# GLENKIRK CHURCH
# A CALIFORNIA CORPORATION

# EMPLOYEE HANDBOOK

**Revised November 9, 2017**

**Approved by:** Grace Giaimo
**Chair of Personnel Committee**

# TABLE OF CONTENTS

## Contents


WELCOME ..... 1
EQUAL EMPLOYMENT OPPORTUNITY ..... 1
HARASSMENT POLICY ..... 2
OPEN COMMUNICATION ..... 3
AT-WILL EMPLOYMENT ..... 3
YOUR PAY PRACTICES AND WORK HOURS ..... 5
CLASSIFICATION OF EMPLOYEES ..... 5
HOURS OF WORK ..... 5
REST and MEAL PERIODS FOR NON-EXEMPT EMPLOYEES ..... 6
PAYDAY AND YOUR PAYCHECK ..... 6
TIME CARDS FOR NON-EXEMPT EMPLOYEES ..... 6
OVERTIME FOR NON-EXEMPT EMPLOYEES ..... 7
GARNISHMENTS ..... 8
GROUP INSURANCE PLANS ..... 9
WORKERS COMPENSATION ..... 9
SOCIAL SECURITY ..... 9
CONTINUATION OF BENEFITS ..... 10
VACATION ..... 11
HOLIDAYS ..... 11
SICK LEAVE FOR EXEMPT AND NON-EXEMPT EMPLOYEES ..... 12
EMPLOYEE MEDICAL LEAVE OF ABSENCE ..... 12
FAMILY CARE LEAVE OF ABSENCE ..... 14
PERSONAL LEAVE OF ABSENCE ..... 16
MILITARY LEAVE ..... 17
JURY/WITNESS DUTY ..... 17
BEREAVEMENT LEAVE ..... 17
VOTING DUTY ..... 18
VOLUNTEER FIREFIGHTER ..... 18
LITERACY EDUCATION LEAVE ..... 18
ALCOHOL AND DRUG REHABILITATION ..... 18
SCHOOL ACTIVITIES ..... 18
IMMIGRATION LAW COMPLIANCE ..... 19
OFFICE DRESS AND GROOMING STANDARDS ..... 19
NO SOLICITATION ..... 19
PERFORMANCE REVIEWS ..... 19
ATTENDANCE ..... 20
RULES OF CONDUCT ..... 20
POLICY AGAINST DRUGS, ALCOHOL, CONTROLLED SUBSTANCES AND FIREARMS ..... 23
CORRECTIVE ACTION PROCEDURES ..... 24
TERMINATION OF EMPLOYMENT ..... 25
EMPLOYER PROPERTY ..... 25
CONFLICT OF INTEREST ..... 26

SAFETY ..... 27
ACCIDENT REPORTING ..... 27
FIRST AID ..... 28
SMOKING POLICY ..... 28
REGARDING FIRE ..... 28
CHURCH SAFETY RULES ..... 28
CHANGES IN PERSONNEL RECORDS ..... 30
INQUIRIES & CONFIDENTIALITY ..... 30

# ABOUT YOUR CHURCH

## WELCOME

Welcome to Glenkirk Church (Glenkirk)! It is our Church's philosophy to recognize the individual rights of all employees and congregants and to treat each person with courtesy, dignity, and respect. We believe we can accomplish this by maintaining an atmosphere of mutual trust in which you and your Supervisor may discuss shared problems and arrive at satisfactory solutions.

As an employee of Glenkirk, you are our most important resource. The key to success for Glenkirk is a well-trained, enthusiastic work force offering superior service to our congregation. Our employees are the backbone of our Church and each employee's job is vital. Glenkirk is committed to having each employee fulfill his or her potential as part of the Glenkirk team. This is essential to the success and continued growth of our Church.

This Handbook has been printed to act as a guide for employees during their working day and to help you get acquainted with Glenkirk. We hope it will serve as a useful reference document throughout your employment with Glenkirk. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Church reserves the right, without prior notice, to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the current Chair of the Personnel Committee of the Church.

Please keep this handbook readily available and insert any updated material promptly so that it is current at all times. No oral statements or representations can in any way change or alter the provisions of this handbook.

## EQUAL EMPLOYMENT OPPORTUNITY

Glenkirk is committed to equal employment opportunity reflecting our belief that the ability to do the job is the key element in the selection of any employee for a particular position. It is our belief that equal employment opportunity is clearly consistent with good business practices.

We are firmly committed to providing equal employment opportunities for all applicants and employees. Hiring, compensation, benefits, training, use of all facilities, participation in all Church-sponsored activities, promotions, transfer and job assignment practices, including counseling, discipline and termination are consistent with equal employment opportunity regulations including those pertaining to race, color, creed, gender, marital status, age, pregnancy, national origin or ancestry, physical or mental disability, medical condition, Vietnam-era veteran status or any other consideration based on applicable laws.

The effective implementation of equal employment opportunity is the responsibility of management and every employee. Questions concerning this policy should be referred to the Chief of Staff (Senior Pastor) or the Personnel Committee.

## HARASSMENT POLICY

It is the policy of Glenkirk to provide a work environment free from all forms of intimidation, retaliation or harassment, including harassment that is based on sex (including pregnancy, childbirth or related medical conditions), gender, race, color, national origin or ancestry, genetic information, physical or mental disability, medical condition, marital status, age (40 and older), sexual orientation, religion, military or veteran status, status of a victim of domestic violence, assault or stalking, political activities or affiliation, or any other basis protected by applicable law. Our commitment is to treat one another with respect. Therefore, **no form of harassment will be tolerated.**

Sexual harassment is sometimes not completely understood. To help clarify what constitutes sexual harassment, below are some guidelines based on the federal Equal Employment Opportunity Commission's criteria:

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature."

- When submission to such conduct is made or implied to be a term or condition of employment;
- When submission to or rejection of such conduct affects employment decisions;
- When such conduct has the purpose of, or effect of creating an intimidating, hostile or offensive working environment.
- Sexual harassment includes, but is not limited to a) verbal harassment, such as derogatory comments, slurs, teasing or jokes, b) physical harassment, such as interference with an individual's normal work or movement, impeding or blocking movement, or physical contact, such as patting, pinching or brushing against another's body, and c) visual harassment, such as posters, cartoons or drawings of a sexual nature.

If you feel you are the victim of sexual harassment, you should follow the complaint procedure explained below.

To protect victims and accused alike, all management personnel are charged with the responsibility of using the utmost discretion in investigating complaints.

