



ST ANDREW'S
PRESBYTERIAN CHURCH

Employee Handbook

february 2005

ST. ANDREW’S EMPLOYEE HANDBOOK

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I. INTRODUCTION

A. WELCOME STATEMENT

Congratulations and welcome to our St. Andrew's staff.

It is with enthusiasm that we have brought you on board. We expect and depend upon you and each of our colleagues to perform the tasks assigned to the best of your abilities. We believe that hard work and commitment will not only help us succeed but will also give you a sense of pride and accomplishment.

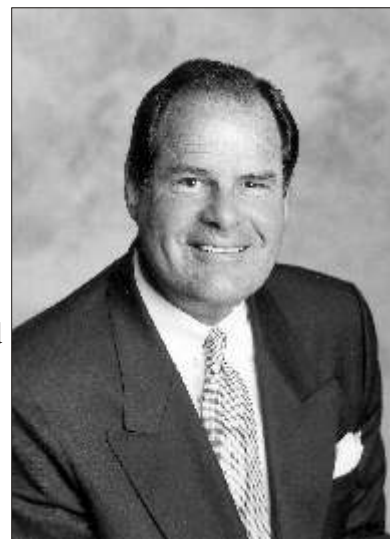
As you know, St. Andrew's has a mission statement, which reads: St. Andrew's Presbyterian Church is endeavoring to be the family of God together in joyful, Christ-centered worship and is committed to: leading men, women and children to a personal saving faith in Jesus Christ; building ourselves in the faith; and serving others here and throughout the world. I look forward to you helping us more effectively fulfill this mission as you blend your specific abilities, experience and background with those of your colleagues.

Please know you're part of the family and that we desire to be mutually supportive, providing the encouragement and resources that help you perform your job effectively. If, at any time, you need assistance or guidance, please do not hesitate to ask any members of our team. We are all here to help you perform to the best of your ability. Again, welcome to St. Andrew's. We are so happy to have you join us!

Yours in Christ,



John Huffman
Senior Minister



B. DESCRIPTION OF HANDBOOK AND BENEFITS

This personnel handbook is intended to provide all employees of St. Andrew's Presbyterian Church ("the Church") with a general understanding of St. Andrew's personnel policies, programs and benefits available to eligible employees. The information in this handbook should be helpful in providing a context within which all staff of St. Andrew's may be free to carry out their responsibilities except as otherwise defined by contract or Presbytery-approved terms of Call.

You are encouraged to familiarize yourself with the contents of the handbook, as it will provide you with information about working conditions, employee benefits, and the policies affecting your employment with St. Andrew's. This handbook, however, cannot anticipate every situation nor answer every question about employment at St. Andrew's. It is not to be construed as a guarantee of continued employment or specific benefits.

Nothing stated in this handbook is intended to extend any legally binding duty or commitment regarding a specific level of benefits or continued employment to employees. In order to retain necessary flexibility in the administration of policies, the Session may, without prior notice, change, revise, or eliminate any of the policies and or benefits described in this handbook in accordance with Session procedures without notice, whenever it determines that such action is warranted.

C. DEFINITIONS OF TERMS

Management Committee - A committee comprised of certain elders and other members of St. Andrew's to which the Business Administrator/COO is responsible for Support Staff Personnel matters. The committee assists the Session with financial matters of the Church.

Ministry Committee - A committee comprised of elders of St. Andrew's to which the Senior Minister and Business Administrator/COO are responsible for Program Staff matters. The committee also acts as a sounding board to the Senior Minister on matters of concern.

Ordained Staff – Clergy ordained by the Presbyterian Church or churches recognized by the Presbyterian Church, USA. In the event that a policy herein conflicts with Presbytery policies, Presbytery policy will take precedence over this handbook. See Program Staff.

Program Staff - The Ordained Staff, the Business Administrator/COO, and any other person, ordained or not, but designated by the Session and listed as such on the church bulletin. If full-time, these persons are responsible for all ministry and administrative functions of the Church and are classified as exempt positions.

Senior Minister - Dr. John A. Huffman, Jr., or his successor. The Senior Minister is the senior employed member of the staff. He/She has ultimate responsibility for all matters of ministry and administration of the Church. The Senior Minister is responsible directly to Session.

Session - The ruling board of St. Andrew's. It is comprised of 21 members of St. Andrew's who are elected according to the Book of Order of the Presbyterian Church, USA. It has responsibility for all matters of the operation of the Church. It is responsible to the membership of St. Andrew's Presbyterian

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Church and to the Presbytery of Los Ranchos. A list of current Session members is available from the Business Administrator/COO.

“St. Andrew’s” or “Church” - St. Andrew’s Presbyterian Church, Newport Beach, California.

Supervisor - Department head or person designated by the department head. These persons are responsible for the supervision of one or more Support Staff. They may be given responsibility for budgets, ministry activities or programs.

Support Staff - Employees not classified as Program Staff.

Support Staff Leadership Team - A group of senior support staff employees selected by the support staff to assist the Business Administrator/COO in handling matters of staff concern.

The PLAN - The Benefits Plan of the Presbyterian Church (U.S.A.) administered by Board of Pensions of the Presbyterian Church (U.S.A.).

II. EMPLOYMENT RELATIONSHIP

A. EMPLOYMENT AT WILL

The following is an integrated agreement with respect to the at-will nature of the employment relationship. Employment with the Church is at the mutual consent of the Church and the Employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice. This at-will aspect of employment may only be modified or superseded by an individual written agreement signed by the Employee and the Business Administrator/COO or Senior Minister, setting forth a specified term of employment.

B. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

St. Andrew’s does not and shall not discriminate on the basis of color, race, national origin, sex, age, marital status, national origin or ancestry, disability, disabled veteran, or Vietnam era veteran or other eligible veteran. All such discrimination is unlawful and all persons involved in the operations of St. Andrew’s are prohibited from engaging in this type of conduct. In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the Church will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Church. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact Human Resources to request consideration for accommodation.

You should report every instance of unlawful discrimination to your supervisor or Human Resources, regardless of whether you or someone else is the subject of the discrimination. Detailed reports—including names, descriptions, and actual events or statements made—will greatly enhance the Church’s ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, the Church will conduct an investigation respecting confidentiality wherever possible. The Church prohibits any and all retaliation for submitting a report of unlawful discrimination

and for cooperating in any investigation. Any supervisor or employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including termination of employment. If the investigation determines that prohibited discrimination or other conduct in violation of St. Andrew's policy has occurred, the Church will take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct.

The Church will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever action(s) the Church takes to resolve and remedy the situation.

III. EMPLOYMENT

A. IMMIGRATION COMPLIANCE

The Church will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. The most common forms of identification are a driver's license and social security card; however, other documents can be used. If you have any questions or need more information on immigration law issues, please contact Human Resources.

B. HIRING OF RELATIVES

St. Andrew's does not forbid the hiring of relatives. However, a relative working in a direct reporting relationship to another relative is to be discouraged.

C. EMPLOYMENT STATUS

Nothing in the following definitions will modify the at-will nature of employment with St. Andrew's.

Exempt Employees

An exempt employee is a salaried employee who is exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state and federal laws. Exempt employees ordinarily do not receive payment for overtime. Exempt employees typically qualify as executive, administrative or professional employees.

Non-Exempt Employees

A non-exempt employee is covered by the overtime provisions of the Federal Labor Standards Act and other applicable state and federal laws. A non-exempt employee is entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday. Non-exempt employees include, but are not limited to, hourly, clerical, and secretarial employees. Non-exempt employees are requested to review the overtime regulations as stated in this handbook under PAYROLL.

D. WORK SHIFTS AND HOURS

Regular full-time - Employees who regularly work a minimum of 1664 or more hours per year on a continuing basis, and who have completed the evaluation period, are considered to be regular full-time employees.

Regular half-time - Employees who regularly work a minimum of 910 hours or more, but less than 1664 hours per year on a continuing basis, and who have completed the evaluation period, are considered to be regular half-time employees.

Regular part-time - Employees who regularly work up to, but less than 910 hours per year, on a continuing basis, and who have completed the evaluation period, are considered to be regular part-time employees.

Temporary - Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work loads or emergencies. An employee will not be changed from temporary status to another status unless specifically informed of such a change, by the Business Administrator/COO. Temporary employees are only eligible for worker's compensation and social security benefits, and are ineligible for any other St. Andrew's sponsored benefit. Temporary employees will be considered exempt or non-exempt employees as defined in Section IIIC of this handbook. They shall be required to complete time cards. Temporary employees work schedule may consist of up to 40 hours per week, but the assignment must be completed in less than 180 days.

Intern and Ministry Associates: Employees who work 20 hours/week per an intern contract and shall be required to complete timecards with other involvements considered "volunteer." Interns are non-exempt employees whose benefits include vacation and sick pay.

E. EVALUATION PERIOD

The first 90 calendar days of continuous employment at the Church will no doubt be a learning experience. This period begins on the first day of your employment. You will learn your job duties and responsibilities, get acquainted with your supervisor(s) and fellow employees, and familiarize yourself with the Church in general. This initial period of employment is referred to as your evaluation period. While we understand that you will be learning a lot about your new job, you are nonetheless expected to perform satisfactorily and your performance will be reviewed closely. Also, please understand that completion of the evaluation period does not guarantee continued employment and does not change the at-will nature of the employment relationship. St. Andrew's may determine that an extension of the 90-day evaluation period is warranted. The purpose of the evaluation period is for the employee and St. Andrew's to get acquainted with one another, and to determine whether the continuation of the employment relationship is in the mutual interest of both parties. It is important to remember that employment is at the mutual consent of the employee and St. Andrew's. Upon completion of the evaluation period, a performance evaluation will be conducted to ascertain the employee's performance to date. Upon satisfactory completion of the evaluation period, the employee will then assume normal employment status and will be so notified by the Business Administrator/COO.

