities Act

The employment related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment and Housing Act (FEHA), apply to all employees and job applicants seeking employment with the Church. Under the ADA and FEHA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position for which the individual holds or desires.

The Church will attempt to provide reasonable accommodation for known physical or mental limitations if a job applicant or employee is otherwise qualified, unless undue hardship would result. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the Church and request such an accommodation. Contact our Controller for further information.

Immigration Law Compliance

The Church is committed to employing only United States citizens and non-citizens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility no later than three days following date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.

Non-Disclosure

The protection of confidential Church information is vital to the interests and success of the Church. Such confidential information includes, but is not limited to, the following examples:

- Parishioner Personal Information
- Compensation Data (Non-executive)
- Financial Information
- Customer Information

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose Church information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Job Posting

Whenever practical, job openings will be posted on the Church bulletin boards. Employees who wish to be considered for posted jobs should submit a written request to that effect to the Controller.

In the selection process, the Church will consider a number of factors, including the employee’s applicable skills, knowledge and education, performance and conduct record, time in current position, length of service, and other factors deemed relevant by the Church.

Job assignments, promotions, pay increases, and similar decisions are solely within the discretion of the Church.

Employee Files

Files of current and former employees are maintained in the Church office and disclosure of employee files is restricted to authorized individuals. All current and former employees have a right to inspect their personnel files. Personnel files will be made available for review by the employee or former employee within 30 days of receipt of a written request to the Controller from the employee or former employee.

Employees wishing to review their employee files must request an appointment to do so with the Controller. Such appointments should be made during normal working hours. Files will be reviewed under the supervision of the Controller.

Employees may take notes related to documents in their employee file; however, no alterations of these records are permitted, nor can a document be added to or removed from the file at the time of an employee’s review. Employees may request and receive a copy of any document containing their signature.

Employee Information

It is important that employees promptly notify the Church and the Controller of any changes to their personal information including:

- Name
- Home and/or Mailing Address
- Telephone Numbers
- Number, Names, and Status of Dependents
- Change of Emergency Contact Information
- Educational Accomplishments
- Marital Status
- Payroll Deductions
- Benefit Plan Beneficiary

Home/ mailing addresses, telephone numbers, number and names of dependents, emergency contact information, educational accomplishments, and similar employee information should be accurate and current at all times.

Leaves of Absence

Bereavement Leave

The Church grants leaves of absence to regular full-time and regular part-time employees in the event of the death of the employee’s current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to three (3) consecutive scheduled workdays off with pay with the approval of the Church. The employee’s supervisor may approve additional unpaid time off. Part-time and temporary employees are not eligible for paid time off for bereavement leave, however, unpaid excused time off may be granted if a Church defined immediate family member has died. Contact our Controller for determination if you qualify for excused time off.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the Church. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Pregnancy Disability Leave

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise the Controller as early as possible. The individual should make an appointment with the Controller to discuss the following conditions:

- Employees who need to take pregnancy disability must inform the Controller when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the Rector regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Church. Any such scheduling is subject to the approval of the employee’s health care provider;
- If 30 days’ advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee’s physician, the employee’s work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee’s physician. The employee must provide the Church with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

- Leave returns will be allowed only when the employee’s physician sends a release;
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee’s physician, but employees disabled by pregnancy may take up to four months in a 12-month period. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- If you take pregnancy disability leave, the Church will maintain group health insurance coverage for up to a maximum of four months (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. If you are on pregnancy disability leave and paid coverage ceases after four months, you may continue your group health insurance coverage through the Church’s COBRA Administrator in conjunction with federal COBRA guidelines by making monthly payments for the amount of the relevant premium. Contact the Controller for further information.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of two weeks.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Sick Leave

Sick leave is a form of insurance that regular full-time employees, and regular part-time employees working at least 20 hours per week, accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for “personal” absences. Time off for medical and dental appointments will be treated as sick leave. The Church will not tolerate abuse or misuse of your sick leave privilege.

The Church offers paid sick leave to regular full-time employees and regular part-time employees working at least 20 hours per week, who have completed their introductory period. After completion of your introductory period, full-time employees accrue paid sick leave at the rate of 3.333 hours per pay period (10 days per year). Regular part-time employees accrue sick leave on a pro-rata basis. Accrued sick leave may carry over from year to year up to a maximum of 20 days, pro-rated for part-time employees, at which time your sick leave will be capped. The Church does not pay employees in lieu of unused sick leave.

If you are absent longer than three consecutive scheduled days due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work, satisfactory to the Church, will be required before the Church honors any sick pay requests. The Church may withhold sick pay if it suspects that sick leave has been misused.

Kin Care

Employees may use up to one-half of their yearly sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner’s child who is ill. Leave for this purpose may not be taken until it has actually accrued.

For purposes of sick leave use, a “child” is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.

A “parent” is your biological, foster, or adoptive parent; stepparent; or legal guardian.

A “spouse” is your legal spouse according to the laws of California, which do not recognize “common law” spouses (a union that has not been certified by a civil or religious ceremony). All conditions and restrictions placed on an employee’s use of sick leave apply also to sick leave used for care of a child, parent, or spouse.

A “domestic partner” is another adult with whom you have chosen to share your life in an intimate and committed relationship of mutual caring, and with whom you have filed a Declaration of Domestic Partnership with the Secretary of State.

A “domestic partner’s child” is the biological, foster or adopted child, stepchild, or legal ward of your domestic partner. A “domestic partner’s child” also may be someone for whom your domestic partner has accepted the duties and responsibilities of raising, even if he or she is not your domestic partner’s legal child.

Required Use of Paid Sick Leave before Unpaid Leave

You are required to take accrued and unused paid sick leave before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) is included in this requirement.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, and you have not yet accrued or have no vacation available, you are required to use any accrued and unused sick leave during the 7-day waiting period before PFL benefits begin. You must exhaust all paid sick leave before taking any unpaid absences.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued paid sick leave, sick leave will be used for the first 7 days, before SDI payments begin. If you have no accrued sick leave, any accrued vacation will be used during this waiting period.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

The Church offers AFLAC short-term disability programs that employees may purchase to supplement other SDI payments.

Paid Sick Leave and Workers’ Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers’ compensation insurance. However, workers’ compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further work absences related to your illness or injury.

Vacation

Church regular full-time employees accrue paid vacations in accordance with the following policy:

Year 1 (0-12 months)	no accrual
Years 2 & 3	10 days
Years 4-6	15 days per year
Years 7-10	20 days per year
Years 11 and thereafter	25 days per year

Full-time contracted Preschool employees have vacation time in accordance with their contracts (i.e. winter break, spring break, summer). Part-time and temporary employees do not accrue paid vacation time. Regular full-time employees do not accrue vacation time during the first twelve months of employment. Vacation time does not accrue during unpaid leaves of absence. No vacation time may be taken until after vacation time has been accrued.

The Church encourages employees to take vacation annually. Vacation time must be taken within the year following accrual. Earned vacation time accrues to a maximum of 15 working days in the second and third years of employment; 22.5 days in the fourth through sixth years of employment; 30 working days in the seventh through tenth years of employment; and 37.5 working days in the 11th and following years of employment. No additional vacation will be earned until accrued vacation time is used. Employees are responsible for tracking their accrued vacation time.

Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. The Rector, in conjunction with the supervisor, will make final determinations and must approve your vacation schedule in advance.

Required Use of Vacation before Unpaid Sick Leave

You are required to take accrued and unused vacation before taking unpaid leave, or having unpaid absences. Family and Medical Leave (under both state and federal law) are included in this requirement, unless the absence is pregnancy-related and you are receiving wage replacement through an employer-provided benefit.

If you are absent for a reason that qualifies you for Paid Family Leave (PFL) payments, you are required to first use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period, unless you are receiving wage replacement through an employer-provided benefit. If you do not have accrued vacation, you will be required to use accrued sick leave for the first 7 days before PFL payments begin.