Your complaint will be confidentially investigated as soon as possible to determine whether it is valid. No notation of your complaint will be included in your personnel file. All records and documentation will be kept separately, and the complaint will receive immediate attention. If a formal investigation finds an accused person guilty of harassment, corrective disciplinary action will be taken which may become a part of the accused's personnel file.

Complaint Procedure

Employees or congregants who feel that they have been the victim of any form of harassment should follow this procedure in bringing the matter to the Church's attention:
Employees - Report it immediately to your Supervisor, the Executive Team or the Personnel Committee. Your report may be verbal or written.

Congregants - Report immediately to any Elder, Staff person or member of the Personnel Committee.

Upon receipt of the complaint, and as appropriate, the Senior Pastor, the Personnel Committee, Elder and/or Supervisor, will investigate the complaint thoroughly to determine whether harassment has occurred. The people involved will be notified of the decision. Glenkirk is committed to protecting the rights of the employee who reported the complaint.

If a determination is made that harassment has occurred, appropriate disciplinary action, which may include termination of the offender, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.

In order to provide harassment free environment this policy must also extend to non-employees operating in the workplace, such as volunteers, vendors, contractors, etc. Violations of the policy by non-employees will be referred to a supervisor, the Executive Team or the Personnel Committee for appropriate corrective action.

Training
All supervisors will receive harassment and abusive conduct prevention training on an bi-annual basis.

## OPEN COMMUNICATION

Supervisors at Glenkirk always have an open door for you to come to them and discuss your concerns. You have the right to deal directly with management regarding Church policies, job assignments, working conditions, or any other concern that may affect your performance and relationship with the Church.

You are not required to utilize any other person or organization to represent you in any question, discussion or complaint regarding your employment at Glenkirk. Your supervisor, or anyone on the personnel committee, is here to answer your questions and work with you in all matters for the best interests of you and the Church. You have the right, and your supervisor encourages you, to bring business concerns to their attention. Supervisors and the personnel committee desires to aid and assist you, whenever possible, in the resolution of your concerns.

## AT-WILL EMPLOYMENT

It must be remembered that Glenkirk employs its employees "at-will" which permits the Church to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement, express or implied, between anyone affiliated with Glenkirk Church including the Executive Team, pastors, or individual members of the Personnel Committee and the employee for continuing their long-term employment. While supervisors have certain hiring authority, no one other than the Personnel Committee of Glenkirk has any authority to alter the at-will relationship. Any such agreement must be in writing and signed by the Chair of the Personnel Committee of Glenkirk.

## RIGHTS AND RESPONSIBILITIES OF THE SESSION AND STAFF

1. Rights of Session: To be administered by Session's Personnel Committee.

- To establish positions and personnel qualifications for particular functions and to determine who are qualified and qualifiable to perform such functions.
- To establish and administer processes for compensations, career development, benefits, working conditions, promotions, transfers, disciplinary action, and dismissals, etc.
- To expect staff to be productive in their assigned functions.
- To exercise suitable discipline consistent with this manual.

2. Responsibilities of Session: To be administered by Session's Personnel Committee
   - To provide adequate and equitable compensation. In the case of ordained staff, this is the responsibility of the congregation and the session within the guidelines of ECO.
   - To conduct regular performance reviews and evaluations that relate staff work objectives to the Mission, Vision and Goals of Glenkirk.
   - To establish and administer procedures for the hearing and resolution of complaints and grievances.

3. Rights of Staff:
   - To receive adequate information from which to develop an understanding of their roles and functions in the total life of the church.
   - To be kept informed of changes in personnel policies and procedures and to participate in their development and administration where appropriate.
   - To have working conditions that promote the general welfare and encourage productivity and to receive adequate compensation and other benefits under fair and open process.

4. Responsibilities of Staff
   - To understand their roles and functions in the context of the Mission, Vision and Goals of Glenkirk and of the Presbytery of San Gabriel.
   - To honor their commitments to goals and objectives agreed upon.
   - To give their best possible performance in their assigned functions.

# YOUR PAY PRACTICES AND WORK HOURS

## CLASSIFICATION OF EMPLOYEES

Glenkirk employees are grouped into two basic categories for pay purposes:

**NON-EXEMPT** employees are primarily engaged in work that is non-Supervisory, mechanical or clerical in nature and are covered under the overtime provisions of the Federal Fair Labor Standards Act (FLSA) and applicable state law. These employees are entitled to overtime pay.

**EXEMPT** employees are described by California FLS. These employees are exempt from the overtime pay provisions of the FLSA and applicable state law.

Within these basic categories, employees are further identified as follows:

**PROBATIONARY** A non-ordained employee who is in their initial 90-day employment period. At Glenkirk's discretion, the probationary period may be extended one or more times.

**REGULAR FULL-TIME** A non-ordained employee who has been removed from the probationary period and who is regularly scheduled to work a minimum 30 hour per week for an undefined period of time.

**REGULAR PART-TIME** A non-ordained employee who has been removed from the probationary period and who is regularly scheduled to work less than 30 hours per week for an undefined period of time. Regular part-time employees are **not** eligible for Church benefits, such as vacation, holiday pay on scheduled days off (unless the employee has a pre-determined schedule of hours and would have been at work on the holiday), paid medical insurance, etc., but are entitled to workers compensation.

**TEMPORARY EMPLOYEE** A non-ordained temporary employee is an individual employed for a specific period of time, with a scheduled termination date, or an employee only hired to complete a specific project. Temporary employees are **not** eligible for any Church benefits such as medical insurance, vacation, holiday pay, but are entitled to workers' compensation.

**ORDAINED CLERGY** A position on staff in accordance with the Fair Labor Standards Act (FSLA) as amended and the Covenant Order of Evangelical Presbyterians: ECO personnel policies, as amended, that is considered to be self-employed in the exercise on his/her ministry.

**INDEPENDENT CONTRACTOR** An independent contractor is not an Employee. They are generally in business for themselves, usually perform work that requires a specialized skill or trade for multiple clients, set their own fees, work from home or their own place of business, and provide their own tools and equipment. The Church may provide specifications or deadlines for the work, but the independent contractor decides how much time to spend and how best to do the job.

## HOURS OF WORK

The normal work day is seven to eight (7-8) hours and the normal work week is thirty to forty (30-40) hours, Sunday through Saturday, excluding a one hour lunch break. Lunch periods shall

be taken and shall not be considered as paid time unless as specified in the Rest and Meal Periods section of this manual.