F. ANNUAL PERFORMANCE EVALUATIONS

Each Supervisor must prepare a performance evaluation at least annually and discuss the evaluation with the employee. The Business Administrator/COO will endeavor to meet with each employee's supervisor at least annually to discuss and evaluate the employee's performance during the prior annual period. The Business Administrator/COO will then review all performance evaluations with the exception of Early Childhood School and W.A.T.C.H. staff. The Business Administrator/COO, if deemed necessary, will obtain feedback from the employee on his/her position in the Church as to how such position might be altered or otherwise improved and review objectives relating to future performance. The employee will be required to acknowledge the written portion of his/her annual performance evaluation, which will acknowledge receipt and review of the evaluation. A new employee shall be given a performance evaluation at 90 days.

G. JOB DUTIES

As part of your initial evaluation period, you will learn the various duties and responsibilities of your job. The Church maintains certain expectations and standards applicable to your position, which your supervisor will review with you at the beginning of your assignment.

H. LEADERSHIP TEAM

Scope of Responsibility

Assist the Business Administrator/COO in handling matters of support staff concerns. This team functions in an advisory capacity only to the Business Administrator/COO.

Purpose

Provide a process for reviewing personnel matters pertaining to support staff, and provide counsel and recommendations to the Business Administrator/COO in formulating and maintaining the job classifications, personnel administration and policies, and wage/salary programs as they relate to the support staff. Provide assistance in formulating personnel policies to be recommended to the Management Committee. Serve as a panel of review for support staff suggestions and concerns, plan and encourage support staff development activities and events, and provide recommendations to the Business Administrator/COO.

I. CONFLICTS OF INTEREST DISCLOSURE STATEMENT

Employees will be asked to read and acknowledge receipt of a copy of the Conflicts of Interest Policy dated September 2000, and shall comply with such policy and with any revisions to such policy or additional policies which St. Andrew's may publish from time to time. In signing this Disclosure Statement, employees will have considered not only the literal expression of the Policy but also what they believe to be the spirit of the Policy as well. Employees will hereby certify that except as therein stated, neither the employee nor any of the employee's relatives by blood or marriage has any direct or indirect interest that conflicts with the interest of St. Andrew's Presbyterian Church.

If any situation should arise in the future which, as discussed in this Conflicts of Interest Policy, involving the employee or their relatives by blood or marriage in a conflict of interest, the employee will promptly disclose the circumstances to the Session of St. Andrew's Presbyterian Church. This Agreement shall not be construed to limit St. Andrew's right to terminate the employee's employment at any time, and such termination shall not affect the employee's continuing obligations hereunder.

IV. PAYROLL

A. PAY POLICY

The Business Administrator/COO will annually review all salaries with the Management Committee and the Ministry Committee. The Business Administrator/COO will discuss such review with each employee annually as it affects that employee. No employee is guaranteed that his or her salary shall be increased for any year or that his or her salary will not be decreased.

B. PAYMENT OF WAGES

Paydays are on Wednesday of every other week for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Paychecks are normally distributed to departments the morning of each payday. Errors should be reported immediately to Payroll. No one other than the employee to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so.

C. WORKING HOURS AND SCHEDULE

The workweek shall begin at 12:01 a.m. on Saturday and end at 12:00 midnight on Friday or the last working day preceding those dates. St. Andrew's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. In order to accommodate the needs of our Church, it may be necessary to change individual work schedules on either a short-term or long-term basis. At times, emergencies such as power failures, road closings, earthquakes, fires, or severe weather may interfere with the Church's operations. In such an event the Church may order a temporary shutdown of part or all of its operations. Depending on the circumstances, time off may or may not be paid. Exempt employees will be paid in accordance with applicable laws.

Break Periods

Each non-exempt employee shall be granted two fifteen (15) minute paid rest periods during the course of an eight-hour day. One hour is allowed for lunch unless otherwise designated in the employee's position description or arranged for with his or her immediate supervisor. At least one-half hour must be taken for lunch period after a maximum of five hours of work, unless the total hours worked for the day are six or less. If the hours are six or less, the lunch break may be waived if requested by the employee.

D. TIMEKEEPING PROCEDURES

The Church complies with all applicable federal and state wage and hour laws. These laws govern the determination of compensable hours worked by an employee during a pay period. Accurately recording time worked is the responsibility of all non-exempt employees. Federal and state laws require the Church to keep an accurate record of time worked in order to calculate non-exempt employee pay and benefits.

Hourly Non-Exempt Employees

Hourly employees should accurately record on time cards the time they begin and end work, as well as the beginning and ending time of each meal period. Time cards are due in to Payroll no later than 8:00 a.m. Monday after each bi-weekly pay period ends. (Note: If Monday is a Church holiday, time cards will be due on the Friday before the holiday.)

Employees must affix their signature on the time card to verify the hours recorded on the time card are correct.

In the event the employee is unavailable to record his/her hours on the time card, the supervisor will record and verify the hours.

If corrections or modifications are made to the time card, both the employee and the department supervisor must verify the accuracy of the changes, and forward the information to Payroll.

Salaried Exempt Employees

Exempt employees may also be required to record their time worked and report full days of absence from work for reasons such as leaves of absence, vacation, jury duty, or bereavement leave. It is the employee's responsibility to complete a "time card" form for time absent from work. Once approved by the immediate supervisor, this form is to be turned in to Payroll. Program Staff should also submit a copy of this form to the Secretary to the Senior Minister. Sick leave in a calendar week shall be applied to accrued sick leave. If an exempt employee exceeds their accrued sick leave within a calendar week, no deduction shall be made for excess sick leave in said calendar week. See sick leave policy for further explanation.

All Employees

Altering, falsifying, and tampering time records, or recording time on another employee's time record is prohibited and subject to disciplinary action, up to and including termination of employment.

E. OVERTIME AND MAKE UP TIME

Overtime shall be calculated under applicable state and federal law. Currently overtime for non-exempt and hourly employees is paid for work over 8 hours in a day or forty hours in a workweek, unless covered by an alternative workweek program. Overtime must be approved in advance by the department head. Because St. Andrew's Church is dependent upon the contributions of its members and visitors to satisfy its annual budget requirements, it is subject to budgetary constraints that may not be typical of

other non-church employers. Consequently, St. Andrew's may not, at any given time, have adequate budgeted funds to make overtime payments. Therefore, under normal circumstances, non-exempt employees shall not be allowed to, or asked to, work any overtime. If, however, there are sufficient budgeted funds to allow payment of overtime compensation, and there is a recognized need for overtime, overtime hours worked for non-exempt employees can be authorized in advance of hours worked and paid. No employee shall work any overtime without the prior consent and direction of the department head. Unauthorized use of overtime may result in disciplinary action, up to and including termination of employment.

F. VOLUNTEER TIME

A non-exempt employee may volunteer to do services at St. Andrew's provided such volunteer time is utilized to accomplish tasks other than those performed within the scope of his/her departmental job description. A non-exempt employee may be allowed to make up lost time in a pay period or day due to personal reasons. In order for make-up time to be allowed, the employee must do the following:

- Voluntarily request to make up time at their regular hourly pay rate.
- Request the make-up time in writing.
- The make-up time must be approved in writing by the supervisor. An authorization note must be attached to the time card on which make up hours are recorded.
- Make-up hours must occur within the same workweek in which hours were lost due to personal obligations, provided that make-up work time does not create more than 11 hours in a workday or more than 40 hours in a workweek.

G. MISSION TRIP EMPLOYMENT

If the department head or program staff member requires the presence of an employee on a departmentally sponsored trip, the employee will be paid for the time on duty on such assignments, including travel time, up to 8 hours per day in accordance with the provisions of IVB, above. Support staff from departments other than those sponsoring a mission trip may be eligible to participate at the discretion of their supervisor. Time away from the job will be considered unpaid personal time. In the event that a sponsoring department wishes to employ a staff member from another department, they shall be responsible for any payments to the requested employee.

H. VACATION BUY-BACK

In the event of a dire personal emergency, the Business Administrator/COO may authorize the buy-back of up to forty hours of vacation time accrued, provided that the employee has taken at least forty hours of vacation in the prior twelve months of employment or that the employee maintains at least forty hours of accrued vacation on the books after any proposed buy-back.

I. AUTOMATIC DEPOSIT

Employees may designate one or more bank accounts (up to three accounts) for automatic deposit of their paychecks. For example, a set amount may be directed into your savings account, with the balance

deposited into your checking account. All of the required enrollment and consent forms are available from Payroll.

J. WAGE GARNISHMENTS

The Church would like to avoid incurring the administrative costs of garnishments and wage assignments for employees. Accordingly, the Church encourages all employees to meet their financial obligations. Nonetheless, the Church will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless so ordered to by a court. The Church may deduct the administrative costs of complying with wage assignment and garnishment orders, up to the amount allowed by statute.

K. CHURCH BUSINESS EXPENSE REIMBURSEMENT

Employees may be reimbursed for reasonable expenses incurred in the course of conducting approved Church business. These expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Church along with the receipts within 30 days of the date of the expenditure. Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance of such expenses.