PFL benefits do not replace all of your usual wages. Your PFL benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through an employer-provided benefit. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your PFL benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after you have been absent from work for 7 calendar days. If you have accrued sick leave, sick leave will be used for the first 7 days before SDI payments begin, unless you are receiving wage replacement through an employer-provided benefit. If you do not have accrued sick leave, but do have accrued vacation, vacation will

be substituted for the unpaid absence.

SDI benefits do not replace all of your usual wages. Your SDI benefits will be supplemented with any accrued and unused sick leave, unless you are receiving wage replacement through an employer-provided benefit. If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation will be used to supplement your SDI benefits.

Time Off to Vote or Serve as Election Official

The Church encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to reach a polling place during their non-working hours, the Church will grant up to two hours of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

Employees may take unpaid time off to serve as an election official on an election day. Any request for time off to serve as an election official must have the prior approval of the employee’s Supervisor. Employees may use any available vacation for paid time off to serve as an election official.

Jury Duty

The Church encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time and regular part-time employees who have completed a minimum of ninety (90) calendar days of active service may request up to two (2) weeks of paid jury duty leave over any one (1) year period.

Within three days of receiving a Jury Duty notice, employees must provide a copy of the notice that specifies the dates that the employee will be serving as a juror to his/her manager. An employee must also give a copy of the Jury Duty notice to the Controller for retention in his/her personnel file before reporting for Jury Duty service. If an employee obtains a jury duty extension, in order to serve at a later date, the employee is expected to provide his or her supervisor, and our Controller, at least three weeks advance notice of the new reporting date.

When on Jury Duty, employees must report for work whenever their presence is not required at court, including time during “phone in” or “on call” status, or if released for the day or dismissed from jury duty after a partial day of service. Employees who cannot report to work due to Jury Duty may be required to show proof of jury service or appearance. The Church may submit a request for a postponement in the event that compelling business reasons make postponement of Jury Duty necessary.

Witness Duty and Subpoenas

Employees will be paid their normal wage or salary if required to be a witness or required by a subpoena to appear in court on Church business. Non-exempt employees will not be paid for their time off if summoned to appear in court as a witness or because of a subpoena for any other reason. However, they may use accrued vacation time for such absences. Exempt employees will continue to receive their full salary if they perform any work during that week.

Victims of Crime Leave

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and

- The employee must be the victim of a crime, or an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member, as defined by this law, includes a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather, domestic partner, or child of a domestic partner. A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be in order to attend judicial proceedings related to a crime listed above. Before an employee is absent for such a reason, documentation of the scheduled proceeding must be provided to the Controller. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, employees must provide appropriate documentation within a reasonable time after the absence. For non-exempt employees, any absence from work to attend judicial proceedings will be unpaid unless employees choose to take paid time off, such as accrued vacation or sick leave.

Military Leave

Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the applicable, official military orders for training or active duty should be given to the Church with an employee’s request for a leave of absence.

An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two weeks. An employee may use his/her accrued, unused vacation benefits for all or part of an unpaid leave of absence for Reserve training to supplement his/her military pay so as to equal the amount of pay that would have been received from the Church during the leave of absence. Any portion of a leave that occurs after all available accrued vacation benefits have been used will be without pay.

A military leave of absence without pay will be granted to an employee who is called to active duty in the U.S. Military Armed Forces. An employee returning from military duty shall be offered re-employment in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA). If an employee fails to notify the Church of his/her intent to return to work within the time period allowed by law, the employee will be considered to have resigned.

Volunteer Firefighters, Police, and EMT Leave

No employee shall be disciplined for taking unpaid time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. If an employee is an official volunteer firefighter, peace officer, or emergency rescue personnel, he/she must alert the immediate supervisor of the potential to take time off for emergency duty. When taking time off for emergency duty, please alert our Controller before doing so when possible.

Such employees are also allowed to take temporary leaves of absence without pay, up to a total of 14 days per calendar year, to engage in fire or law enforcement training.

Organ and Bone Marrow Donor Leave

Eligible employees who choose to donate an organ or bone marrow are provided a leave of absence of up to 30 business days in any one year period for organ donors and up to 5 business days in a one year period for bone marrow donors. The employee must take the leave to donate an organ or bone marrow to another person. Employees are required to use up to two weeks of accrued sick or vacation time. The Church will maintain group health insurance coverage during the leave, (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work.

Compensation and Timekeeping

Performance Evaluation

Performance reviews are conducted periodically for all regular full-time and regular part-time employees. These evaluations are generally completed in writing, and a meeting will be conducted between the employee and his/her manager. During the performance evaluation process, employees and their managers should discuss the work being done, progress, strengths, performance areas that need improvement, goals to consider, and requirements to be set. Employees usually receive performance evaluations on an annual basis, or as necessary.

A performance review does not guarantee that a wage or salary increase will be granted automatically. The Rector of the Church must approve all pay increases. In the event of unusual economic conditions or other business reasons, the Church may elect to freeze or reduce pay rates.

Wage and Salary Adjustments

Wage/salary rates are based upon an employee’s job duties and responsibilities, work performance, potential for promotion, pay practices in the area, and the economic conditions of the Church. Wage and salary adjustments are not automatic and will be granted on the basis of progress in either meeting or surpassing performance standards since the last performance review and pay increase.

The Church periodically evaluates salary and wage rates paid to its employees. Although such reviews are typically performed at the time of performance evaluation, they may be done at any time, at the complete discretion of the Church. Generally, increase adjustments are made; however, decrease adjustments may also be made at the discretion of the Church. The pay rates for part-time and temporary employees are not reviewed on a regular basis and may be adjusted when considered appropriate by the Church.

No final or effective decision regarding salary and wage adjustment may be made by a supervisor alone. They can only be made with the written approval of the supervisor and the Rector of the Church. Wage increases will not become effective until all written approvals have been received. Employees should not assume that any wage increase will be implemented without all approvals noted previously.

Performance reviews, issuance of bonuses, and any wage/salary increases do not in any way modify the at-will employment policy which permits either the employee or the Church to terminate the employment relationship at any time with or without cause or notice.

Workweek

For purposes of accurate timekeeping and overtime calculations, the Church’s work week begins at 12:01 a.m. Monday and ends at 12:00 midnight on Sunday.

Time Records

In accordance with applicable federal and state wage and hour laws, the Church is required to maintain time records for all hours worked by non-exempt employees and keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

To comply with these laws, non-exempt employees are responsible for tracking their time daily. The Church gives employees the supplies to do this. The Church must maintain accurate records of employees’ hours worked. It is the responsibility of every non-exempt employee to accurately record time worked.

It is the responsibility of each non-exempt employee to record start time, begin and end of a meal period, and end time on

a daily basis, as well as the beginning and ending time of departure from work for personal reasons must be recorded. Time sheets are to be kept on a daily basis and turned in to the employee’s immediate manager for approval prior to the end of each pay period.

It is important that time records be kept accurately and in a detailed manner. Under no circumstances may an employee record or alter time on another employee’s time sheet. If an error occurs when completing a time sheet, the immediate supervisor should be contacted.

Employees may clock in no earlier than seven (7) minutes before the start of their shift and clock out no later than seven (7) minutes after completion of the shift, unless overtime work has been authorized by the supervisor. Overtime work must always be approved before it is performed. In accordance with state and federal law, the Church rounds this time to the nearest one-quarter hour/fifteen minutes.

A time sheet is an official, legal document and therefore must be accurately maintained. It is the employee’s responsibility to sign his/her time records certifying the accuracy of all time recorded. Employees are responsible for the accuracy of their own time records. Altering, falsifying, tampering with timecards, or recording time on another employee’s time record is a serious violation of Church rules and may result in corrective action, up to and including discharge.