Working hours are subject to change as necessary to meet the requirements of our congregation. Shift changes should be on file in the personnel office. Reasonable advance notice will be given of any overtime work required.

**REST and MEAL PERIODS FOR NON-EXEMPT EMPLOYEES**

Church policy and state labor laws require that employees who work 6 or more hours per day take a minimum 30 minute unpaid lunch period daily. In addition to lunch, there is also a 15 minute paid rest break in the morning and a second 15 minute paid rest break in the afternoon. Morning and afternoon breaks are considered to be "Church time" and are subject to Church policies and regulations. If you are required to remain on Church premises during your lunch or dinner period, that time will be considered time paid as stated in the state labor laws.

There are designated employee lunch areas provided for the benefit of employees to take rest breaks and meal periods. There are coffee machines and microwaves for use by employees. The lunch areas should be maintained in a clean and presentable manner by all of those employees using the lunch areas.

**PAYDAY AND YOUR PAYCHECK**

It is the policy of Glenkirk that you as an employee be paid promptly and in accordance with all applicable laws. Our payroll is bi-weekly and the pay period begins on Sunday and ends on Saturday. The bookkeeper will post pay periods by January 1 of each year. Through our direct deposit system your paycheck for the pay period will be available at your bank at the opening of the business day on Friday following payroll close. If a holiday should occur on a regular pay day, the last working day before the holiday will serve as the payday.

Paychecks will not be given out to anyone other than the employee without arrangements made in writing and in advance.

Certain deductions are required by law according to the Employee's classification and include:

1. Federal Income Tax
2. State Income Tax
3. Federal Insurance Contributions Act (FICA- Social Security)
4. Medicare
5. Other deductions required by applicable state or local regulations

Deductions will also be made for as appropriate by the request of the employee.

Your paycheck is your confidential responsibility and should not be discussed with other employees. Please direct any questions regarding your paycheck to the Business Manager or Accounting Clerk.

**TIME CARDS FOR NON-EXEMPT EMPLOYEES**

All non-exempt employees are required to track their time IN upon arriving at work, and OUT upon leaving the Church at the end of the workday or at any other time. The time that you work each day is recorded on a time sheet, which you are required to keep daily. It is the document

from which your pay is calculated. If it is not recorded properly, your pay may be computed incorrectly.

You are not to sign in more than five (5) minutes before the start of your shift or sign out more than five (5) minutes after the close of your shift, unless overtime has been authorized by your Supervisor. If you leave the premise for any reason, including lunch, you must sign out on your time sheet. You are to sign out and back in from lunch, even if you are eating on premises. In no event are you to sign a time sheet other than your own or allow anyone else to sign your time sheet. Time sheets must be signed by the employee and turned in no later than Monday following payroll close. Violation of these rules may result in disciplinary action which could lead to termination. Any problems must be reported to your Supervisor.

## OVERTIME FOR NON-EXEMPT EMPLOYEES

To serve our congregation and be willing to meet their needs you must be willing and able to work overtime. When you are scheduled to work overtime, the Church will expect you to commit yourself to it as if it were regular work time. If you fail to work assigned overtime, without requesting to be excused, and being excused, in advance by management, you may be subject to disciplinary action that could lead to termination.

The Church will attempt to give you as much notice of the overtime work requirement as it can. Generally, you will be notified by the end of your shift that overtime will be required at shift end on the next day, and you will be notified by noon on Friday of Saturday overtime work.

You will be paid for overtime only if it is authorized by your Supervisor in advance. The Supervisor **must approve and initial** the overtime worked as shown on your timecard. Overtime will be paid to all eligible employees based on currently applicable state and federal laws.

Paid sick time, holiday and vacation pay are not considered in the computation of actual hours worked for the purpose of computing overtime. For example: If you work on a Saturday after a holiday, the hours worked on Saturday will be paid at your regular hourly rate, not at your overtime rate.

Overtime is considered hours in excess of 8 hours per day or in excess of 40 hours per week. Overtime is paid at 1 1/2 (one and one half) of your regular pay. Hours worked in excess of 12 hours per day or in excess of 49 hours per week are paid at double time.

## MAKEUP TIME/ CALIFORNIA NON-EXEMPT EMPLOYEES

From time to time, non-exempt employees would like to take a few hours off work to attend to a personal matter without losing pay for the week. That is why Glenkirk allows employees the occasional use of makeup time, although Glenkirk does not encourage or solicit the use of makeup time. Makeup time is work time that is made up in the same hours in a workday.

Employees must request makeup time in writing and employees may not work more than 10 hours in a day or more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation. Makeup time is paid at the employee's regular hourly rate; it is not paid as overtime.

## GARNISHMENTS

A garnishment is a legal levy by a creditor against an employee's wages. Glenkirk must honor and fulfill all garnishments and other wage attachment orders as required by law. However, because of the time and cost involved in processing such orders, it is the responsibility of all employees to prevent such garnishments. All state/federal guidelines will be followed.

# YOUR BENEFITS

## GROUP INSURANCE PLANS

Medical insurance benefits for full-time staff shall be enrollment in ECO Employee Health and Welfare Plan. This plan covers medical, life and disability plans that are fully paid by Glenkirk. In addition, Dental and Vision insurance may be purchased by the employee through this plan.

## WORKERS COMPENSATION

Glenkirk is committed to safety and quality in the workplace. It is also important that each employee takes responsibility for preventing accidents on the job by using caution and taking positive steps to report any unsafe condition. However, if a work-related injury or illness occurs, you may be entitled to workers' compensation benefits.

Workers' compensation provides coverage for disability, death or medical treatment as a result of work-related injuries suffered on the job. Employees do not contribute toward this coverage. Benefits are paid by the Church even though this compensation is a state administered law. This compensation covers you only for industrial injury and illness. Workers' compensation benefits may not apply for any injury that arises from other employment or out of your voluntary participation in any off-duty recreational, social or athletic activity that is not part of your work-related duties.

To be sure you receive the benefits you may be eligible, you must report all accidents, injuries or illnesses **IMMEDIATELY** to your Supervisor. A written report must be completed by you and given to your Supervisor. Your Supervisor will direct you to appropriate medical care. Since, by law, **all injuries or illnesses must be reported**, failure to immediately notify your Supervisor may result in the denial of your claim and will also be grounds for discipline which may lead to dismissal.

The Church will investigate, reject and possibly report to proper authorities any fraudulent claims as new laws prohibit submission of fraudulent claims. These claims may result in criminal penalties.