V. EMPLOYEE CONDUCT

A. CONFIDENTIALITY

All employees and staff personnel of St. Andrew's Presbyterian Church are expected to conduct themselves in a professional manner. In their respective positions, they may come in contact with sensitive and personal information concerning other employees, members, or guests of St. Andrew's. It is the policy of St. Andrew's that employees and staff personnel treat such information with the highest degree of confidentiality, recognizing the devastating effect that misuse of sensitive information can have. Confidential information is to be discussed in a private area and only with those who are directly responsible for this information or have a need to know. The obligation to maintain confidentiality continues even after the employment relationship has ended.

B. HARASSMENT POLICY

Church Policy

St. Andrew's Presbyterian Church is committed to providing a workplace free from harassment. The Church does not tolerate harassment of personnel by co-workers, supervisors, or non-employees in the workplace for any reason. St. Andrew's is committed to preventing, investigating, and, when appropriate, taking disciplinary and other action in response to incidents of harassment.

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Definition of Harassment

Harassment is unwelcome verbal, visual, or physical conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The harassment unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee's age, ancestry, color, marital status, medical condition, mental disability, physical disability, national origin, race, or sex.

Sexual harassment conduct in particular includes all of these prohibited actions as well as requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

Reporting, Investigation, and Discipline

Any employee who believes that he or she has been or may have been subjected to harassment is urged to contact the Business Administrator/COO or a Department Head immediately so that preventative and corrective actions can be taken promptly. Any employee, supervisor, or manager who becomes aware of any harassment by any employee, supervisor, manager, or non-employee in the workplace must immediately advise the Business Administrator/COO to assure that such conduct does not continue. Every complaint of harassment will be investigated thoroughly and promptly, and St. Andrew's will attempt to keep the investigation as confidential as possible. As part of the investigation, a representative of St. Andrew's will talk with the employee to learn about their concerns and obtain information needed to investigate the concerns. The investigation will include obtaining information from whomever the employee believes has been harassing him/her and anyone who may have been a witness to the harassment. St. Andrew's will inform the employee of the outcome of the investigation, and will follow up as appropriate in an attempt to preclude further harassment. St. Andrew's, moreover, will not tolerate retaliation against any employee who reports harassing conduct. If St. Andrew's determines that harassment has occurred, St. Andrew's will impose appropriate discipline upon offending employee(s), up to and including termination. If the harassing conduct is the act of a non-employee, St. Andrew's will take appropriate corrective action to attempt to ensure that such conduct is not repeated.

State Enforcement Procedure

Note: Refer to State Enforcement Procedures posted in the Administration office workroom.

C. DISPUTE RESOLUTION

It is the policy of St. Andrew's to avoid disputes between employees and their department heads or the program staff whenever practically possible. Therefore, all employees are encouraged to communicate freely with their department heads concerning any matter which could become a dispute so that the

matters might be mutually resolved. However, if any dispute does arise between an employee and the Church or any member of the program staff and cannot be resolved with the department head, such dispute shall be referred to Human Resources or the Business Administrator/COO for resolution. If Human Resources or the Business Administrator/COO is unable to resolve the dispute, the dispute shall be referred to the Management Committee. The Management Committee may appoint an Investigatory Panel to conduct a hearing at such time as is acceptable to all parties. The employee may invite a representative of his or her choice to the hearing if so desired. Human Resources or the Business Administrator/COO may be present at such hearing. The Investigatory Panel shall determine a decision with respect to the dispute and a written report of the Panel's findings shall be prepared and submitted to the Session. The decision of the Management Committee or Ministry Committee and Session shall be final and binding on all parties; however, an appeal may be made to the Presbytery Stated Clerk.

Appeal provisions stated above shall apply to Ordained Staff unless rights under Presbytery or Book of Order provisions for conflict resolution supercede them. Any matter not satisfactorily resolved pursuant to the foregoing procedure shall be determined and settled exclusively by reference to the local Christian Conciliation Services Office.

D. EMPLOYEE CONDUCT GUIDELINES

In order to assure orderly operations and provide the best possible work environment, St. Andrew's expects all employees to follow rules of conduct that will protect the interests and safety of personnel. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of conduct that may result in disciplinary action, including suspension, demotion, or termination of employment.

- Insubordination, immoral, disorderly, or indecent conduct.
- Violence, fighting, or horseplay which may cause injury to others.
- Disregard for, or violation of, safety, health, environmental or security rules.
- Theft, sabotage or unauthorized use, removal, destruction or possession of Church or another employee's property or equipment.
- Unlawful use, possession, sale, purchase or distribution of drugs or controlled substances in connection with the workplace, arriving at work, operating Church equipment or vehicles, or working while impaired by illegal drugs or alcohol, either on or off Church premises or off company premises, where such off-premises conduct may affect the employee's suitability for employment or the Church's reputation.
- Possession of firearms, other weapons or dangerous and unauthorized materials on Church premises at any time.
- Unlawful, illegal or unethical actions, such as accepting bribes, kickbacks or other illegal payments, made or received directly or indirectly in connection with employment by St. Andrew's Presbyterian Church.
- Unauthorized use of Church equipment.
- Gambling on Church premises at any time.

E. PUNCTUALITY AND ATTENDANCE

When absent or late, each employee shall notify the supervisor or Business Office by telephone as soon as possible. Failure to call in and give sufficient notice of absence can result in grounds for reprimand. Repeated failure to give sufficient notice for tardiness or anticipated absence can result in dismissal.

F. INVESTIGATIONS OF JOB APPLICANTS AND CURRENT EMPLOYEES

The Church may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. Employee investigations may, where appropriate, include credit reports and investigations of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. In the event that a background check is conducted, the Church will comply with the federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms. Employees subject to an investigation are required to cooperate with the Church's lawful efforts to obtain relevant information and may be disciplined up to and including termination for failure to do so.

G. PERSONNEL RECORDS

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date by reporting any change of address, phone number, name, social security number, et cetera, to Human Resources. Employees may inspect their personnel file in the presence of a Human Resources representative. Please contact Human Resources to schedule a time. You may request copies from your file of any documents that you have previously signed. Only authorized supervisors, Human Resources, the Business Administrator/COO and Senior Minister will have access to your personnel file. However, the Church will cooperate with—and provide access to your personnel file to—law enforcement officials or local, state, or federal agencies in accordance with applicable law. All requests to review an employee's personnel file should be referred to Human Resources. Confidential health/medical records are not included in your personnel file. The Church will safeguard them from disclosure and will divulge that information only (1) as allowed by law; (2) to the employee's personal physician upon written request of the employee; or (3) as required for workers' compensation cases.

H. EMPLOYEE DRESS AND PERSONAL APPEARANCE

St. Andrew's does not have a formal dress policy and prefer to rely on every employee's good judgment to dress appropriately for a church/business such as ours and the job he or she is performing. We do expect all employees to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers. Please avoid extremes in dress and behavior. Flashy, skimpy or revealing outfits and other non-business-like clothing are unacceptable. Tight fitting shorts and mini-length skirts or dresses are not considered appropriate and should not be worn to work.

Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire. If you are an hourly employee sent home to change clothing, you are to clock out and are to clock in again upon returning to work. If you are a salaried non-exempt employee, you are to record the actual hours worked, as is customary, on the payroll time sheet. Hourly and salaried non-exempt employees will not be paid during the time they are away from the Church for such purposes.

I. PUBLICITY/STATEMENTS TO THE MEDIA

All statements and media interviews related to St. Andrew's Presbyterian Church and the Church's official position on any matters shall be approved in advance by the Senior Minister or the Business Administrator/COO.

VI. ST. ANDREW'S FACILITIES

A. OPERATION OF VEHICLES

The use of Church-owned or Church-leased vehicles and rental of vehicles for Church business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of the Business Administrator/COO.

All employees authorized to drive Church-owned or Church-leased vehicles or to rent vehicles for use in conducting Church business must possess a current, valid California driver's license and an acceptable driving record.

Any change in license status or driving record must be reported to the Business Administrator/COO immediately. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or the Church's insurance carrier, that employee may be restricted from driving, reassigned, suspended, or terminated, at management's discretion.

A valid California license must be in your possession while operating a vehicle off or on the Church property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers should demonstrate safe driving habits and not drive too fast or recklessly.

Certain employees may be authorized by the Senior Minister or Business Administrator/COO to drive their own personal vehicles while conducting Church business. These employees must maintain adequate personal automobile liability insurance. Employees doing so should promptly submit an expense report detailing the number of miles driven on Church business. If an employee is not provided an automobile allowance, the Church will pay mileage reimbursement in accordance with current IRS mileage reimbursement rates.

Employees are expected to observe the above policies while on Church business, even if driving their own personal vehicles.

B. USE OF EQUIPMENT

All Church property—including desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, cellular telephones, pagers, modems, facsimile machines, duplicating machines, vehicles, etc.—must be used properly and maintained in good working order.

Employees who lose, steal, or misuse Church property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including termination.

The Church reserves the right, at all times and without prior notice, to inspect and search any and all of its property for the purpose of determining whether this policy or any other policy of the Church has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

Employees have no right of privacy as to any information or file maintained in or on the Church property or transmitted or stored in the Church's computer, voice mail, e-mail, or telephone systems. For purposes of inspecting, investigating, or searching employees' files or documents, the Church may override any applicable passwords, codes, or locks in accordance with the best interests of the Church, its employees, or its members. All bills and other documentation related to the use of the Church equipment or property are the property of the Church and may be reviewed and used for purposes that the Church considers appropriate.