Rest and Meal Periods

California law entitles all non-exempt employees who work more than three and one-half (3½) hours to a ten-minute period of rest. Should you work six (6) or more hours in a day, you will receive two (2) ten-minute rest periods, one each during the middle of the first and second work periods, and three (3) ten-minute rest periods if you work ten hours or more in a day. These breaks are provided to enable employees to take care of their personal needs (including making personal phone calls, checking personal emails, etc.) and may not be extended, tacked onto lunch hours, or used to compensate for late arrivals or early departures. Employees must remain on the premises during rest periods. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

In addition, if you work six (6) hours or more, you will receive a meal period starting at or near as possible to completing four (4) hours of work but always starting by the fifth (5th) hour, which will be not less than thirty (30) minutes in length. If the shift can be completed in six (6) hours or less, the employee may waive, by mutual consent with the employer, the meal period.

Employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time. Supervisors may advise their employees regarding their schedule for breaks and meal periods. Employees are responsible for making sure they take their breaks and meal period. Employees are also responsible for documenting on their time sheets that they have taken meal periods.

It is a violation of Church policy for non-exempt employees to work through their meal period.

Overtime

From time to time, the workload may require the Church to request employees to work overtime. The Church will make an effort to evenly distribute overtime based on business necessity among the employees with the skills, knowledge and ability for the work that needs to be accomplished. When possible, advance notification of these mandatory assignments will be provided. While such situations are difficult for the Church and its employees, such requirements will be made only when based on business necessity. Employees who refuse to work such overtime shall be subject to corrective action, up to and including discharge, depending upon the circumstances. All overtime work must be pre-approved by the immediate supervisor. Working unauthorized overtime is strictly prohibited.

Non-exempt employees receive overtime pay at the rate required by state and federal regulations as follows:

- All hours worked in excess of eight hours in one workday or in excess of 40 hours in one workweek are paid at a rate of one and one half times the employee’s regular rate of pay.
- The first eight hours worked on the seventh consecutive day of work in the workweek are also paid at the overtime rate of one and one half times the employee’s regular rate of pay.
- Hours worked in excess of 12 hours in any one workday, or hours worked in excess of eight hours on the seventh consecutive day of the workweek are to be compensated at a rate of double the non-exempt employee’s regular hourly rate of pay.

Hours worked on weekends do not automatically constitute overtime. To qualify for overtime, such work must fall into one of the overtime categories described above. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Hours worked are paid once in determining overtime premium pay. For example, once an employee has worked nine hours in one day, that one-hour of (daily) overtime is not counted again (combined) for the purposes of calculating the overtime of hours worked in excess of 40 hours (weekly overtime) in the workweek. Sick leave, vacation, holidays, or other paid time off is not considered hours worked for purposes of overtime calculations.

Makeup Time

Though makeup time is not required by law, the Church allows employees to request time off from work and make up the time during the same workweek under the following conditions:

- The request must be made in writing, with the employee’s signature, on a form provided by the Church.
- The makeup time must be made up in the same workweek.
- The immediate supervisor must approve the makeup time prior to taking the time off, a minimum of twenty-four hours in advance.
- The employee cannot work more than eleven hours in any one workday, without exceptions.

Requests for makeup time by non-exempt employees will be considered for approval based on the legitimate business needs of the Church at the time the request is submitted. A separate written request is required for each occasion that the employee requests makeup time and should be attached to the payroll sheet.

If the time is taken off and the employee is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. Makeup time worked in advance of the time planned to be taken off, must be taken, even if the need no longer exists.

An employee’s use of makeup time is completely voluntary. The Church does not encourage, discourage or solicit the use of makeup time. Please see our Controller regarding the Church’s Makeup Time policy.

Compensatory (“Comp”) Time

Exempt Employees

Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Due to this status, exempt employees are not entitled to additional compensation for extra hours worked or time off in lieu of additional compensation. The Church does not maintain any compensatory time off plan nor are exempt employees due

any additional monetary compensation or time off upon separation of employment.

Non-Exempt Employees

Non-exempt employees receive overtime pay when they work more than eight hours in a day or 40 hours in a workweek. The Church does not allow employees to take time off in lieu of receiving overtime pay.

Pay Periods and Pay Days

Wages are paid on a semi-monthly basis. Paydays are on the 15th and 30th of the month. If a regular payday falls on a weekend or a holiday, employees will be paid on the preceding business day. Paychecks will not be given to anyone other than employees except with their prior written authorization.

Employees are expected to report any errors in a paycheck to our Controller. The Church does not permit wage or salary advances to any employee.

Payroll Deductions

The Church is required by state and/or federal law to withhold a portion of an employee’s pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, the following items:

- Federal Income Tax
- State Income Tax
- Federal Social Security Insurance (FICA)
- Medicare Deduction
- State Disability Insurance (SDI)
- Court Ordered Deductions (such as garnishments) and Tax Liens

Additionally, employees may authorize certain deductions to be made from their paychecks each month for reasons such as payment of group medical insurance premiums. All deductions, whether they are legally required or voluntary, are itemized on each employee’s paycheck stub.

Right to Inspect Payroll Records

Employees may request to inspect their personal payroll records by submitting the request in writing to the Controller, who has 21 days to honor such request. Copies of payroll records may be requested by employees.

Direct Deposit

The Church offers direct deposit of wages to any bank, savings and loan, credit union, or any other financial institution that is a member of the Federal Reserve System. Employees have the ability to split the full deposit amount between more than one account. To begin direct deposit, employees must complete a designation form including account number(s), financial institution name(s), and amount(s) desired. The first direct deposit normally takes place after an initial “test” pay period to assure all information provided is accurate. This is required by the Federal Reserve. Each

payday, employees enrolled in direct deposit will receive a voided pay stub stating all payroll deductions, information, and the net deposit made. Employees should not call our Controller or finance department with questions regarding the deposit until the actual payroll date has expired. If there is a question, call the institution directly.

Authorized Check Pick-Up

If an employee is absent on payday and instructs someone to pick up his/her paycheck, a note signed by the employee authorizing the person to pick it up must be provided before the check will be released. The person picking up the check must show proper identification and sign for it. This policy was created to protect the employee and the Church.

Pay Advances

The Church does not provide employees pay advances on unearned wages.

Wage Garnishment

A garnishment is a legal levy by a creditor against an employee’s pay. The Church expects all employees to manage their personal finances so as not to involve the Church. All garnishments and other attachment orders that are required by law will be honored. An employee who suspects this may happen to him/her should review the situation with the Controller immediately. Sometimes arrangements can be made to resolve the situation before it becomes costly and embarrassing.

An employee will not be discharged for repeated garnishments if only one debt is involved. Repeated garnishments for more than one debt can, however, result in corrective action up to and including discharge.

Work Schedules

The Church’s usual business hours are 8:30 a.m. to 5:30 p.m. All employees are expected to be at their desks or work stations at the start of their scheduled shifts, ready to perform their work. Scheduled work hours are determined by Church management.

The daily and weekly work schedules may vary with each department and may change from time to time to meet the varying conditions of business. Changes to work schedules will be announced as far in advance as practical. Employees are to check with their manager regarding their individual work schedules.

For your own security and that of your fellow employees, access to the office is generally restricted to normal business hours and work schedules. If you have a need to be in the Church’s facilities after normal business hours or on a non-work day, prior permission must be obtained from your supervisor, the Controller or the Rector of the Church.

Hours of Work

The work hours for regular full-time employees are generally 40 hours per week. The hours and days of work for individual employees may vary by department or individual assignment according to the needs of the Church. Work hours may be changed as deemed necessary by the Church.

Attendance and Punctuality

The Church counts on each employee’s attendance and expects regular attendance during work hours. Employees are expected to be present promptly at the beginning of their shift. They are also expected to continue to work until the scheduled quitting time. Unsatisfactory attendance, reporting late or quitting early may result in disciplinary action, possibly including discharge.

Employees must contact their direct supervisor on any day on which they expect to be absent from work for any reason.

Where possible, the call should be made at least one hour before the start of the employee’s shift in order to provide the Church time to make necessary arrangements to cover the employee’s job responsibilities. Employee must speak with their supervisor during the day they are calling in sick and report how long they expect to be absent and if any important issues need to be handled that day.