Any time required away from work due to an occupational injury or illness is determined by the treating physician. Your progress will be monitored by the physician until you return to full duty. Any salary continuation benefits will be paid through the Church's workers' compensation insurance carrier. The Church will make every effort to keep your position open until your expected return date, and will consider your need for an extension of that date. To serve the needs of our congregation, your position may need to be filled before your recovery. In no event will employment be continued longer than one (1) year after your date of injury. Your workers' compensation benefits would continue, even after termination, as long as applicable.

## SOCIAL SECURITY

As an employee of Glenkirk, you are covered under the provisions of the federal social security law (F.I.C.A.). The amount of the deduction from your wages for social security taxes and the amount contributed by the Church are dictated by current tax laws. The total contribution by you and Glenkirk is credited toward your social security benefits, which may be available at the time you are eligible to retire. Ordained Staff are not required to participate in Social Security; however, they must follow current IRS laws to opt out of Social Security taxes. If they do not opt out of Social Security, Ordained Staff must also pay the employer's share of the taxes.

## CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), terminating employees are eligible to continue their medical insurance benefits at a cost of 102% of the Church premium for up to eighteen (18) months (or longer in some cases).

At the time of termination, continuation information and procedures will be given or sent to you. It is **your** responsibility to maintain your benefit premiums if conversion is elected.

At the conclusion of continuation of benefits under COBRA, you may convert your insurance to an individual plan by contacting the insurance carrier directly.

# YOUR TIME AWAY

## VACATION

Glenkirk believes that it is to your advantage to enjoy the relaxation and revitalization of a vacation. To this end, regular, full-time employees will accrue paid vacation according to the number of hours worked per year. Following is the schedule for increasing your allotted vacation:

- 0 vacation for the first six months of employment
- 1 week vacation for months seven to twelve
- 2 weeks vacation for years two through five
- 3 weeks vacation for years six through ten
- 4 weeks vacation after completing the tenth year

Vacation accrual is by hours, e.g., a Monday through Friday employee working 35 hours per week, would receive 70 hours of vacation, a 40 hour employee would receive 80 hours per year.

Vacation is also scheduled in hours, e.g. an employee who works 7 hours on Monday would schedule 7 hours for that day and who works 3 hours on Friday would schedule 3 hours of vacation for that day. Vacation pay will be calculated at the current employee's regular base rate of pay.

Vacation hours may be taken upon accrual. At the time of termination, all accrued, but unused, vacation hours will be paid out to the employee on their final paycheck. This is the only instance that pay will be made in lieu of vacation.

Earned vacation time can accrue up to a maximum of one and a half (1.5) times the annual allotment or a maximum of 30 days, whichever is less. Once this cap is reached, no further vacation time will accrue until some vacation is used. Once vacation is used, vacation time will begin to accrue again. Due to the cap on accrual, vacation time must be taken within the year following accrual.

Example:

| | |
|---|---|
| Start date – | January 1, 2017 |
| 10 days of accrued vacation - | January 1, 2018 |
| Vacation must be completed by - | June 30, 2019 |

Requests for vacation must be made as far in advance as possible and must be made no later than 14 days before the scheduled start date of vacation. All vacation requests must be approved by your supervisor. Glenkirk reserves the right to designate when some or all vacations may be taken, particularly around Easter, VBS and Christmas.

## HOLIDAYS

Glenkirk observes twelve (12) paid holidays (see below) each year. (Birthday and Christmas Eve Floating Holiday added in 2009). When established holidays create a burden on the staff, it will be replaced by a Floating Holiday for that year only. (3/16/17: an additional Floating Holiday was approved to replace Good Friday.)

| | |
|---|---|
| Floating Holiday (3) | Independence Day |
| New Year's Day | Labor Day |
| Martin Luther King's Birthday | Thanksgiving Day |

President's Day
Memorial Day
Day after Thanksgiving
Christmas Day

Due to business reasons, the above holidays may not be observed on the actual day. Holidays falling on a Saturday will be backed up to Friday and holidays falling on a Sunday will be pushed to Monday. A schedule of Church holidays will be distributed prior to the beginning of each calendar year.

If you work on a holiday, pay shall be at your straight-time rate (or overtime rate if applicable) for hours worked, plus holiday pay equal to your standard work day (double time). For exempt and non-exempt regular full time employees, if the holiday falls on your regular day off, you will receive holiday pay for that day or an additional day off.

## SICK LEAVE FOR EXEMPT AND NON-EXEMPT EMPLOYEES

Glenkirk recognizes that there may be times when an employee needs to be absent from work for personal or family illness or medical/dental appointments. Effective July 1, 2015, Glenkirk is in compliance with the Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave.

Sick leave is only to be used for actual sickness, medical/dental appointments or family emergencies and is not to be considered as vacation time.

All employees who work 30 or more days within a year is entitled to paid sick leave. Paid sick leave accrues at eh rate of 1 hour per every 30 hours worked. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.

**R**ESTRICTIONS: Please contact your Supervisor by 9:00 A.M. each day you are out. Failure to contact your Supervisor may forfeit your eligibility to sick leave. If you know in advance of your need for time off, please let your Supervisor know as soon as possible so we can make adjustments to the workload.

Sick leave is paid based on your base pay rate.

Sick leave can accrue as follows:
Part-time - maximum 48 hours
Full-Time - maximum 30 days

There will be no payout of unused sick leave at time of termination.

## EMPLOYEE MEDICAL LEAVE OF ABSENCE

Employees may take an unpaid medical leave according to the following guidelines, which are intended to and will be interpreted to accomplish compliance with applicable federal and California law. Workers' compensation laws govern work-related injuries and illnesses. Glenkirk intends to fully comply with these laws.

Procedure

Employees are eligible for a medical leave of absence if they have completed at least 1 year of employment, or a lesser amount if specified by law.

As soon as you become aware that you are, or will become, temporarily disabled from working for any medical reason for more than 3 consecutive days, you must promptly advise the Church in writing of your inability to work and the anticipated commencement date and duration of your

disability, which must be verified by your doctor if certification is requested. In addition, intermittent leave or reduced schedule leave may be requested where medically necessary due to a serious health condition and will be granted as required by FMLA/CFRA.

Upon proper verification, the Church will grant such leave without pay for the period of your bona fide disability or required treatment up to a maximum of 4 months.

The Church may require verification of your ability to work (including, for example, examination by a doctor designated by the Church). Any misrepresentation of leave request or disability, or acceptance of other employment while on leave, will be grounds for immediate termination.