Employees may access only files, e-mail, voice-mail, or documents that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, or other property of the Church, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

C. USE OF TECHNOLOGY AND THE INTERNET

St. Andrew's technical resources—including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail)—enable employees quickly and efficiently to access and exchange information throughout the Church and around the world.

This policy applies to all technical resources that are owned or leased by the Church, that are used on or accessed from Church premises, or that are used on Church business. This policy also applies to all activities using any Church-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from Church premises.

Each employee is responsible for the content of all text, audio, or images that they place or send over the Church's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter. Violations of any guidelines in this policy may result in

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disciplinary action up to and including termination. In addition, the Church may advise appropriate legal officials of any illegal violations.

NOTE: As you use the Church's technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it still may remain on the system and be recoverable.

Acceptable Uses

St. Andrew's technical resources are provided for the benefit of the Church and its members, vendors, and suppliers. These resources are provided for use in the pursuit of Church business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Unacceptable Uses

St. Andrew's technical resources are not be used for personal gain. Church resources are not to be used by employees who wish to express **personal and/or political opinions, send mass e-mails or chain letters**. Solicitation for any non-Church business or activity using Church resources is prohibited. Use of the Church's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the Church's technical resources. Employees may not play games on Church computers and other technical resources during work time. Employees are not to send e-mails or other communications that either mask their identity or indicate having been sent by someone else. Access of any technical resources using another employee's password is forbidden. Access of libraries, files, data, programs, and directories must be related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the Church, or improper use of information obtained by unauthorized means is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that reasonably may be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, national origin, sex, religion, disability, or status as a disabled veteran, Vietnam era veteran, or other eligible veteran, marital status, sexual orientation, age, or any other basis protected by federal, state, or local law. Any use of the Internet/World Wide Web to harass or discriminate is unlawful and strictly prohibited by St. Andrew's. Violators will be subject to discipline, up to and including discharge.

St. Andrew's does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties.

Copyrighted Materials

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Employees are not to copy and/or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless they have confirmed in advance from appropriate sources that the Church has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Church as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your supervisor.

Confidential Information

E-mail and Internet/Web access are not entirely secure. Others outside the Church may also be able to monitor your e-mail and Internet/Web access. Internet sites maintain logs of visits from users; these logs identify which company, and even which particular person, accessed the service. All employees should safeguard St. Andrew's confidential information, as well as that of members and others, from disclosure. Messages containing confidential information should not be left visible while you are away from your work area. It is recommended that e-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message: CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.

Security of Information

Although employees have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to the Church, are to be accessible at all times by the Church, and are subject to inspections by the Church with or without notice. The Church may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages. Employees are not to provide a password to other employees or anyone else outside the Church and should never access any technical resources using another employee's password.

Software Policy

If you want to install software on Church computers, you must contact the Business Office and request to have the software installed. Employees are prohibited from installing any software on any Church technical resource without prior permission from the Business Office. Involving the Business Office ensures that the Church can manage the software on Church systems, helps prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the Church and the individual employee to substantial fines and exposes the employee to imprisonment. *Employees may not load personal software onto Church computer system and may not copy software from the Church for personal use.*

D. USE OF STATIONERY & MAIL SERVICES

All engraved or printed the Church stationery, envelopes, and other work materials are for Church use only. These materials may not be used for personal correspondence or non-Church matters. When signing Church letters on Church letterhead, the employee's name must be used. The use of Church paid postage for personal correspondence or packages is not permitted, unless reimbursed by the employee.

E. EMPLOYEE PROPERTY

Employees should not bring valuables to work. The Church assumes no responsibility for the loss, theft, or damage of employees' personal property.

F. SECURITY

You should be alert at all times and should report the presence of any suspicious persons to your supervisor or the Business Office immediately.

G. EMPLOYEE PARKING

The Church provides employees with parking on a first-come first-served basis. You may park your vehicle in a non-reserved space. Some parking spaces, however, may be reserved for disabled drivers or visitors. The Church will not be responsible for any damage to your vehicle or the contents of your vehicle while parked on Church property.

H. BULLETIN BOARDS

Bulletin boards are reserved for the exclusive use of the Church for posting work-related notices or notices that must be posted pursuant to local, state, and federal law. From time to time, special notices and information for employees will be posted by the Church on the bulletin boards. Please check the boards regularly for these notices. Employee postings are not permitted without obtaining prior approval from the Business Office.

I. TELEPHONES

Personal calls, both incoming and outgoing, should be kept to a minimum so as to not interfere with your duties and responsibilities. Personal long distance calls are prohibited without the express approval of your supervisor. Abuse of the long-distance telephone call policy may result in discipline, up to and including termination. Personal long distance calls must be paid for by the employee.

J. HOUSEKEEPING

All employees are expected to maintain their desks and/or work areas in a safe and orderly fashion. Also, please pick up after yourself when you use the break room, lunch room, workrooms, or restrooms.

K. NO SMOKING POLICY

St. Andrew's is a "No Smoking" facility. Smoking is not allowed in any Church building, Church vehicles, children's gated area or parking lot.

L. HEALTH & SAFETY

The health and safety of employees and others on the Church property are of critical concern to St. Andrew's. We strive to attain the highest possible level of safety in all activities and operations. The

Church also intends to comply with all applicable health and safety laws. To this end, it is important that employees ensure that work areas are kept safe and free of hazardous conditions. You should report any unsafe conditions or potential hazards to your supervisor *immediately*, even if you believe you have corrected the problem. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and should notify the Business Office regarding the problem.

Periodically, the Church may issue rules and guidelines governing workplace safety and health. The Church may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Contact your supervisor for copies of current rules and guidelines. Failure to comply strictly with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated. Additionally, the Church has developed a written Injury and Illness Prevention Program as required by law. The provisions of this program are reviewed at the time of new employee orientation. If you have not reviewed the provisions of this program, and you wish to do so, please contact Human Resources. It is your responsibility to read, understand, and observe the Injury and Illness Prevention Program provisions applicable to your job.

Any workplace injury, accident, or illness **must** be reported to your supervisor as soon as possible, regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

M. CRIMINAL ACTIVITIES ON/NEAR CHURCH PROPERTY

The Church recognizes the unfortunate reality that violent crimes do occur in the workplace. The potential commission of a violent crime in the workplace may threaten the safety of employees as well as visitors. Therefore, due to the Church's concern for the safety of its employees and visitors, the following guidelines are provided:

Guidelines for Protecting Employee and Visitor Safety

Prevention is the threshold measure to protect employee and visitor safety. Accordingly, you should make a conscious effort to observe your surroundings and report any suspicious persons or activities to the police. In the unfortunate event of a holdup or robbery, you should obey all orders issued by the perpetrator. Failure to follow the perpetrator's orders jeopardizes your safety as well as the safety of visitors and other employees. Therefore, remember to stay calm, move slowly, and cooperate with the perpetrator. Do not argue, fight, display a weapon, or offer any other form of resistance. To the extent possible, employees should attempt to concentrate on the perpetrator's physical features, dress, voice, automobile, et cetera to assist with later identification. Once the incident is over, you should remain where you are—do not attempt to follow or catch the perpetrator. Once you are certain that the perpetrator has left the immediate area, quickly secure the area and call the police. While waiting for the police to arrive, avoid touching anything or disturbing the area. If possible, write down everything you can remember about the incident and the perpetrator. Employees are expected to cooperate fully with enforcement authorities after the occurrence of an incident.

VII. BENEFITS

Employee benefits are subject to change, including cancellation, at any time at the sole discretion of St. Andrew's Presbyterian Church.

A. ELIGIBILITY FOR BENEFITS:

Regular full-time employees (32–40 hrs./wk., 1664-2080 hrs./yr.) may be eligible for the following benefits:

1. Medical, Dental and Vision Insurance
2. Vacation
3. Sick Leave
4. Scheduled Holidays Paid (Hours worked on a scheduled holiday will be paid at the regular wage, in addition to the holiday pay, defined in Section VII.B.)
5. Personal Days (paid at the regular wage)
6. Workers' Compensation Insurance Coverage
7. Social Security Coverage
8. Disability Insurance
9. Life Insurance
10. Retirement Benefits
11. Personal Leave of Absence
12. Medical Leave of Absence
13. Bereavement Leave
14. Jury Duty
15. Family Care Leave of Absence
16. Mission Leave
17. Section 125 Plan

Regular half-time employees (17.5 up to but less than 32 hrs./wk., 910 - 1663 hrs./yr.) may be eligible for the following benefits:

1. Workers' Compensation Insurance Coverage
2. Social Security Coverage
3. Jury Duty
4. Vacation (on a pro-rated basis)
5. Sick Leave (on a pro-rated basis)
6. Scheduled holidays paid (WATCH and ECS will predetermine which day will be observed as Presidents' Day.) If the employee's regularly scheduled day of work falls on a holiday, that will be a paid day. Hours worked on a scheduled holiday will be paid at the regular wage, in addition to the holiday pay defined in section VII.B.
7. Personal Days (on a pro-rated basis)
8. Personal Leave of Absence (on a pro-rated basis)
9. Medical Leave of Absence (on a pro-rated basis)

10. Bereavement Leave
11. Family Care Leave of Absence
12. Mission Leave (on a pro-rated basis)

Regular part-time and temporary employees (0 up to but less than 17.5 hrs./wk., 910 hrs./yr.) may be eligible for the following benefits:

1. Workers' Compensation Insurance Coverage
2. Social Security Coverage

Program staff also may be eligible for the following benefits, as stated in their contract or terms of call:

1. Sabbatical Leave
2. Study Leave
3. Educational Assistance
4. Auto Allowance

B. HOLIDAYS

There are twelve approved paid holidays: New Years Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after Thanksgiving, Christmas Day, ½ day Christmas Eve, ½ day New Year's Eve, employee's birthday or day of choice, and two floating holidays as approved by department head or Business Administrator/COO. Holiday observance will be announced in advance.