Any employee who is on an excused absence for three or more days due to illness or injury may be required to submit a doctor’s release in order to return to work. Disciplinary action up to and possibly including immediate termination may be imposed against an employee who is absent for one or more days without proper notice or justification found satisfactory by the employer. An employee who is absent for three or more consecutive scheduled days without reporting or calling will be considered to have abandoned his/her job and will be considered to have voluntarily resigned unless a reasonable excuse is offered and accepted by the employer.

Permission to Leave During Work Hours

In the event an employee needs to leave the Church premises during work hours, permission to leave must be obtained from the employee’s immediate supervisor before leaving. If the supervisor is not available, contact our Controller. Non-exempt employees who leave the premises for personal business must record this on their time record and may be asked to sign a statement indicating the absence and that it was for personal business. Exempt employees are expected to inform their immediate supervisor if they are off work due to personal reasons during the work day.

Approved Time Off

Employees who know in advance they will be absent or late are required to make the necessary arrangements with their supervisor. If time off from work is needed, please schedule and obtain prior approval for any intended absence by submitting a written request for time off in accordance with the applicable procedures in this Handbook.

Planned time off includes any situation that might prevent an employee from reporting to work on time for any scheduled workday or that needs to be scheduled (e.g., vacations, doctor’s appointments, personal obligations, leaves of absence, etc.). If prior arrangements have not been made, employees must discuss an absence or inability to be at work on time directly with their supervisor.

The Church recognizes that it is sometimes necessary for employees to take care of personal business during the workday. However, personal business should be kept to a minimum and should be conducted during break times whenever possible. Employees may not conduct business for another employee during their scheduled working hours.

Exempt Employee Compensation Policy

Exempt employees are classified as such following an evaluation of their actual job duties according to strict state and federal standards. The term “exempt” means these jobs are exempt from following overtime wage payment laws. Exempt employees are paid a salary that is intended to compensate them for all hours worked each week, however few or many. The salary is a predetermined amount and comprises the exempt employee’s full compensation. The salary amount is not subject to reduction due to variations in the quality or quantity of the employee’s work. Except for limited reasons determined by state and federal law, the salary is not subject to deductions. An example of a deduction would be when an employee has used all accrued vacation and/or sick benefits and misses additional full days of work for personal reasons.

Should an exempt employee believe improper deductions were made in violation of regulations under the Fair Labor Standards Act and/or California wage and hour laws, it should be reported to the Controller as soon as possible. Our Controller will promptly investigate and correct the situation should an error have been made. Employees may file complaints directly with our Controller or by utilizing the Church’s Grievance Process without fear of retaliation.

Job Abandonment

If an employee is absent for three consecutive workdays and fails to contact the Church, or fails to return from a scheduled leave of absence, the Church will consider the employee to have abandoned his/her position, and a separation of employment will be processed accordingly. Employment will be considered voluntarily terminated due to job abandonment.

Employee Relations and Conduct

Suggestions and Questions

Work-related questions or suggestions are best presented by frank and prompt discussion. Accordingly, the Church promotes the following “Open Door” practices:

- The Church is always looking for better ways of operating our business and serving our parishioners and customers. Employees who have ideas for improving the Church’s services or doing a job more simply and economically are encouraged to give their suggestions to their supervisor or the Controller, who will forward them to the Rector of the Church. Management will be glad to review and discuss all such suggestions.
- All employees are encouraged to express their views on Church policies to management, either verbally or preferably in writing. Employees are expected to express such views in a calm, reasonable, and constructive manner. Anonymous suggestions may be submitted to the Rector or Controller.
- Suggestions and questions will be answered as quickly as possible.

Communication

All Church employees are encouraged to openly communicate while maintaining professionalism.

Bulletin Boards

Bulletin boards are used to display required documents and to provide employees with information about job openings, changes in the Church, or information of general interest. Church e-mails also are used to disseminate information to employees.

Posting of any notice or document on bulletin boards or elsewhere on Church premises must be approved by management. Employees are generally not permitted to post personal notices and solicitations on Church bulletin and electronic message boards without prior approval from management.

Working Relations

All employees are expected to be courteous and considerate of one another and to work with a “team player” attitude. All employees should accept the suggestions or instructions given to them in proper spirit. Problems should be discussed in private. If differences persist, employees should discuss them with their supervisor.

Problem-Solving Procedure

The Church encourages all employees to discuss any work-related problems or concerns with their supervisor and to review them with a higher level of management, if necessary. Resolving problems early often prevents misunderstandings that occur when communications break down.

Employees may use the following procedure to resolve any work-related problems or concerns without fear of ridicule, retaliation or reprisal:

- Immediate Supervisor: Discuss the problem or dissatisfaction with an immediate supervisor, who will attempt to resolve the problem to the mutual satisfaction of all concerned. In the event satisfaction is not received through this meeting or if the employee feels he/she cannot go to their immediate manager for any reason, employees may discuss the situation with the next higher level of management or the Controller.

- **Controller**: Controller will discuss the problem with the employee and any other concerned party. Controller will attempt to resolve the problem, and a reply will be communicated as soon as possible. If the employee is still not satisfied with the decision, he/she may discuss the decision with senior management.
- **Senior Management**: If the matter is not resolved, employees are encouraged to refer the problem to the Rector, or his designee, who will make the final response to the problem or complaint.

Employees who do not feel comfortable discussing a problem or concern with their supervisor may discuss the matter privately with the Controller. Employees who feel they have experienced retaliation as a result of reporting a problem or filing a complaint should immediately contact our Controller and/or the Rector of the Church.

Conduct Guidelines

The Church expects all employees to observe professional behavior while at work. As with all businesses, the Church considers certain conduct unacceptable. It is not possible or practical to list every type of conduct that is unacceptable. In order to provide employees with some guidance concerning unacceptable behavior, the following are examples of conduct that should not take place in the work environment:

- Obtaining employment based on false or misleading information, falsifying information, or making material omissions in any Church documents or records.
- Malicious or willful destruction or damage to Church property, supplies, or to the property belonging to another employee, a parishioner, a customer, a supplier, or a visitor.
- Theft or unauthorized removal of property from Church premises or in the possession of the Church, another employee, a parishioner, a customer, a supplier, or a visitor.
- Misappropriation or unauthorized use of money, credit, property, or equipment of the Church or belonging to another employee, a parishioner, a customer, a supplier, or a visitor.
- Dishonesty of any kind, including asking another employee to lie, withholding the truth from management, or falsifying time sheets or any Church documents or files.
- Rude, abusive, or threatening language or outbursts of anger toward management, employees, parishioners, co-workers, students or others.
- Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices or chemicals on Church property.
- Willful violation of any law, rule, or regulation (other than traffic violations or similar offenses) or pleading guilty to or being convicted of a felony or a misdemeanor that affects an employee’s suitability for continued employment.
- Engaging in any action on or off Church premises that reflects unfavorably on the organization and its reputation, including criminal or illegal behavior of any kind.
- Violation of Church Policies of Conflicts of Interest and Confidentiality.
- Possessing confidential information without proper authorization.
- Communicating confidential or proprietary information to unauthorized persons or entities.
- Unsatisfactory job performance, including but not limited to failure to perform assigned duties; excessive sloppiness, negligence or incompetence; doing personal work during work time or failure to treat a parishioner or customer in a courteous, friendly manner, etc.