Benefits

Employees may use any earned vacation or sick leave benefits during the period of approved medical leave necessitated by a bona fide disability. Employees do not earn additional holiday pay, sick leave benefits, vacation pay, or any other benefits while on leave.

The Church will continue to pay its share of the medical insurance premium for the period of the bona fide disability to a maximum of 8 work weeks for any employee who has been employed for 12 months or more and has worked at least 1,250 hours in the previous 12 months (less any weeks already compensated for under a medical or family leave taken in the preceding 12 months) so long as the employee continues to pay his/her share of such premium during such time, after which point the employee may maintain his/her insurance by making the full contribution necessary to maintain coverage. Such premiums may be recovered by the Church, however, if you choose not to return to work after your leave has expired and you are able to do so.

Pregnancy-Related Disability

If you are pregnant and suffer from a related medical condition, you are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

Employees on a pregnancy-related disability leave for less than 4 months who return to work at the end of their medical disability will be returned to their former or a comparable position according to state law. In addition, if an employee requests, the employee may at the end of her pregnancy disability leave take any additional leave to which she is entitled under the CFRA or FMLA.

Returning from Leave

Upon return to work an employee must submit a health care provider's release, indicating that the employee is able to resume work.

Employees with 12 months or more service and 1,250 hours work in the year preceding the beginning of leave who work at a location that has at least 50 employees within 75 miles, who are not excepted as key employees as provided in FMLA/CFRA, and who return to work within their 12 week FMLA/CFRA leave, will be returned to their former position or one with equivalent duties, pay and terms and conditions. All other employees who report for work by the end of their approved medical leave will be returned to their former position if such opening exists, or the next comparable opening for which he/she is fully qualified.

In either event, however, if a reduction in force or other reorganization has taken place at such

facility while the employee was on leave, the employee will be treated as if he or she had been working rather than on leave.

Extended Leave

Employees who do not return at the end of their bona fide disability or the maximum leave period will be terminated, except that employees who cannot return for work by the end of the maximum leave period because of a recognized disability or a work related injury but who request an extension of such leave before its expiration will not automatically be terminated at the end of the maximum leave period, but may receive an extension of their leave if circumstances warrant based on the medical evidence presented to support the requested extension. Employees on such approved extended leave who are then able to report for work will be offered the next opening for which they are the best qualified candidate.

## FAMILY CARE LEAVE OF ABSENCE

Employees may take an unpaid family care leave in accordance with the following guidelines, which are intended to and will be interpreted to accomplish compliance with applicable federal and California law.

Eligibility for Family Care Leave

You are eligible for family care leave if you have been employed by the Church for at least one year, you have worked at least 1,250 hours during the preceding 12 months and you are employed at a location which has 50 employees within 75 miles and you require a leave either:

a) To attend to your child's birth, adoption, placement into your home, or serious health condition. A leave taken for your child's birth, adoption or placement must be concluded within 12 months of the date of birth, adoption, or placement. In addition, you may only take a leave with respect to the adoption, placement, or serious health condition of your child if your child is either under the age of 18 or a disabled dependent.

b) To attend to your parent's or spouse's serious health condition while they require a family member's care during a period of care by a health care provider whether on an inpatient or outpatient basis. Your "parents" include biological, foster or adoptive parents, step-parents and legal guardians. In-laws are excluded.

c) Employees who have medical problems themselves may request a leave under our separate employee medical leave of absence policy.

Procedure for Requesting Family Care Leave

1. Notify the Church in writing of your request 30 days in advance of the leave, if possible. If 30 days advance notice cannot be given, notify the Church as soon as practicable.

2. Provide the Church with medical verification of the need for family care leave. This evidence must be issued by a certified health care provider and must include the following information if the leave is for reasons other than birth, adoption, or placement of a child:
   a) The date on which the serious health condition commenced, and
   b) The probable duration of the serious health condition, and
   c) The time required for you to attend to the family member, and
   d) A statement that the serious health condition warrants a family member's care or supervision during the period of treatment.

3. Leave taken under this policy does not need to be taken in one continuous time period. By the same procedure and when medically necessary due to a family member's serious health condition, you may request leave intermittently or on a reduced work schedule. However, such intermittent leave must be scheduled in cooperation with the Church to minimize the disruption to the workplace. In addition, to accommodate such a work schedule, the Church may transfer you to another position of equal pay and benefits. In the case of your child's birth, adoption or placement into your home, the minimum duration of the leave shall be two weeks, with the exception that a request for such leave for less than two weeks will be granted on two occasions.

4. The Church may request recertification if any additional leave is requested. Any misrepresentation made to obtain or continue leave, or acceptance of other employment while on leave, is grounds for immediate termination.

Terms of the Leave of Absence

1. The Church will grant eligible employee family care leave without pay for the period of the qualifying circumstances up to a maximum of 12 work weeks in any 12 month period. However, such 12 week period for Family Care Leave shall be reduced by any time taken during the 12 month period for the employee's own medical leave (except pregnancy disability, leave, which is in addition to such 12 week leave).

2. If both you and your spouse work for the Church, your combined leaves for the birth, adoption or placement of a child may not exceed 12 work weeks in any 12 month period.

3. The Church will pay its normal share of your medical insurance premium during such leave to a maximum of 12 work weeks during any 12 month period (less any weeks already compensated for an employee's own medical leave during that period, including covered pregnancy disability) to maintain health insurance benefits at the level and under the same conditions as if you were not on leave. However, the Church is entitled to reimbursement of health insurance premiums paid during your leave should you not return to work for reasons other than a continuing health problem or a reason beyond your control.

4. You do not earn additional holiday pay, sick leave benefits, vacation pay, seniority or other benefits while on leave. You may apply any accrued paid vacation or sick leave towards any leave taken under this policy.

Returning from Leave

1. You must notify the Church at least one week before your scheduled return date to verify your return.

2. If you return before the expiration of your approved family leave, you will be returned to your former position or one with equivalent duties, pay, geographic location, and terms and conditions unless a reduction in force or other reorganization has taken place during your leave which eliminated your former position, in which case you will be treated as if you had been working rather than on leave.

3. Reinstatement to your former position may be denied if you are among the top 10% of the employees in terms of gross salary employed by the employer at the same location.

4. Employees who do not report for work at the end of their approved family leave will be terminated.

**PERSONAL LEAVE OF ABSENCE**

A personal leave of absence may be considered if you have a compelling, non-medical reason for needing an extended period of absence from work (in excess of five (5) equivalent working days). A personal leave may be considered if you have completed one year's continuous employment with the Church. The decision to grant a personal leave is in the sole discretion of the Church.