Holidays that fall on Saturday will be observed on the preceding **Friday**, and holidays that fall on **Sunday** will be observed on the following **Monday**, **unless otherwise designated by the Business Administrator/COO**. Should an employee be required to work on the designated holiday or on the actual national holiday, they will be eligible to take a day off with pay on the work day preceding or following the holiday, **subject to approval of the department head and Business Administrator/COO**.

Full-time and half-time employees and who normally do not work on the day of a scheduled holiday will take another day off either the week before or the week after the holiday. The employee will be paid for the holiday day taken on the basis of their contracted or regularly scheduled hours, approved by the department head or Business Administrator/COO and taking into consideration the current work load of co-workers in the respective department for that day.

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours that they would otherwise have worked on that day. Holiday pay will be counted as time worked for the purpose of calculating an employee's pay. To be eligible for holiday pay, the employee must work the last scheduled day immediately preceding and the first scheduled day following the holiday, or must have a previously approved excused absence.

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If an employee is required to work on the designated holiday, he/she will receive holiday pay, plus wages at one and one-half times their straight time rate, for hours worked on the holiday.

If a recognized holiday falls during an eligible employee's paid absence (ex. vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied, or the employee may opt to take an additional paid vacation day.

New Employee Guideline

Employees who have worked for six months will be eligible for the Floating Holiday.

C. PERSONAL LEAVE TIME

Personal leave time ("PLT") is granted to full-time and half-time employees. Two days per year will be granted to employees working 40 hours per week. Employees working less than forty hours per week shall be granted a pro-rated number of hours based on their regular weekly hours. Personal leave time is not considered additional vacation time. The employee's supervisor must approve "PLT" in advance, however, employees do not need to give supervisors a reason for the time off. "PLT" should not be added to vacation time. "PLT" must be used in a minimal increment of two hours. "PLT" cannot be accrued and must be used by year-end.

<u>Scheduled Hours/Week</u>	<u>Pro-Rated "PLT" Max. Allowance</u>
32	6.4 hrs.
30	6 hrs.
28	5.6 hrs.
26	5.2 hrs.
24	4.8 hrs.
22	4.4 hrs.
20	4 hrs.
18	3.6 hrs.
17.5	3.5 hrs.

New Employees Guideline

Employees who have worked three months will be eligible for the first Personal Leave Time benefit, and employees who have worked six months will be eligible for the second Personal Leave Time benefit.

D. VACATION

Vacation is provided so full-time, half-time employees, and interns may enjoy rest, renewal and recreation. During the first five years of employment, each scheduled half-time or full-time employee will accrue paid vacation time at the rate of 0.0385 hours of vacation for each hour worked, including vacation days and holidays, sick days, half-time or full-time (excluding overtime) to a maximum of 80 hours per year. During the sixth through ninth year of employment, each scheduled half-time or full-time employee will accrue paid vacation time at the rate of 0.0577 hours of vacation for each hour worked, including vacation days and holidays, sick days, half-time or full-time (excluding overtime) up

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to 120 hours per year. After ten years of employment, each scheduled half-time or full-time employee will accrue paid vacation time at the rate of 0.0769 hours of vacation for each hour worked, including vacation days and holidays, sick days, half-time or full-time (excluding overtime) up to 160 hours per year. Vacation compensation will be paid at the employee's regular rate of pay.

Example:

Date of hire – 60 months
0.0385 per hour
(80 hours maximum per year)
61 – 120 months
0.0577 per hour
(120 hours maximum per year)
121 months or more
0.0769 per hour
(160 hours maximum per year)

Support staff and intern vacations may only be scheduled with the approval of the employee's department head and the Business Administrator/COO, but the minimum that may be requested will be a half-day. Additionally, program staff must request vacation from the Senior Minister.

The Floating Holidays, but not "PLT," can be taken contiguous with vacation.

Employees are encouraged to take their accrued vacation each year, and to request vacation time off giving as much notice as possible.

An effort will be made to accommodate the employee's wishes with respect to vacation scheduling, however, no guarantees can be provided that any employee will be able to take his or her vacation at the time he or she has requested. No further vacation benefits accrue for an employee when unused vacation benefits accumulate to 150% of the annual benefits earned, until the unused balance is brought below 150%. At that point, accrual of vacation benefits will resume. Cash payment for accrued vacation will be paid only in the case of termination of employment.

A contracted half-time person or less than 40-hour-per-week full-time employee, who is required to work more than the scheduled number of hours, will get paid for the hours worked including overtime and accrue benefits on all hours paid excluding overtime. However, the 150% maximum benefits accrual will be calculated on the contracted or scheduled hours.

Vacation and sick time do not accrue during unpaid leaves of absence or other periods of inactive service.

Exempt employees shall not be required to use vacation time during periods of shut-down, provided the period does not exceed one calendar month. Shut-downs exceeding one calendar month shall require exempt employees not to perform work duties in following months, and vacation pay shall be used to continue payment of a monthly salary.

E. MINISTRY LEAVE TIME (“MLT”)

Support staff is encouraged to participate in the outreach ministry of St. Andrew's Presbyterian Church by participating in ministry outreach programs sponsored by the Church. The Church provides paid Ministry Leave Time for the purpose of assisting you to volunteer for a ministry trip. Ministry Leave Time is not being provided for employment services. Ministry Leave Time is a benefit to encourage volunteerism. Time off shall be granted after the completion of one year of full-time employment as defined in the St. Andrew's Personnel Handbook.

Full-time and half-time staff shall be allowed leave time in the amount of their regularly scheduled workweek hours up to a maximum of 40 hours. These hours shall be used within a two-year period. This time is granted with the expectation that it will be used consecutively for one trip. However, it may be used to attend more than one event, provided that not more than the total allowable hours are utilized within a two-year period.

Time away shall be coordinated with the employee's supervisor. Support staff are expected to be aware of peak work periods in their department and shall not request time off during such periods. Times shall be subject to approval by the employee's supervisor.

Non-exempt staff that participates in trips related to their regular work will be compensated according to the policy for field trips. Final determination of eligibility to volunteer under this policy shall be made by the Business Administrator/COO.

F. LIFE INSURANCE

After three months of employment, full-time employees not covered by the PLAN are eligible to be enrolled in Church-paid group life insurance. Coverage is generally equal to two times gross annual salary. Such insurance is subject to change or cancellation at any time without prior notice. Amounts in excess of \$50,000 are subject to taxation as imputed wages and are thus included in the employee's W-2.

G. LONG-TERM DISABILITY INSURANCE

After three months of employment, full-time employees not participating in the PLAN are eligible to be enrolled in group long-term disability insurance which generally equals 60% of full time employee's salary if disabled and unable to work (after a 30-day waiting period of continuous disability). Partial payments are to be made for a period of up to 24 months if the employee is unable to perform any other employment; otherwise, to age 65, if the employee is totally disabled from all gainful employment. Refer to the disability insurance handbook for specifics. Such insurance is subject to change or cancellation at any time with/and without prior notice.

H. SOCIAL SECURITY (FICA); FUTA; STATE UNEMPLOYMENT INSURANCE (SDI)

St. Andrew's has elected to come under the Social Security Program (FICA). The required amount is deducted from the employee's gross earnings and St. Andrew's contributes an equal amount.

St. Andrew's does not participate in the Federal Unemployment Tax Act ("FUTA") program, and it is exempt from participation in the state unemployment and disability insurance programs. Ordained Staff do not participate in FICA if they elect a housing allowance.

I. POST-TERMINATION CONTINUATION OF MEDICAL INSURANCE

In accordance with the requirements of the federal health insurance law, called "COBRA," eligible employees and their family members may continue participation in the employer's group health insurance program following certain "qualifying events." These events include an employee's termination (other than due to "gross misconduct"), resignation, reduction in hours, divorce, legal separation, death, Medicare entitlement, and certain other events. Where the right to continue coverage arises, coverage may be continued at special rates, paid by the employee/former employee, authorized by COBRA. Details regarding the COBRA rules may be obtained from the Business Administrator/COO for St. Andrew's group health coverage, or through the Presbyterian Church (U.S.A.) for Ordained Staff.

Another federal law, called the Health Insurance Portability and Accountability Act ("HIPPA"), allows certain individuals to transition from one job to another without losing their health insurance coverage or reducing the amount of time they may be excluded from coverage under a new employer's health insurance plan. St. Andrew's complies with its obligations under the HIPPA and recognizes coverage that a new employee had under a prior employer's group health plan to the extent required by law. Details are available from the Business Administrator/COO.

J. INSURANCE BENEFITS – OTHER

After three months of employment, full-time employees are eligible to be enrolled in one of the medical and dental insurance plans provided by St. Andrew's—either HMO or POS (Point of Service)—and vision insurance. A physical exam shall be required at the time of employment if required by the carrier of our health or life insurance coverage.