- Malicious gossip and/or spreading rumors, engaging in behavior that creates discord or disharmony in the workplace, interfering with another employee on the job, or restricting work output or encouraging others to do the same.
- Unsatisfactory attendance, excessive absenteeism, repeated tardiness, not being ready to work at the start of a workday, stopping work before end of the workday, or leaving work early.
- Sleeping or malingering on the job.
- Moonlighting or engaging in activities that create a conflict of interest.
- Fighting or provoking a fight while on the job or on Church property.
- Insubordination, including failure to follow job instructions, refusal to do assigned work, or refusal to perform work in the manner described by an employee’s manager.
- Unlawful or unauthorized possession of alcohol or drugs while on duty or on Church premises, or reporting to work under the influence of alcohol or drugs.
- Engaging in the illegal sale or distribution of narcotics, drugs, or controlled substances while on the job or on Church property, or any violation of the Drug and Alcohol Policy.
- Participating in an unsafe work practice, failing to observe safety rules or procedures, or disregarding any established safety rule, including not wearing required safety equipment or tampering with Church equipment.
- Negligence, horseplay, or any other action that endangers other people or Church property or that disrupts work.
- Gambling while on the job or on Church premises.
- Smoking in designated non-smoking areas.
- Violating any security rules or procedures.
- Harassing, threatening, intimidating, or coercing any employee or another person, including violation of the Church’s Policy against Harassment.
- Inappropriate and/or excessive use of the Internet (e.g., offensive e-mail, non-work related web-sites, chat rooms, etc.)
- Failure to abide by set standards for lunch and break periods or working unauthorized overtime.
- Solicitation of any type, redirecting business or employees away from the Church, or selling or passing out any products, information or documents on Church property or during work time. (Work time means those hours that employees are on duty, excluding breaks, meal times, and other specifically designated periods during the day when employees are not engaged in performing work duties.)
- Unapproved distribution of literature by employees or solicitations and distribution of literature by visitors on Church premises.
- For employees in positions requiring the use of a vehicle for Church business, becoming uninsurable based on the standards of the organization’s insurance carrier due to a Department of Motor Vehicles record, driver’s license suspension or revocation, or cancellation of the employee’s automobile liability insurance policy.
- Any other violations of rules and policies of the Church.

These conduct guidelines do not in any way modify the at-will employment policy of the Church which permits either the employee or the Church to terminate the employment relationship at-will, at any time, with or without cause or notice.

Prevention of Child Sexual Abuse and Adult Sexual Misconduct: Training Requirement

St. Margaret’s Episcopal Church and the Episcopal Diocese of San Diego will not tolerate sexual misconduct involving its clergy, lay employees or volunteers. Every person who serves the church through parish, educational, pastoral, recreational or other activities is expected to maintain the highest ethical standards in relationships with those to whom they minister.

The ministry to which we are called is a ministry of trust and faithful commitment to providing a safe place for all who come to the doors of our church and to the ministries we offer in each of our communities. Therefore, the Diocese of San Diego has developed a manual, *Safeguarding God’s People (SGP)*, to provide policies and procedures for the prevention and response to sexual abuse and misconduct.

Training also is an important deterrent to child sexual abuse and adult sexual misconduct.

1. Reading requirements. All church employees and clergy must certify they have read specified sections of the Policy Manual. See the Manual for your specific position.

2. Workshop Attendance Requirements. The Episcopal Diocese of San Diego offers training workshops on the prevention of child sexual abuse and the prevention of adult sexual misconduct. Training workshops are described in the SGP Policy and Procedure Manual.

ALL required training must be completed within 12 months of beginning employment.

a) Workshops on Prevention of Child Sexual Abuse

Clergy and all lay employees must attend a diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of child sexual abuse.

A copy of the certificate of completion that is presented at the end of such diocesan training workshops is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of that certificate of completion for their files, plus submit one copy to the parish and another to the diocese. Non-clergy must keep one copy for their files, plus submit a copy to the parish.

Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those unable to present such documentation when requested must complete another such workshop.

A waiver of the diocesan training workshop requirement may be granted where an individual, who is required to take the training, can provide documentation of completion of equivalent training in another diocese.

b) Workshops on Prevention of Adult Sexual Misconduct

Clergy and all lay employees must attend a diocesan training workshop, taught by a trainer certified by the Episcopal Diocese of San Diego, on the prevention of adult sexual misconduct. A copy of the certificate of completion that is presented at the end of such diocesan training workshop is sufficient to demonstrate compliance with this requirement. Clergy must keep one copy of that certificate of completion for their files, plus submit one copy to the parish and another to the diocese. Nonclergy must keep one copy for their files, plus submit a copy to the parish.

Workshop attendees are responsible for obtaining and keeping documentation of workshop completion. Those unable to present such documentation when requested must complete another such workshop. A waiver of the diocesan training workshop requirement may be granted where a worker documents completion of equivalent training in another diocese.

Refer to the SGP Policy and Procedure Manual for your specific position’s requirements in order to comply with the church’s current screening, recruiting/hiring and training requirements.

Corrective Action

To ensure proper employee conduct in the workplace, violations of Church policies or standards will result in corrective action appropriate to the employee’s conduct. Nothing in this Employee Handbook or management’s discretionary use of corrective action creates any expressed or implied contract modifying an at-will employment relationship. Furthermore, no one has the authority to change this at-will relationship by any actions, practices, course of conduct, length of service, awards, transfers, promotions, promises, or statements. The at-will relationship can only be modified by an individual written employment agreement signed by the Rector of the Church and by the employee. Without modifying this mutual at-will relationship in any way, the Church may choose to utilize corrective action as described in this policy.

Corrective action procedures may include a verbal counseling, written warnings, probation, suspension, and discharge. The Church may use any form of corrective action deemed appropriate to the situation. The use of any corrective action is completely within the sole discretion of management. Giving corrective action warnings in one instance does not require the Church to use such warnings in any other instances, nor does it modify the at-will employment relationship in any way. Accordingly, the Church reserves the right to utilize any corrective action, including discharge on a “first time” basis.

Personal Possessions

Employees are encouraged to avoid bringing expensive items or personal possessions that have sentimental value to work and to take all precautions to safeguard all such items especially wallets and purses, if brought to work.

Employees who bring any kind of personal items and possessions to work do so at their own risk because the Church accepts no responsibility for any items or possessions that are stolen, lost or damaged in any way.

Personal Mail and Telephone Calls

In general, Church facilities are available only for Church business. Due to the volume of business calls required during the business days, personal calls on Church telephones during working hours are to be kept to a minimum. Personal telephone calls, including cell phone calls, should be handled during non-work time (rest and meal periods).

While in the office during working hours, employees are to keep their pagers and cell phones on vibrate or silent mode so as not to disturb others. Use of Church telephones for personal long distance or toll calls is not permitted. Employees are to charge such calls to their home phone or calling card.

Additionally, the Church will assume that all mail addressed to the office is official Church mail, even though it may be addressed to an individual. Employees should not have personal mail sent to them at the Church. All employees should keep personal visitors to a minimum so as not to disrupt work or interfere with others.

Personal Use of Church Property

Church resources are to be used only for legitimate business purposes and are not to be used for personal reasons by employees. Church property includes equipment and tools, telephones, faxes and other communication equipment, computers, copy machines, postage, office supplies, etc. Borrowing any Church property for personal use or removing Church property without approval is prohibited. Unauthorized use or removal of Church property by an employee is subject to corrective action, up to and including discharge.

Solicitation

In order to avoid disruption of operations, the following rules apply to solicitation and distribution of literature on Church property or premises.

Outsiders

Persons who are not employed by the Church may not solicit or distribute literature on Church premises or property at any time for any purpose.

Employees

Employees may not solicit or distribute literature during “work time” or in “work areas” at any time for any purpose. Work time includes both the work time of the employee doing the soliciting or distributing and the work time of the employee to whom the soliciting or distributing is being directed. Work time does not include meal periods, or any other specific periods during the workday when both employees are properly not engaged in performing their work assignments.

Voice Mail, E-Mail, and Computer Files

The Church has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize electronic communications devices in a legal, ethical, and appropriate manner. We have devised this policy in a manner that addresses the Church’s legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization.

Scope of the Policy

This policy extends to all features of the Church’s electronic communications systems, including computers, e-mail, connections to the Internet and World Wide Web and other internal or external networks, Twitter, Facebook, voice mail, video conferencing, facsimiles, and telephones, including Church issued mobile phones. Any other form of electronic communication used by employees currently or in the future is also intended to be encompassed under this policy. Every employee of the Church is subject to this policy and is expected to read, understand, and comply fully with its provisions.