The following guidelines apply to personal leaves:

1. When possible, request for leave or any extension of a leave should be submitted in writing to the employee's Supervisor thirty days prior to commencement of the leave. If that is not possible, it is required that you obtain approval from your Supervisor prior to your leave or within 24 hours of your leave.

2. Leaves may be granted for a specific period of time up to a maximum of 30 days based on the grounds that you are unable to report to work. Acceptance of other employment while on leave will result in termination. A personal leave of absence over 30 days must be approved by management. The maximum duration for any personal leave and extensions is 3 months.

3. Requests will be considered on the basis of the reason for the request, your length of service, performance and responsibility level, length of expected leave, number of other individuals already out on leave, and the expected impact of the leave on the Church. A personal leave of absence will not be granted if the leave will cause a hardship upon the Church and/or the work can not be covered by another employee. The Church has the sole discretion to approve or deny a leave and the duration of the leave.

4. A personal leave of absence is without pay. Vacation time and sick leave does not accrue, and holidays are not paid during personal leave.

5. If an employee fails to return to work at the conclusion of an approved leave, the employee will be terminated from employment.

6. The Church is unable to guarantee reinstatement in all cases. Upon returning to work, every effort will be made to assign you the position held before the leave of absence. If this is not possible due to organizational changes or business needs, the Church will make every effort to place you in a comparable position. If no position is available, you will be terminated.

7. You are responsible to maintain insurance premiums during a leave. Failure to do so will result in loss of benefits. You must make arrangements with the office before your leave if you wish to continue insurance benefits.

## VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT OR OTHER CRIME/CALIFORNIA EMPLOYEES

Employees who are victims of domestic violence, sexual assault or other crime shall be given time off without pay as necessary for obtaining legal relief, including but not limited to a temporary restraining order or other injunctive relief for the employee's protection as well as his/her child's protection. Time off from work is also extended to employees who are not the victims of a crime but are related to such victims, including a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather, or registered domestic partner.

Employees who are victims of domestic violence, sexual assault or other crime shall be given time off without pay as necessary for seeking medical attention, seeking assistance or services from a domestic violence shelter, program or rape crisis center, obtaining psychological counseling or participating in activities designed to ensure the victim's safety and well-being.

An employee who takes time off is required to provide the supervisor with reasonable advance notice unless such notice is not feasible. The employee must also provide documentation to the supervisor such as a police report indicating the employee was a victim of domestic violence, a restraining order or any other evidence certifying a court appearance or documentation from a medical professional, health care provider, domestic violence advocate, or counselor that the employee is undergoing treatment for physical or mental injuries or abuse.

## MILITARY LEAVE

By law, all full-time and regular part-time employees will be granted a military leave of absence to enter the military service on active duty.

When you begin your military leave of absence, you will receive all accumulated salary and benefits pay due you as of your last day of work before entering the service.

Upon completion of military service, you will be reinstated with full seniority to your former position or to a comparable position if application for reemployment is made within ninety (90) calendar days of release from the service or hospitalization. The Church will follow all the federal and veteran's reemployment rights and regulations in implementing this policy.

## JURY/WITNESS DUTY

Any Glenkirk employee may serve on jury duty or serve as a witness in a trial. Glenkirk will pay up to five (5) equivalent days pay for serving on jury duty or appearing as a witness in a trial. Please notify your Supervisor immediately and provide a copy of the subpoena or jury summons.

## BEREAVEMENT LEAVE

As a regular full-time employee you may receive up to five (5) equivalent days of paid, excused absence from work, per occurrence, in the event of death of your "immediate family": Spouse, Child, Parent, Brother/Sister, Grandparent/Grandchild. This time off is not deducted from an employee's other time off (such as vacation or sick leave), but is in addition to it. Additional days off work, without pay, may be approved by management.

In the event of a death outside of the "immediate family," time off may be granted by the employee's Supervisor but will be deducted from other time off (such as sick leave) or will be considered time off without pay.

## VOTING DUTY

By law, as an employee, if you are unable to vote during non-work hours, you may arrange in advance to take up to two hours off work with pay to vote in a state-wide or national election. In order to qualify you must obtain advance approval from management at least two working days before the election. Proof of voting may be required.

## VOLUNTEER FIREFIGHTER

If you are a registered volunteer firefighter who intends to perform emergency duty during work hours, please alert management so that we are aware of the fact that you may have to take time off to perform emergency duty. In the event you need to take time off for emergency duty, please alert your Supervisor before leaving the Church premises.

## LITERACY EDUCATION LEAVE

Glenkirk will allow you to voluntarily enter and participate in an adult literacy education program if your absence does not cause undue hardship to your department.

The Church reserves the right to request confirmation on the courses and attendance requirements before granting your request. You will not be paid for the time off.

## ALCOHOL AND DRUG REHABILITATION

Glenkirk wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job satisfactorily. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide the time off. If an employee requests time off to participate in such a program, the Church will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

## SCHOOL ACTIVITIES

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to the following provisions:

1. Parents, guardians or grandparents having custody of one (1) or more children in licensed day care, kindergarten or grades 1-12 may take time off for a school activity.
2. The time off for school activity participation cannot exceed eight (8) hours in any one (1) calendar month, or a total of forty (40) hours each school year.
3. Employees must provide as much advance notice as possible to their Supervisor.
4. If both parents are employed by the Church, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his/her Supervisor.
5. Employees must use vacation time off in order to receive pay for this time off.
6. Employees who do not have paid time off available, will take the time off without pay.

# YOUR CHURCH RULES AND POLICIES

## IMMIGRATION LAW COMPLIANCE

Glenkirk is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his/her identity and legal right to work in the United States no later than three business days after they begin to work. Accordingly, all new and rehires must go through this procedure. Those employees with limited work authorization will be asked to recertify upon expiration of their employment authorization date.

If management learns that any person hired after November 6, 1986 does not have such a legal right to work, or cannot produce the legally required documentation establishing their right to work, he or she will be discharged.

## OFFICE DRESS AND GROOMING STANDARDS

It is in the Church's best interest to present a professional image to its congregation, vendors and the public. It is expected that all employees will dress in a manner consistent with good hygiene, cleanliness, safety and good taste. As a general rule, dress as if you expect a congregational member or vendor to visit the office each day. Managers should dress presenting the proper image to maintain respect and the leadership necessary to perform their functions.