The Church pays the premiums for the employee if he or she selects the HMO plan. If the POS plan is selected, a nontaxable fee to offset the additional premium shall be deducted from the employee's salary. Each employee may pay for any dependents he or she wishes covered. Dependents may only be added or dropped according to the plan limits in effect. The terms of the coverage provided by the Church are subject to change or cancellation at any time and without prior notice. Employees may waive coverage; however, the premium equivalent will not be given to the employee in lieu of payment to the insurance company.

Eligibility of Ordained Staff and Program Staff

Ordained staff does not participate in the Church's Medical, Dental or Vision Insurance unless the Benefits Plan of the Presbyterian Church (U.S.A.) (PLAN) does not cover them, at which point they become immediately eligible. Program staff receive family medical, dental and vision insurance unless otherwise altered by their contract or terms of call. Ordained staff who participate in the Benefits Plan of the Presbyterian Church (U.S.A.) are eligible to be reimbursed for deductibles on medical expenses covered by the PLAN. Medical expenses not covered by the PLAN are not eligible for reimbursement,

unless such expenses would have been covered under the PPO plans offered to other program staff. The Business Administrator/COO shall have final authority to determine eligibility of uncovered claims.

K. MEDICARE

Please be advised that when you and/or your spouse become eligible for Medicare, it is essential that you and/or your Medicare-eligible spouse enroll in Medicare, including the voluntary Supplemental Medical Insurance provided under Medicare Part B. Failure to enroll in Medicare Parts A and B may result in a serious gap in your protection against hospital and medical expenses.

L. SICK LEAVE

Sick leave is considered a contingent benefit and shall only be used for a bona fide sickness. Up to half of total accrued time may be used to care for the illness or injury of a child, grandparents, spouse, or parent of the employee. Medical verification may be required. "Child" includes a biological, foster or adopted child, a stepchild, a legal ward, or a child to whom the employee acts as a parent. "Parent" includes a biological, foster or adoptive parent, a stepparent, or a legal guardian. Sick leave to care for ill family members is subject to all policies that apply to sick leave, including medical documentation. It is the policy of the Church to provide sick leave as a salary continuation during illness and convalescence so the employee need not suffer what could otherwise be a loss of wages within the limits listed below. During the first five years of employment, each scheduled full-time employee will accrue sick leave at the rate of 0.0385 hours of sick leave for each hour worked to a maximum of 80 hours per year. During the sixth through tenth year of employment, each scheduled full-time employee will accrue sick leave at the rate of 0.0577 hours of sick leave for each hour worked up to 120 hours per year. After ten years of employment, each scheduled full-time employee will accrue sick leave at the rate of 0.0769 hours of sick leave for each hour worked up to 160 hours per year. When sick leave credits are exhausted, the employee must determine whether he/she will continue the absence as vacation if any accrued vacation time is still unused. The employee may be subject to termination if the absence continues beyond the time represented by sick leave credits and vacation time. Sick leave may be accrued, but in no event shall such accrued leave exceed 150% of the employee's sick leave for the year. Payment will not be given to employees for unused sick days. Sick leave is provided to encourage wellness. Sick leave may be used for doctor or dentist visits and must be used in a minimal increment of 15 minutes. Sick leave used for doctor or dentist wellness visits must be scheduled and approved in advance by the employee's supervisor.

A contracted half-time person or less than 40-hour-per-week full-time employee, who is required to work more than the scheduled number of hours, will be paid for the hours worked, including overtime, and accrue benefits on all hours paid excluding overtime. However, the 150% maximum benefits accrual will be calculated on the contracted or scheduled hours.

Catastrophic Illness Sick Leave Bank

The Catastrophic Illness Sick Leave Bank is for employees who contract a catastrophic illness that takes them out of work beyond the period of their normal sick leave.

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Guidelines for contributing

Full-time employees with five (5) plus years of employment are eligible to donate up to five (5) days (40 hours) of sick leave. To be eligible to donate, a full-time employee is required to have at least fifteen days (120) hours of sick leave accrued or they must be terminating employment, at which time they may donate up to five (5) days. Full time employees with less than five (5) years of employment may not contribute unless terminating employment.

Half-time employees may not contribute unless terminating employment at which time they may donate up to five days.

Hours accrued over the maximum accrual may not go in the bank. Donations can be made on the Employee Action Report ("green sheet") on the "Other" line.

Guidelines for eligibility

Employees requesting time from the Catastrophic Illness Sick Leave Bank shall do so in writing to the Business Administrator/COO and Senior Minister. These two persons or delegates will be responsible to determine if such a request is to be granted and, if so, for the number of hours.

M. LEAVES OF ABSENCE

The Church may grant a personal leave of absence in certain circumstances. You should notify your supervisor and/or Human Resources as soon as you become aware that you may need a personal leave of absence. The Church will consider your request in accordance with applicable law and Church leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your supervisor or Human Resources during your leave, and giving prompt notice if there is any change in your return date. You must not accept other employment or apply for unemployment insurance while you are on a personal leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at St. Andrew's. Unless otherwise provided for in this manual, benefits, such as paid time off, vacation, and holidays, will not accrue while you are on a personal leave of absence. Upon return from a personal leave of absence, you will be credited with the full employment status that existed prior to the start of the leave if the same or a suitable position is available. Requesting or receiving a leave of absence in no way relieves employees of their obligation while on the job to perform their job responsibilities capably and up to the Church's expectations and to observe all the Church's policies, rules, and procedures.

After 12 months of full-time employment, up to 60 days leave of personal, unpaid absence per year without pay may be granted with the department head and Business Administrator/COO's approval. Benefits will continue for up to 60 days with the exception of vacation, sick leave, retirement credits or contributions.

Program staff must request a leave of absence from the Senior Minister.

1. Healthcare Continuation Agreement

For those full-time employees who normally work less than 12 months, personal leave of absence may be granted after vacation time has been exhausted. The employee may elect to maintain his or her coverage on the Church's health plan provided that he or she agrees to pay premiums for health care benefits during the approved personal leave of absence. However, this does not guarantee that the employee will be returned to full-time employment following the leave of absence.

The 12-month requirement for personal leave of absence is waived in this case. However, all other provisions stated in this section will apply.

2. Medical Leave of Absence

Eligibility

All employees may be eligible for medical leave of absence. At the discretion of the Senior Minister and Business Administrator/COO, certain employees may be required to cover the cost of replacement services for their area of ministry such as pulpit supply, musical performance, or other services designated by the Senior Minister and Business Administrator/COO. Medical leaves are unpaid.

Procedure

As soon as the employee becomes aware that he or she is, or will become, temporarily disabled from working for any medical reason, the employee must promptly advise St. Andrew's in writing of the reason for and the anticipated commencement date and duration of the disability. Upon verification, St. Andrew's may grant a medical leave of absence without pay for the period of the bona fide disability up to a maximum of 12 weeks in any one-year period. St. Andrew's may require periodic verification of the employee's ability to work (including, for example, examination by a doctor designated by St. Andrew's), and any misrepresentation of leave request or disability will be grounds for immediate termination.

Benefits

Employees may use any accrued vacation or sick leave benefits during the period of approved medical leave. Furthermore, St. Andrew's will continue to contribute to its medical insurance plan on behalf of the employee for a maximum of 12 weeks during the leave of absence, at which point the employee may maintain medical insurance by making the full contribution to maintain coverage until the termination of the leave of absence or employment. However, employees do not earn additional holiday pay, sick pay, or vacation pay, or any other benefits while on leave.

Returning from Leave

Employees on a pregnancy-related leave who return to work at the end of their medical disability will be returned to their former position in accordance with state law. All other employees who return to work at the end of their leave of absence will be returned to their former position if an opening exists. If no such opening exists, they will be offered the first available opening in a comparable position for which they are qualified, unless a reduction in work force or other reorganization has taken place while the employee was on leave, in which case the employee will be treated as if he or she had been working rather than on leave. Employees who do not return at the end of their bona fide disability or the maximum leave period because of a recognized disability or a work-related injury will not be automatically terminated at the end of the maximum leave period, but may request and receive an extension of their leave as circumstances warrant.

3. Federal Family and Medical Leave Act

St. Andrew's will grant family and medical leave, herein referred to as "family leave" in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in the relevant state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the benefits available under either law. Please contact your supervisor and/or Human Resources as soon as you become aware of the need for a family leave.

Support staff family leave must be approved by the department head and the Business Administrator/COO. Program staff family leave must be approved by the Senior Minister.

An employee's request for a family care leave of absence may be denied or limited if: (a) the employee's child's other parent also works for St. Andrew's and is on family leave, or (b) it would create substantial hardship to St. Andrew's for the employee to take the leave.

Employee Eligibility

To be eligible for family leave benefits, you must: (1) have worked for the Church for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months; and (3) work at a location where at least 50 employees are employed by the Church within 75 miles.

Benefits During Leave

St. Andrew's will maintain, for up to a maximum of 12 workweeks of family and medical leave (or medical leave), any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. The Church will continue to provide eligible medical, dental, and life insurance benefits for you during the first 90 days of family and medical leave (or medical leave). During this time, if you have personally paid dependent coverage, the Church will make arrangements with you to pay the monthly premiums for this portion of the coverage. In some instances, the Church may recover premiums it paid to maintain health coverage if you do not return to work following family or medical leave.

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If you are on family and medical leave (or medical leave) but you are not entitled to continued paid coverage, you may continue your group health insurance coverage through the Church in conjunction with federal COBRA guidelines by making monthly payments to the Church for the amount of the relevant premium. For instance, if you are on family and medical leave (or medical leave), after 90 days you must assume the cost of your health insurance coverage. Please contact Human Resources for further information.