Rules

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications systems. In order to offer employees some guidance, the following principles and standards should be clearly understood and followed:

- a. The Church’s policy against unlawful harassment, including sexual harassment, extends to the use of computers, the Internet, and any component of the communications systems. In keeping with that policy, employees should not use any electronic communications device in a manner that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not receive or transmit pornographic, obscene, or sexually offensive material or information.
- b. The Church’s anti-discrimination policies extend to the use of the communications systems. Any employee who uses any electronic communications device will therefore be subject to disciplinary action, including the possibility of immediate termination, for use of such a device in any manner that violates the Church’s anti-discrimination policies of commitment to equal employment opportunity. This includes, as an example, using an electronics communication device to transmit, communicate or post personal opinions of a discriminatory nature.

- c. Employees may not use any electronic communication device for a purpose that is found to constitute, in the Church’s sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of the Church.
- d. Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization.
- e. Employees may not use any electronic communications device in a manner that infringes upon the rights of other persons, entities or organizations to proprietary, confidential or trade secret information.
- f. Employees may not use any electronic communications device for any purpose that is competitive, either directly or indirectly, to the interests of the Church or for any purpose that creates an actual, potential or apparent conflict of interest with the Church.
- g. The Church’s policies against improper solicitation and distribution extend to the communications systems. Employees may not use any electronic communications device in a manner that violates the Church’s no solicitation rule.
- h. Employees should identify all communications as “privileged and confidential” or “attorney/client” privilege when it is accurate and appropriate to do so. In this manner, the Church can assert any protections, privileges, and rights relating to communications if it becomes necessary to do so.
- i. Employees are not to use Church equipment, or their own personal equipment to conduct personal business except during break periods (internet surfing, texting, cell phone calls, personal calls, etc.).
- j. Employees may not speak as a representative of the Church without direct authorization to do so by the Rector or the Vestry.
- k. This policy is not intended to prohibit employees from engaging in discussions relating to the terms and conditions of employment.

Access

The Church must retain the right and ability to enforce this policy and to monitor compliance with its terms. While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote the Church’s interests, all such computers and electronic devices, whether used entirely or partially on the Church’s premises or with the aid of Church equipment or resources, must remain fully accessible to the Church and, to the maximum extent permitted by law, will remain the sole and exclusive property of the Church.

Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic communications device owned, leased, or operated in whole or in part by or on behalf of the Church. The Church retains the right to gain access to any information received by, transmitted by, or stored in any such electronic communications device, by and through its agents, employees, or representatives, at any time, either with or without an employee’s or third party’s knowledge, consent or approval. Employees who are provided access to computers must advise the Controller, in writing, of any password they use to gain access to computers or the Internet as well as any changes to such password. Such notice must be made immediately.

Compliance is Essential

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any

electronic communications device will be subject to disciplinary action, up to and including the possibility of immediate termination. Employees who have any questions regarding this policy should bring them to the immediate attention of the Controller.

Inspection of Facilities

The Church provides offices, desks, cabinets, computers, equipment, and other property that employees use in the performance of their job duties. These facilities are the sole and exclusive property of the Church. In order to prevent possession of illegal drugs, stolen property, weapons, or other improper materials at the workplace, the Church may conduct inspections of its facilities.

Accordingly, the Church reserves the right to inspect such facilities and property at any time, whether during work hours or not, with or without advance notice, and with or without the consent of the employee to whom the property is assigned. This policy applies to all Church property, regardless of whether it is for an employee’s exclusive use and regardless of whether an employee is allowed to maintain a lock or other means to limit access to the property. To facilitate enforcement of this policy, employees also may be questioned and their personal possessions inspected upon entering and/or leaving the premises. Any employee who wants to avoid inspection of any articles or materials should not bring such items onto Church premises.

Employees are expected to cooperate in such inspections and consent to inspection is required as a condition of employment. Refusal to consent may result in corrective action, up to and including discharge.

Use of Facilities – Off Duty

Employees are prohibited from remaining on Church premises or making use of Church facilities while not on duty. Employees are expressly prohibited from using Church facilities, property, or equipment for personal use.

Smoking

St. Margaret’s is committed to a philosophy of good health and a safe work place. In keeping with this philosophy, it is important that the work place and office environment reflect the Church’s concern for good health. Smoking is therefore not permitted inside Church offices or any work areas. Employees who wish to smoke must limit their smoking to breaks and meal periods. Smoking is only permitted outside of the work premises in designated smoking areas.

Dress and Grooming Standards

We would like to present a professional image to parishioners, parents, customers and visitors in accordance with the services of our Church. A professional image is of high importance to promote confidence in St. Margaret’s and to welcome all those that enter our premises.

The responsibility for maintaining the dress code standards lie with each individual employee, but the Church reserves the right to determine what is appropriate within the established guidelines of the dress code. It is understood that certain activities may require more casual attire.

Wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts and any other item or grooming practices that include head, facial and body hair that are part of the observance by an individual of his or her religious creed is permitted within the following guidelines:

GUIDELINES

- Shoes: Shall be clean and/or polished and appropriate for a business environment. Steel-toed shoes must be worn by employees moving furniture and heavy objects. No flip-flops allowed.
- Hair: Shall be professional and neat in appearance, well groomed and clean. Beards and mustaches shall be neatly groomed.
- Jewelry: May include a watch, family or wedding rings, earrings, chains and bracelets.
- Make-up: May be used in moderation, if worn.
- Fragrances: Perfumes, colognes and after-shave lotions, if worn, shall be lightly used as visitors or co-workers may be sensitive to odors or allergic to fragrances.
- Underwear: Underwear, or lack of it, must not be obvious.
- Suggested attire for Women: Dresses, pantsuits, dress pants, skirts and jackets may be worn. Skirts, culottes or split skirts and dresses must be no shorter than 2" above the knees. Pants must be below the knee.

Jeans, sweat or athletic suits, shorts, halter dresses, sheer dresses or fabrics, off the shoulder tops, low necklines or midriff tops are not appropriate.
- Suggested attire for Men: Collared shirts, slacks, jackets and sweaters may be worn. Pants must be ankle length.

Jeans, sweat or athletic suits, and shorts are not appropriate.

Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate the dress and grooming standards will be subject to corrective action, up to and including discharge.

Use of Tools and Equipment

When using equipment or tools in performing tasks, employees are expected to exercise care and follow all operating and maintenance instructions, safety standards, and guidelines. No employee is to attempt to repair any equipment without the express authorization of the department manager. Use equipment and tools only for the purpose for which they were designed. Do not attempt to operate any equipment or machine until properly trained on the correct use.

If any Church equipment, machine, or tool is broken, malfunctioning, damaged, defective, or in need of repair, you should notify the supervisor. Prompt reporting of damage, defects, and need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in corrective action, up to and including discharge.

Cell Phone Usage while Driving

The Church is committed to promoting highway safety by encouraging the safe use of cellular telephones by its employees while they are on Church business. While the Church recognizes that there may be a need to use cellular phones for business purposes, safety must be the first priority.

The use of cellular phones is not a work requirement for most employees, unless authorized by the Church. If an employee needs to make a phone call while driving, the individual should find a proper parking space first. Stopping on the side of the road is not acceptable. The only exception is for genuine emergencies such as an accident or a car breakdown. Employees are to use only hands-free telephones when engaging in brief conversations while driving. Otherwise, employees must park their vehicles before using their phones if the conversation is involved or the call is going to be intense, or when road conditions are poor or traffic is heavy.

Proper cellular phone use is one part of safe driving. Employees also should remember that while traveling on business, they are expected to follow posted speed limits, practice defensive driving, wear seat belts, take a sufficient number of breaks so they remain alert, and avoid taking notes while driving.

Cell Phones with Cameras

The photo taking and transmitting feature available on many cell phones may not be used for any reason in the workplace, on Church property, or of Church property, unless specifically authorized by the employee’s department manager and for business purposes only.