## NO SOLICITATION

To avoid disruption of Glenkirk operations, the following rules shall apply to solicitations and distribution of literature on Church property:

**OUTSIDERS** Persons who are not employed by the Church may not solicit or distribute literature on Church property at any time for any purpose. Under no circumstances are salespersons permitted to solicit employees on the premises.

**EMPLOYEES OF THE CHURCH** As an employee of Glenkirk you may not solicit during working time for any purpose. Working time is defined below.

- You may not distribute literature during working time for any purpose.
- You may not distribute, post or exhibit literature at any time for any purpose in working areas.

**WORKING TIME** "Working time" includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting and distributing is being directed. Working time does not include break periods, meal periods or any other specified periods during the work day when employees are properly not engaged in performing their work tasks.

## PERFORMANCE REVIEWS

Performance reviews are used as a basis for recognition, compensation and advancement decisions within the Church. As an employee, the review of your performance includes job performance, accomplishments, possible areas for improvement and training development as they relate to your job description.

Each new employee is evaluated at the end of the 90-day introductory period, or any extension thereof, and thereafter, usually once a year. The frequency of performance reviews may vary

depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Salary increases and promotions are solely within the discretion of Glenkirk and depend upon many factors in addition to performance.

In evaluating one's progress on the job, the following points may be considered:

1. Quality of work performed
2. Quantity of work performed and time management
3. Work attitude, attitude towards others and overall team spirit
4. Knowledge of your job and your advancement in learning new skills
5. Adaptability, initiative and drive
6. Dependability and attendance
7. Successful cross-training of others to benefit overall Church output

## ATTENDANCE

Being on the job every day is important. **Our congregation depends upon us -- we depend upon YOU.** Absenteeism places the burden of your work on someone else, disrupts schedules, results in our inability to satisfy the congregation and ultimately effects our success. Therefore, it is your responsibility to be both prompt and regular in coming to work. Working from home is not encouraged, but may be approved on a limited basis by your Supervisor or Personnel upon written request.

If it does become necessary for you to miss a day of work, your Supervisor must be notified, as early as possible, but no later than 9:00 A.M. If your Supervisor is not available at the time you call, you must speak with another management employee. If your Supervisor or management is not notified specifically by you, your absence will be considered unauthorized and will not be eligible for sick leave. A call from a friend or member of your family to inform Glenkirk of an absence will only be accepted in the most extreme cases. If you find that you will be late for your shift, your Supervisor must be contacted as well.

If you expect to be absent for more than one day, you must let your Supervisor know how long you expect to be absent. If you are going to be absent longer than you anticipated, you must continue to notify your Supervisor.

Attendance is an important part of your job performance. Your attendance will be monitored on an ongoing basis and will be included as a part of your performance review. Excessive absences are prohibited. Excessive absence or unacceptable patterns of attendance will be reviewed by management and may result in corrective action being taken. If you are absent for three (3) consecutive days without notifying the Church, it is automatically considered a voluntary resignation. Failure to call, misrepresentation of your reasons for being absent or tardy, and/or excessive absenteeism could result in disciplinary action, up to and including termination of employment. Glenkirk will not continue to employ people with poor absenteeism.

## RULES OF CONDUCT

In every organization where many people work together, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all employees and enhance the smooth operation of the organization. At Glenkirk, we have attempted to keep these rules to a minimum. These rules are based on common sense plus governmental and insurance requirements and are subject to change at the sole discretion of management with or without notice to employees. Their purpose is to maintain a working environment that protects the safety and dignity of each employee without placing unreasonable restrictions on anyone.

As an employee, you are expected to know and observe these rules to avoid and minimize discipline. The following conduct is **prohibited** and will not be tolerated by Glenkirk. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the Church's operations also may be prohibited.

ATTENTION TO DUTIES

1. Leaving your workplace before quitting time, unless approved by management.

2. Repeated tardiness or absence.

3. Incompetent or inefficient performance of assigned duties and responsibilities.

4. Conduct which indicates an inattentive or indifferent behavior toward work duties.

5. Conduct which intentionally results in quality errors.

6. Falsification, either verbally or in writing, of any reports or records, including employment records, injury reports, business records, any medical records, time records, etc.

7. Interference, disruption with the work performance of any employee(s), influencing or attempting to influence others as to interfere.

8. Failure or inability to perform assigned job responsibilities in a manner necessary to meet objective standards set by the Church.

9. Being negligent or careless in taking proper care of tools and equipment, and taking care to not damage the parts you handle and preventing waste of materials.

PERSONAL MISCONDUCT

1. Engaging in conduct at any time and any place that could reflect negatively upon or impair the Church reputation.

2. Insubordination or uncooperative conduct, including refusing to follow your Supervisor's requests, instructions or orders or refusing to abide by a Glenkirk rule, policy or Church strategy.

3. Fighting, threatening bodily harm or provoking such misconduct with fellow employees, superiors, congregation or members of the public.

4. Possessing firearms, explosives or other weapons while at work.

5. Violation(s) of Church policies concerning conflict of interest, security, removal of property or unauthorized disclosure of confidential information.

6. Theft, deliberate abuse or destruction or removal of any property of another employee, a customer, the Church or the general public.

7. Gross misconduct, harassment, or use of abusive or provocative language while on Church premises or while engaged in Church business away from Church premises via personal interaction, electronic communication or social media.

8. Failure to treat all co-workers and congregation with courtesy and respect.

9. Gambling or involvement in any activity connected with gambling while on Church premises or while engaged in business away from Church premises.

10. Reporting to work in an unfit condition, including, without limitation, being under the influence of intoxicants; for bringing intoxicants onto Church premises; or for possessing or consuming intoxicants during working hours. Intoxicants include, without limitation, alcoholic beverages, narcotics, barbiturates, amphetamines, drugs other than those taken under the direction and prescription of a licensed physician, and any other controlled substance.

11. Unauthorized use of a Church vehicle, or permitting unauthorized personnel in a Church vehicle.

12. Failure to provide full and total cooperation with Church officials or authorized, outside personnel in the investigation of shortages or mysterious disappearances of shipments of Church property

13. Failure to appear in appropriate dress when required.

14. Smoking in the workplace.

15. Dishonesty of any nature.

16. Conviction of a felony while employed by the Church.

17. Absence for three or more consecutive working days without notification to the Church.

18. Failure to return to work upon expiration of a leave of absence or vacation.

19. Receipt of three written warnings for any offense (s), whether the same or different, within a one year period of time.