Leave Available

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. The 12-month period is measured backward from the date an Employee uses family leave. Leave may be used for one or more of the following reasons: (1) for the birth or placement of a child for adoption or foster care; (2) to care for an immediate family member (spouse, child, or parent) with a serious health condition; or (3) to take medical leave when the employee is unable to work because of a serious health condition. Under some circumstances, employees may take family leave intermittently—which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. If you are pregnant, you may have the right to take a pregnancy disability leave in addition to a family and medical leave. Please review the medical disability leave policy below and notify your Supervisor or Human Resources if you need leave due to your pregnancy.

Notice and Certification

If you need family leave, you may be required to provide:

- 30-day advance notice when the need for the leave is foreseeable;
- Medical certification from a health care provider (both prior to the leave and prior to reinstatement);
- Periodic re-certification; and
- Periodic reports during the leave.

When leave is needed to care for an immediate family member or your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Church's operation.

Compensation During Leave

Family leave is unpaid. The Church may require you to use accrued paid leave (such as sick and vacation leave) to cover some or all of the family leave. The use of paid time off will not extend the length of a family leave.

Medical Leave Including Pregnancy

In the event that you do not qualify under the Family and Medical Leave Act ("FMLA") (i.e., (1) you have not worked for the Church for a total of at least 12 months; (2) you have not worked at least 1,250 hours over the previous 12 months; and (3) you do not work at a location where at least 50 employees are employed by the Church within 75 miles, then you may be eligible to receive medical leave of absence for up to 12 workweeks. Medical leaves are only available when you are temporarily unable to work due to your own medical disability.

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Medical leave is unpaid. The Church will require you to use any accrued paid leave (such as sick leave and vacation leave) to cover some or all of the medical leave. The use of paid time off will not extend the length of a medical leave.

If you need a medical leave of absence, you may be required to provide:

- 30-day advance notice when the need for the leave is foreseeable;
- Medical certification from a health care provider (both prior to the leave and prior to reinstatement);
- Periodic re-certification; and
- Periodic reports during the leave.

When medical leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Church's operation.

Job Reinstatement

Under most circumstances, upon return from family and medical leave (or medical leave), you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions if available. However, upon return from a family and medical leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on family and medical leave, or if your position is eliminated during the leave, then you will not be entitled to reinstatement.

If you are returning from family and medical leave (or medical leave) taken for your own serious health condition, but you are unable to perform the essential functions of your job because of a physical or mental disability, the Church will attempt to accommodate you. However, if a suitable position is not available, your employment may be terminated. Your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

Notice of Return to Work

The employee must notify St. Andrew's at least one (1) week before the scheduled return date to verify his/her return.

4. Workers' Compensation Disability Leave

St. Andrew's is committed to providing a safe and healthful work environment. Our goal is to completely avoid work-related injuries and illnesses by encouraging careful vigilance over work practices and conditions. All accidents are reviewed by the Business Administrator/COO to make sure that corrective action is initiated.

St. Andrew's provides workers' compensation insurance for all employees on the payroll. If any employee has sustained a work-related injury arising out of/in the course of his/her employment and has not engaged in any conduct that disqualifies him/her for benefits, such as horseplay, intoxication, or serious and willful misconduct, he/she will be entitled to receive benefits.

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Benefits may consist, where appropriate, of the payment of all medical bills, workers' compensation disability pay if off work longer than three days, and vocational rehabilitation training if the employee is unable to return to his or her former occupation. (Note: If hospitalization is required, or an employee is off work longer than 21 days, worker's compensation disability payment is made from the first day.)

Special Fraud Notice: Any person who makes or causes to be made any knowingly false or fraudulent material statement about a work-related injury or any intentional material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments, is guilty of a felony and will be prosecuted to the full extent allowed by law. A person convicted of filing a fraudulent workers' compensation claim may be sentenced to state prison for two or five years or fined up to \$50,000, or both.

Employee Eligibility

The Church will grant a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, the Church may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law.

Notice and Certification Requirements

You must report all accidents, injuries, and illnesses, no matter how minor, to your immediate Supervisor.

Minor injuries that are determined to be first aid injuries can normally be treated with medical supplies from first-aid kits located in each building. Should you require immediate medical attention, you will be directed to the Church's designated medical clinic.

For serious or life-threatening injuries, the emergency number "911" should be called immediately and the paramedics should be requested.

The Church reserves the right to have the Church's selected physician treat any work-related injury or illness for the first 30 days after notification of injury, unless prior notification has been given to Human Resources by you, requesting the use of a physician of your choice. Doctor's appointments are to be made after work unless a specialist appointment is required. If an appointment can only be scheduled during your regular work hours, the Church will pay up to one hour of regular pay. All workers' compensation disability leaves require that the Church be provided with a health care provider's statement certifying your work-related illness or injury, your inability to work, and the expected duration of your leave.

Compensation During Leave

Workers' compensation disability leave is without pay. However, you must utilize accrued paid time off, vacation time, and any other accrued paid time off during the leave. All of those payments will be coordinated with any state disability, workers' compensation, or other wage reimbursement benefits for which you may be eligible. At no time will you receive a greater total payment than your regular compensation.

Reinstatement

Upon the submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. If you are disabled due to a work-related injury, the Church will attempt to accommodate you. If you are returning from a workers' compensation disability leave that runs concurrently with a family and medical leave, then the provisions of the family and medical leave policy will also apply.

5. Military Leave (Active And Reserve Service)

St. Andrew's provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty. Total military leave time may not exceed five years during employment, except under special circumstances. Advance notice of leave is required. Please inform Human Resources of anticipated military leave time as far in advance as possible. Vacation will be paid during military leave at your request, and health plan coverage continuance can be arranged for up to 18 months during military leave, if you make all required premium payments.

Employees returning from military leave must report or submit applications for reemployment within specified time limits, except in some circumstances, as follows:

- a. Employees returning from a military leave of fewer than 31 days must report to work at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service (or fitness examination), return travel time, plus eight hours. Employees will be reinstated with full seniority back in to their former positions or to comparable positions.
(**Note:** employees, who are members of a reserve component of the military, will be placed on leave for his/her annual two week training duties. Training leaves will not normally exceed two weeks per year plus reasonable travel time.)
- b. Employees returning from a military leave of more than 30 but fewer than 181 days must submit an application for reemployment within 14 days of completion of service.
- c. Employees returning from a military leave of more than 180 days must submit an application for reemployment within 90 days of completion of service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in termination of employment.
- d. Exempt employees will be treated under California monthly salary laws which may require additional payment for time off less than one calendar month.

6. Employee Leave: Crime Victims and Their Families

Employees who are the victims of serious crimes and relatives and domestic partners of crime victims are permitted to take unpaid leave from work to attend legal proceedings.

Eligibility

An employee who is a crime victim, or an employee who is a crime victim's immediate family member including spouse, child, stepchild, brother, sister, stepsister, mother, stepmother, father, or stepfather will be eligible. Also eligible, an employee who is a registered domestic partner of a crime victim or the child of a registered domestic partner. The crime must be a violent or serious felony, or a felony of theft or embezzlement. Check with the court, agency, or office indicated on the documentation accompanying the employee's leave request if you're unsure whether the crime qualifies.

Reasons for Leave

An eligible employee must be given leave to attend judicial proceedings related to the crime.

Leave Requests and Notice

Advance of the time off, the employee must give the Church a copy of the official notice to the victim of each scheduled proceeding unless prior notice to you isn't feasible. For further information about this new law contact the Human Resources department.

N. OTHER PAID TIME OFF

1. Funeral or Bereavement

If any death should occur in the immediate family of an employee, the employee shall be entitled to up to three days leave of absence with pay for bereavement. The immediate family is defined as the employee's parents or stepparents, siblings, spouse, children or stepchildren, and grandparents, with exceptions on time or family member at the discretion of the supervisor.

2. Jury Duty

Time off will be granted should an employee be selected for jury duty upon presentation of a "proof of jury service" provided by the Commissioner of Jurors' Office. Subject to the above conditions, an employee will be entitled to full pay for up to 10 working days per year for jury duty service. Approval of additional time off for jury duty is at the discretion of the Business Administrator/COO. If an employee is required to serve jury duty beyond the period of paid jury leave, he or she may use any available paid time off (for example, vacation benefits) or may request an unpaid personal leave of absence.

3. Victims of Domestic Violence

The Church understands that if an employee is the unfortunate victim of domestic violence the employee may need to take time from work to appear in court in an effort to obtain relief from such violence. It also understands that you may need to take time off to obtain medical attention, to obtain services from a domestic violence shelter, program, or rape crisis center, to obtain psychological counseling, or to participate in safety planning as a result of domestic violence. If you need time off to obtain relief from domestic violence, you must give your Supervisor and/or Human Resources reasonable notice that you need time off for this purpose. If you need time off immediately or for an emergency, advance notice is not required, but you may be required to

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provide documentation or certification of the purpose of your absence within a reasonable time after your time off.

Salaried exempt employees will not incur any reduction in pay for a partial week of absence due to domestic violence. Accrued vacation will be applied to absences from work for a day or more. Any additional time off beyond the first week of domestic violence time off from work may be taken as unpaid, if vacation is not available.

Salaried non-exempt and hourly employees are to use accrued vacation during any absences due to domestic violence. In the event that vacation time has been exhausted, employees will take the time off as unpaid.