Use of Vehicles on Church Business

It is the Church’s policy that before an employee is allowed to operate any vehicle for Church business, a valid operator’s license, proof of insurance, and a motor vehicle report which is acceptable to the Church’s insurance carrier be on file. In addition, employees are responsible for immediately reporting to their supervisor any changes in their automobile insurance policy or the status of their driver’s license such as suspension or revocation. Employees who are uninsurable or who create the potential for an increase in the Church’s liability insurance premiums may be terminated. Any questions regarding this policy should be directed to the Controller.

In addition to applying good common sense regarding the safe operation of vehicles, the following rules on operating all types of vehicles apply:

- Church vehicles are to be used by employees only for official business purposes and not personal use.
- Only designated employees may drive Church vehicles. No employee is permitted to lend any Church vehicle to anyone without his/her supervisor’s prior written approval. An employee’s use of any Church vehicle for anything other than Church business is prohibited and will result in corrective action, up to and including discharge.
- Any mechanical defects of a Church vehicle should be reported by the employee to his/her supervisor for appropriate corrective action before operating the vehicle for business purposes.
- Any employee who is under the influence of or impaired by any illegal drug or alcoholic beverage or any legal drug that may impair an employee’s abilities must not operate any vehicle.
- Use of any vehicle for Church business must have the prior approval of the employee’s supervisor.

- Non-employees may not be transported at any time in any vehicle being used for Church business except those who have a legitimate business justification for being transported, such as customers or official Church visitors.
- All employees driving a vehicle on Church business must have automobile liability insurance in force as may be required by law at all times as a condition of continued employment. Accordingly, such employees must provide the Church with evidence of such insurance from their liability insurance carrier.
- All employees driving a vehicle on Church business must immediately report to their supervisor any accident and any moving or non-moving violation for which they are cited while driving a vehicle. The Church accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on Church business under any circumstance. All liabilities created by any citation will be the responsibility of employees who receive them.
- All employees operating vehicles on Church business are required to obey all traffic regulations.

In the Event of an Accident

Employees who are involved in an accident in the course of using any vehicle on Church business are expected to adhere to the following procedure:

- Do not argue (nothing is gained), do not admit liability, and do not make a statement to anyone except the police, your supervisor, or other appropriate Church management.
- Obtain the names and addresses of:
 1. Owner of other vehicle(s)
 2. Insurance Carrier of the other driver(s)
 3. Witnesses
 4. Injured person(s)
 5. Other driver(s), including the number of and state issuing the driver’s license
- Note these items:
 1. Speed of each vehicle with its direction of travel
 2. Signal given by each driver, if any
 3. Point and time of accident
 4. Any mechanical aspect of the other vehicle, which may have caused the accident (e.g., no brake lights, etc.)
- Promptly report any damage done to a client, the public, the Church, an employee, or their property, or any property to your supervisor and the Controller.

Accident reports and insurance contacts will be promptly handled by our Controller.

Suspension/Revocation of Employee’s Drivers’ License

Any employee whose duties include driving has a significant responsibility to the Church and the general public to operate a motor vehicle in a safe and appropriate manner. The Church has responsibilities to its employees, the general public, and its insurance carrier in respect to employees who drive as part of their job duties.

The Church requires employees with driving responsibilities to inform our Controller within 24 hours if an employee’s drivers’ license has been suspended, revoked, or if the employee’s liability insurance has been canceled or modified in any manner. Employees who fail to comply with this policy will be subject to immediate corrective action, up to and including discharge.

Employees are expected to operate motor vehicles in a safe and reasonable manner that conforms to all applicable traffic and safety laws. Under no circumstance will the Church be responsible for paying traffic violation fines for employees.

Drug and Alcohol Policy

The Church has a critical interest in assuring the health, safety, and well being of its employees and the maintenance of a safe and efficient work environment.

The possession, use, or sale of controlled substances (such as marijuana, cocaine, heroin and other drugs) in the workplace, or individuals who are under the influence of these substances, pose unacceptable risks for safe, healthful, and efficient operations. Likewise, the possession, use, or being under the influence of alcohol in the workplace poses safety and production risks. All employees must report to work in a fit condition to perform their jobs safely and well.

The manufacture, use, sale, purchase, possession, or distribution of alcoholic beverages and/or illegal drugs or controlled substances by any employee while on Church property or in a vehicle while performing Church business is strictly prohibited. An illegal drug is any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. Coming to work with illegal drugs in the employee’s system or being under the influence of alcohol or drugs while performing Church business or while on Church property is prohibited.

This policy covers illegal drugs, including marijuana, as well as prescribed or over-the-counter drugs that are not legally obtained or are not being used for prescribed purposes. Using or being under the influence of any legally obtained drug while performing Church business while in a Church facility or on Church property, or while operating a Church vehicle or equipment are prohibited to the extent that such use or influence affects job safety or efficiency. Impairment from the use of alcohol or drugs may affect the safety of co-workers, clients or members of the public, job performance, and the safe and efficient operation of Church or facilities.

Employees who are or will be using legally prescribed drugs that may affect their performance or impair their judgment should immediately inform their supervisor. The Church may consult with the prescribing physician to learn if the drug would be safe to use when working. A written statement may be required. An employee may continue to work if the Church determines that the employee does not pose a safety threat and/or that job performance is not affected by use of the drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate measures.

Violation of this policy will result in corrective action, including discharge, even for a first offense.

Drug and Alcohol Testing

If the Church has reason to suspect that an employee may be using drugs or alcohol, or may be under the influence of or impaired while at work, or when reporting for work, that employee may be ordered to submit to a drug test conducted by a professional medical staff and laboratory. Likewise, when the Church reasonably suspects that an employee’s impairment from drugs or alcohol may have been a factor in an injury or accident during work or while operating Church equipment or a vehicle, that employee may also be ordered to take a drug test conducted by a professional medical staff and

laboratory.

Such examination and/or tests, when requested, will be on Church time, are considered a condition of employment, and will be at the sole expense of the Church. Transportation will be provided to and from the medical facility. If the employee tests positive, the employee may be subject to immediate discharge. Should an employee refuse to submit to the requested examination or test, the employee will be subject to corrective action, up to and including discharge.

Church Inspections

The Church retain the right to search and inspect all Church owned property and premises, including common areas used by employees, to detect the presence of drugs, controlled substances, or alcohol. Church owned property includes, but is not limited to, machinery, equipment, furniture, lockers, buildings, and vehicles. In addition, the Church may question employees and inspect any of their packages or belongings when entering or leaving Church premises. Such inspections may occur at any time, with or without notice. As a condition of employment, every employee is expected and required to fully cooperate with any search being conducted to detect the presence of drugs or alcohol on Church property.

Alcohol and Drug Rehabilitation

An employee who may have an alcohol or drug problem is encouraged to seek treatment before his/her performance or conduct is affected. The Church will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, unless it imposes an undue hardship on the Church. Employees may use any available sick leave as well as any accrued, unused vacation benefits for the purpose of entering and participating in such a rehabilitation program.

A request by an employee for assistance or participation in an alcohol or drug rehabilitation program may not be used by the employee as means of avoiding any corrective action, up to and including discharge, when there has been a violation of this policy.

Occupational Health and Safety

The Church is dedicated to a goal of maintaining standards for the safety and health of its employees. As part of that goal, the Church is committed to providing employees with a work environment that is conducive to safe, effective, and productive job performance. The health and safety of our employees is a priority. All employees must follow safe working practices and instruct others to work safely.

Employee safety is and will remain an integral part of our operation. We heartily welcome and support this program. The administration of the program is assigned to our managers and supervisors. Managers and supervisors have been given the full responsibility to enforce the safe job procedures developed for each job function. However, prevention of injuries in our operation is only possible through a team effort doing everything possible to provide a safe working environment. We expect all employees to do everything possible to avoid creating conditions that can result in injury.

Employees are expected to follow all applicable safety procedures and when uncertain of the safe way to do the job, ask for help. We ask employees to inform their supervisors of any perceived hazards, and we expect each employee to exhibit the same enthusiasm and pride in supporting our safety program that we do in providing the service that our clients expect from us. Let us work together to maintain a safe environment for all of us.