On the days that employees take off from work to obtain relief from domestic violence, where possible, they are expected to return to work for the remainder of the workday.

4. Voting

If you cannot vote in a statewide public election before or after working hours, then you will be allowed sufficient time off to go to the polls to vote. Any time off will be a two hour maximum without loss of pay, and at the start or end of a shift. Volunteering as an election official will be taken as unpaid leave. You must give reasonable notice to Human Resources of the need to have time off to vote and must give at least two (2) working days notice prior to election day 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 in order to qualify for paid time off.

5. Attendance at School Activities

If you are a parent, guardian, or grandparent with custody of a child in kindergarten, grades 1-12 inclusive, or a licensed day care center and you wish to take time off to visit your child's school for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each calendar year), per child, provided you give reasonable notice to your supervisor of your planned absence. Eligible employees wishing to take leave for a child's school activities may utilize their existing vacation or personal leave to thus receive pay for the time taken off. The Church requires documentation from the school noting the date and time of your visit. If both parents of a child work for St. Andrew's, only one parent—the first to provide notice—may take the time off, unless the Church approves both parents taking time off simultaneously.

You may also be granted time off to attend a school conference involving the behavior, grades, or possible suspension of your child. Please contact your supervisor if time off may be needed for this reason.

6. Training Programs and Seminars

St. Andrew's attempts to assist its staff in the development and maintenance of staff's professional duties. Job-related training costs may be covered from departmental budgets provided these funds are currently available and such training is approved in advance by the Business Administrator/COO.

O. EDUCATIONAL ASSISTANCE/TUITION REIMBURSEMENT

Seminary educational costs may be covered from the Seminarians funds. Application for seminarian funds is required. Seminarian funds are not automatically granted because of employment.

P. RETIREMENT PLAN

A retirement contribution will be set aside for each eligible non-program staff employee after three years of full time employment with St. Andrew's. The contribution will be equal to 5% of the employee's base salary. The contribution will be paid to a retirement tax deferred investment or to a retirement tax sheltered annuity selected and arranged for by the employee. Where such an arrangement has not been made by the employee prior to the date of the first scheduled contribution, the contribution shall be held on account up to a maximum period of three months, until such an arrangement is accomplished. Retirement contributions accrued on the Church's books shall not exceed three months' credit, the overage being forfeited by the employee. Retirement contributions will not be paid to the employee in cash, but will be paid only directly to the qualified organization specified to receive the qualified plan amount. Employees are eligible to begin making contributions to a 403(b) or 401K account on a salary reduction basis at any time.

Eligibility for Program Staff

Non-ordained program staff shall become eligible for immediate retirement contribution. Ordained staff is not eligible to participate unless the Benefits Plan of the Presbyterian Church (U.S.A.) does not cover them at which point they become immediately eligible.

VIII. TERMINATION

A. AT-WILL EMPLOYMENT

All employees are "at-will employees" of St. Andrew's, which means that either the employee or St. Andrew's may terminate the employment relationship at any time for any reason, with or without cause and with or without advance notice. This at-will employee relationship can be modified only by an express written agreement signed by the employee and the Business Administrator/COO on behalf of St. Andrew's. Ordained staff shall be afforded any protections mandated by the Denomination. By accepting or continuing employment with St. Andrew's, the employee expressly acknowledges that this is the only agreement pertaining to termination of employment, and the employee has no oral or implied contract for continuous employment. In the event of termination, an employee's accrued and unused vacation time shall be converted to its cash equivalent at that employee's current rate of pay and paid over to such employee. Any unused sick leave time shall be forfeited.

B. VOLUNTARY TERMINATIONS

If you decide to leave your employment with St. Andrew's, we ask that you give us advance notice of your intent to resign, preferably in writing. Reasonable notice is considered to be two weeks for non-program staff and four weeks or more for department heads or program staff employees. This will give us the opportunity to make the necessary adjustments in our operations (i.e., hire a replacement, cross train an employee, etc.) All property owned by the Church (e.g., vehicles, computers, cellular phones, beepers, keys, uniforms and credit cards) must be turned in to Human Resources prior to your departure to receive final pay.

Under certain circumstances, the Church retains the right to accept your resignation immediately, or may shorten the termination date designated by you. In such case, you will receive compensation through the last day worked (includes accrued and unused vacation time; unused sick leave time shall be forfeited.)

In the case of voluntary termination, the employee will receive his or her paycheck on the last day of employment provided prior notice of termination was given. Otherwise, the employee's final paycheck will be sent certified mail, within 72 hours of termination, return receipt requested, to his or her home address as reflected in the St. Andrew's files.

C. INVOLUNTARY TERMINATIONS

In the case of involuntary (Church-initiated) termination, the employee's wages (including accrued and unused vacation time) earned and unpaid at the time of termination shall be due and payable immediately. While the Church's decision to commence employment is consensual, the same is not always true if it is necessary when the time comes to terminate the employment relationship. Involuntary terminations of employment are initiated by the Church, and fall into two categories: "discharge" and "reduction in force" (i.e., layoff).

1. Discharge

A discharge is a separation initiated by the Church, with or without cause, e.g. an employee fails to meet the Church's performance and employee conduct guidelines.

2. Reductions In Staff (Layoff)

While the Church hopes to continue growing and providing employment opportunities, Church conditions, member demand, and other factors are unpredictable. Reductions in staff generally relate to reduced workloads or elimination of positions, and such actions may occur, for example, when there is a reduction of a Church function, or a general or localized economic downturn. Such layoffs are permanent unless stated in writing at the time of layoff to be temporary, and no laid off employee has any right to be recalled.

In the event that the Church determines to lay off any employee or a number of employees, the Church retains full discretion to select employee(s) that will be laid off. While the Church retains full discretion, some of the relevant factors might include St. Andrew's operational requirements

and the skill, productivity, ability, and past performance of those involved, as well as Church finances.

D. JOB ABANDONMENT

The occurrence of three (3) consecutive workdays of unreported absence (“no call, no show”) is considered to be job abandonment, and will, therefore, be treated as a resignation. Notifying the Church of any absence is your responsibility. In the event that you are unable to personally contact the Church due to circumstances beyond your control, you should designate a friend or relative to call on your behalf. If you (or your designee) is unable to speak personally to your supervisor (or department administrative assistant), you (or your designee) may leave a message regarding the intended absence on the Church voice mail system, at 949-631-2880 ext. 200.

In the event of unreported absence, the immediate supervisor will notify Human Resources on the third day of consecutive absence. A telegram or letter of termination via certified mail will be sent to your last known address.

(NOTE: Individuals whose employment has been terminated due to job abandonment will not be eligible for rehire, unless extenuating circumstances for the unreported absence are determined to be acceptable to the employee's supervisor and the Business Administrator/COO, and a position for which the employee is qualified is available.)

E. MEDICAL SEPARATION

If you are unable to return to work for medical reasons and all available paid and unpaid leave time has been used, you will be considered to have resigned unless federal or state law requires otherwise. Your supervisor and Human Resources will review all medical separations on an individual basis.

F. DEATH

When an employee's death has been confirmed, Human Resources will make arrangements to discuss with the employee's spouse or, if none, next of kin, the options that are available under group life and additional insurance plans, and other benefits for which they may be eligible. The employee's next of kin (spouse, child, parent, any brother or sister, in that order) or estate, will receive payment for any unpaid salary earned, and for any unused or accrued vacation time. Any unused compensatory time off for exempt employees, will be paid off at the employee's regular rate.

G. EXIT INTERVIEWS

Before leaving, you will attend an exit meeting with Human Resources. This meeting will provide closure to your employment with the Church and provides you an opportunity to share any of your comments or ideas about improving the Church's operations and allows the Church to attempt to resolve various administrative matters, collect Church property, and answer any questions about continuation of benefits.

H. REFERENCES

All recommendation/reference requests regarding current or previous employees should be directed to Human Resources. No supervisor or employee is authorized to release references or employment verifications for a current or former employee without prior permission and direction from Human Resources.

Examples

St. Andrew's Presbyterian Church													
TIME CARD													
EMPLOYEE		DEPT.				POSITION							
TIME PERIOD		SALARY RATE 1 - \$				DEPT.							
FROM		SALARY RATE 2 - \$				DEPT.							
TO													
DAY	DATE	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED		EXCUSED-ABSENCE HOURS TAKEN			
								REG.	O.T.	VACATION	HOLIDAY	SICK	OTHER
SAT													
SUN													
MON													
TUE													
WED													
THU													
FRI													
WEEKLY TOTALS													
SAT													
SUN													
MON													
TUE													
WED													
THU													
FRI													
WEEKLY TOTALS													
GRAND TOTALS													
APPROVAL OF _____ HOURS OVERTIME BY SUPERVISOR: _____													
I certify that this is a true, accurate record of my working time for this pay period.													
EMPLOYEE						SUPERVISOR							
SIGNATURE _____						SIGNATURE _____							

Time Card

ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the St. Andrew's Presbyterian Church ("the Church") Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Church. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that my employment with the Church is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by myself or by the Church. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no supervisor or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at will.

I also acknowledge that, except for the policy of at-will employment, the Church reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be authorized by the Sr. Pastor and Session of the Church. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the Church may be modified at the sole discretion of the Church with or without cause or notice at any time. No implied contract concerning any employment-related decision, term of employment, or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status and the Church's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the Church concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment with St. Andrew's Presbyterian Church.

Date _____

Employee Signature _____

Employee Name [printed] _____

Copies: Employee
 Employee's Personnel File