Accidents

All accidents must be immediately reported to the employee’s immediate supervisor and the Controller. Any injury, no matter how minor, which occurred at the workplace or during the course of employment, must be reported promptly. Employees may be entitled to Workers’ Compensation benefits for on-the-job injuries, and prompt, accurate reporting of accidents will assist in obtaining the benefits.

Safety

It is our policy to provide and maintain a safe working environment for our employees. By using good judgment, following proper safety procedures when lifting and carrying heavy objects, and operating equipment properly, employees will help the Church meet their objective of preventing personal injury and property damage. Employees who jeopardize or violate health and safety rules are subject to corrective action, up to and including discharge. The following are a few of the safety guidelines employees must follow:

- Report any unsafe or hazardous condition to management immediately. Reports and concerns about a workplace health and safety issue or the existence of a hazardous condition or practice in the workplace may be made anonymously, if the employee wishes. All reports can be made without fear of reprisal.
- Comply with the Church’s safety rules.
- Do not operate defective equipment, and report all equipment defects to your supervisor and the Controller immediately. Under no circumstances should any repairs be attempted by anyone other than authorized maintenance personnel. It is the employee’s responsibility not to operate defective equipment.
- Notify management or the Controller of any emergency situation.
- Avoid awkward positions when bending, stooping, or turning.
- Request assistance when lifting, pushing, or carrying heavy objects.
- Be cautious in the use of extension cords and multi-unit plugs.
- Do not leave any obstructions on the floor. General housekeeping is each employee’s responsibility.
- Do not block any exit doors or electrical panels.
- Know the location, contents, and use of first aid, fire equipment, and other safety equipment.

Employees who violate health and safety standards, who cause hazardous situations, or who fail to report or, where appropriate, remedy such situations may be subject to corrective action, up to and including discharge.

On the Job Accidents

All accidents, whether to an employee, customer, volunteer or visitor, must be immediately reported to a supervisor and the Controller. The Church provides full diagnostic and medical treatment for any employee who suffers an injury or illness on the job.

- Employees are required to notify their supervisors immediately if suffering an industrial injury. Failure to properly notify management may delay any claim for compensation and may result in disciplinary action up to and including termination.
- As part of the accident investigation, all employees involved in the industrial injury may be required to submit to a post-accident drug test if the Church reasonably suspects that an employee's impairment from drugs or alcohol may have been a factor in the injury.
- If an employee experiences an emergency at work, a supervisor and the Controller must be notified immediately. A supervisor, or the Controller, will arrange for transportation to an emergency treatment facility. Transportation for additional treatment will be the responsibility of the employee.

Supervisors will be required to make a written report of the on-the-job injury/illness on the required forms. These forms must be completed immediately and submitted to the Controller.

- The Church maintains all required logs and reports, post appropriate notices on the bulletin boards, and ensure that notices are current and adequate.
- When a minor first aid injury occurs, utilize the closest first aid station to where the injury occurred.

Emergency care beyond the ability of a first aid station will be provided by a Church designated medical facility.

Emergency Action

Employees are required to know the location of all emergency exits in their work area and the routes to these exits.

Employees are to know the location of all alarms and fire extinguishers and become familiar with the proper use of Church equipment should the need ever arise. Employees are also to review and become familiar with the Church’s emergency evacuation plan and to clarify any unclear aspect of our emergency procedures with their supervisor or the Controller.

Workplace Security and Anti-Violence Policy

The Church is committed to providing a workplace that is free from acts or threats of violence. Although some kinds of violence result from societal problems that are beyond the Church’s control, the Church believes that certain measures can increase protection for employees and help provide a secure workplace. Accordingly, the Church prohibits any employee from threatening or committing any act of violence in the workplace or while on Church business. This policy also forbids employees or anyone else (except authorized armed security or police personnel, acting in their official capacity) from carrying or bringing a gun or any weapon on Church premises or while conducting Church business.

The Church believes prevention of workplace violence begins with recognition and awareness of potential early warning signs of a situation that presents the possibility of violence. Workplace violence includes threats of any kind; threatening or physically aggressive or violent behavior; harassing or threatening phone calls; stalking; other behavior that suggests a propensity toward violence such as belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of Church property; a demonstrated pattern or refusal to follow Church policies and procedures; defacing Church property or causing physical damage to the facilities; or bringing weapons or firearms of any kind on Church premises.

Early Warning Signs

- History of emotional or mental disturbance
- History of threatening or violent behavior
- Paranoia or easily panicked behavior
- Fascination or preoccupation with weapons, particularly weapons or explosives that could be used for mass destruction, such as semi-automatic guns
- Extreme life stress from personal problems or life crisis
- Events affecting workplace conditions and/or generating stress
- Identifying with incidents of workplace violence reported in the media and either condoning or sympathizing with the actions of individuals committing violence
- Being a loner with little or no involvement with other employees
- Engaging in frequent disputes with supervisors or co-workers
- Obsessive involvement with one’s job, particularly where it occurs with no apparent outside interests

Threats of Violence:

- Throwing objects
- Making a verbal threat to harm another individual or to destroy property
- Making menacing gestures
- Expressing significant grudges against co-workers
- Displaying intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest
- Attempting to intimidate or harass other individuals
- Behavior indicating that the individual is significantly out of touch with reality and that he/she may pose a danger to him/herself or to others

Employees are expected to help the Church keep the workplace free from illegal, unauthorized or potentially violent or dangerous activities. Any employee who is subjected to or threatened with violence by a co-worker, resident or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to the Controller immediately. The matter will be handled appropriately and with as much confidentiality as possible. All reports of such activities including workplace violence will be taken seriously, investigated thoroughly, and corrected promptly.

Employees should request assistance from the nearest available manager to help resolve any difficult situation or security problem. Do not confront any person who is hostile or overly agitated. Instead, immediately report to management any person(s) who acts in a suspicious, hostile, or violent manner.

In addition to these efforts, all employees are to notify management of any security hazards. Recommendations of appropriate action to prevent workplace violence and limit access to work areas by unauthorized persons should be made to management or the Controller.

Benefits

Holidays

The Church will grant paid holiday time off to all regular full-time employees on the holidays listed below:

- January 1 “New Year’s Day”
- Martin Luther King Jr.’s Birthday
- Presidents’ Day
- Good Friday (1/2 day)
- Monday after Easter
- Memorial Day
- July 4th “Independence Day”
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, the Church may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Each non-exempt employee’s eligibility for holiday pay begins after completion of his or her introductory period. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor. If you are required to work on a paid scheduled holiday you will receive either straight time holiday pay or you may schedule another day off within 2 work weeks of the holiday.

BENEFIT PLANS

Insurance Benefits

The Church provides a comprehensive insurance benefit plan (medical, dental and vision) for eligible employees and their dependents. Eligible employees must work 32 hours a week or more. Employees contribute 25% of the cost of premiums of the basic HMO plan, including dependents, through payroll deductions. Any additional cost associated with a higher premium plan is born by the employee. In the event of an increase in insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details regarding individual insurance plans are available in a separate publication distributed by the Controller's office. A life insurance policy is provided for eligible employees at no cost. Eligible employees may also purchase supplemental insurance through AFLAC.

Retirement Plan

The Church provides a 403(b) retirement plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits, and tax status, contact the Controller. All eligible participants will receive a summary plan description.

Confirmation of Receipt

Confirmation of Receipt

I have received my copy of the employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that any and all policies or practices, except for at-will status of employment, can be changed at any time by the Church. St. Margaret's Episcopal Church reserves the right to change my hours, wages, and working conditions at any time.

I understand that my employment is on an at-will basis. No manager, supervisor, or representative of the Church has any authority to enter into an agreement for employment, express or implied, for any specific period of time, or on other than at-will terms. Only the Rector of St. Margaret’s Episcopal Church has the authority to make any such agreement, which is binding only if in writing, and signed by the Rector of the Church.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the Church is employment at-will; employment may be terminated at the will of either the Church or me. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the Church and me concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with the Church.

Employee’s Name _____

Employee’s Signature _____

Date _____