20. Working at another job without permission.

ACCIDENT PREVENTION

1. Failure to observe known or posted safety rules, including failure to wear protective guards, garments or other required devices.

2. Failure to report traffic violations immediately (while driving a church vehicle), or report immediately an accident involving a church vehicle.

3. Operating machines or other Church equipment without prior permission.

4. Failure to report an on-duty injury or illness immediately, regardless of how minor it appears to be.

5. Horseplay, loitering, wasting time, practical jokes or other activities which may present a hazard to the safety or welfare of yourself or others.

**POLICY AGAINST DRUGS, ALCOHOL, CONTROLLED SUBSTANCES AND FIREARMS**

Glenkirk is a Drug & Alcohol-Free and Firearms-Free Workplace. The Church requires you to maintain high standards of safety, quality, and personal conduct in the workplace. In keeping with that philosophy, it is essential that the workplace be kept free of drugs, alcohol and firearms. Therefore, the following actions are prohibited:

- Reporting for work, or representing the church off premises, under the influence of alcohol, intoxicants, illegal drugs, or controlled substances;

- The illegal use, possession, manufacture, transfer, purchase, sale or attempted purchase or sale of intoxicants, illegal drugs, or controlled substances in any manner during work hours, or while on the job, on Church property, including parking lots or Church owned or leased vehicles;

- In any way using Church property or an employee's position within the Church to make or traffic in intoxicants or illegal drugs. Additionally, if you are taking a drug or medication, whether or not prescribed by the physician, which may adversely affect your ability to perform your duties in a safe or productive manner, you must report such use of medication to your Supervisor. This includes drugs that are known or advertised as possibly affecting judgment, or causing drowsiness or dizziness.

- The carrying of any firearms while on Church premises is prohibited.

As an employee you have the responsibility to report any drug, alcohol, controlled substance or firearm situation that affects the workplace.

If there are reasonable grounds for suspecting that an employee is in violation of this policy, Glenkirk has the right to require testing at the Church's expense. Any employee in violation of this policy will be subject to discipline, including termination. Other actions, such as notification of law enforcement agencies may be taken, depending on the circumstances.

POLICY AGAINST WORKPLACE VIOLENCE

Glenkirk adopted this zero tolerance policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion that involve or affect Glenkirk or that occur on Glenkirk's property will not be tolerated.

Acts or threats of violence include conduct that creates a hostile, abusive or intimidating work environment for one or more Glenkirk's employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Glenkirk's premises, regardless of the relationship between Glenkirk and the parties involved in the incident.

- All threats or acts of violence occurring off Glenkirk's premises involving someone who is acting in the capacity of a representative of Glenkirk.

- All threats or acts of violence occurring off Glenkirk's premises involving an employee of Glenkirk if the threats or acts affect the legitimate interests of Glenkirk.

- Any acts or threats resulting in the conviction of an employee or agent of Glenkirk, or of an individual performing services for Glenkirk on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence, which adversely affect the legitimate interests of Glenkirk.

Specific examples of conduct that may be considered threats or acts of violence include the following:
- Hitting or shoving an individual.
- Threatening to harm an individual or his or her family, friends, associates or property.
- The intentional destruction or threat of destruction of Glenkirk property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms or weapons.

Glenkirk's prohibition against threats and acts of violence applies to all persons involved in Glenkirk's operation, including but not limited to Glenkirk personnel, contract and temporary workers and anyone else on Glenkirk's property. Violations of this policy by any individual on Glenkirk's property, by any individual acting as a representative of Glenkirk while off Glenkirk's property, or by any individual acting off of Glenkirk's property when his or her actions affect Glenkirk's business interests will lead to disciplinary action and/or legal action as appropriate and will not be tolerated. No provision of this policy shall alter the at-will nature of the employment relationship at Glenkirk.

Every employee and every person on Glenkirk's property is encouraged to report incidents of threats or acts of violence of which he or she is aware. The report should be made to the Executive Team, the Executive Director or the reporting individual's immediate supervisor. Nothing in this policy alters any other reporting obligation established in Glenkirk's policies or in state, federal or other applicable law.

## CORRECTIVE ACTION PROCEDURES

We cannot succeed in business without a pleasant, professional environment that supports our daily activities or without the cooperation and willing commitment of all employees. Consequently, Glenkirk expects all employees to conduct themselves professionally at all times and to act in a way that contributes to the operation of the business. We must also be concerned that we protect our property and our people at all times.

Church rules and regulations are established for your safety, the safety of your co-workers and the efficient operation of the business. Verbal or written "Warning Notices" may be issued to employees who fail to follow Church rules, regulations, instructions and /or procedures. These notices may be issued by any Supervisor, or other managerial personnel. There are many reasons why warnings may be issued. This may be done if an employee violates a rule or has a performance problem which should not have occurred given the employee's level of job training or experience. Failure to correct the behavior or action after a verbal or written warning may result in further disciplinary action, up to and including termination. Notwithstanding the above, Glenkirk reserves the right to discharge with or without cause and with or without prior notice, in accordance with its "at-will" employment policy and as it is in the best interests of Glenkirk.

**TERMINATION OF EMPLOYMENT**

If an employee voluntarily resigns or retires from employment with the Church, Glenkirk hopes to receive two weeks notice of resignation in writing. If an employee quits without prior notice of at least seventy-two (72) hours, his or her final paycheck may require up to three (3) days for processing. Final paychecks may be mailed to you upon receipt of a written request signed by you. Please make sure that if you move within one year of your termination date that you notify Glenkirk of your new address so that the Church may forward you your W-2.

In the event an employee is terminated by the Church, the final paycheck will be presented to the employee at the time of discharge.

In the event of termination, for any reason, the employee must return all Church property such as computers, tablets, credit cards, vehicle and building keys, etc.

Glenkirk is not obligated to offer severance pay.

**EMPLOYER PROPERTY**

Desks, computers, printers, fax machines, copiers, vehicles and other office & shop work equipment are Church property and must be maintained according to Church rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Church reserves the right to inspect all Church property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

Voice mail and/or Electronic mail (E-mail) are to be used for business purposes only. The Church reserves the right to listen to voice mail messages and to access E-mail messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

It may be necessary to assign and/or change "passwords" and personal codes for the computer, E-mail and/or voice mail. These items are to be used for Church business and they remain the property of the Church. The Church may keep a record of all passwords/codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any Church property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. An employee's personal property, including but not limited to packages, purses and backpacks,

may be inspected and searched, with or without notice, with or without the employee's prior consent, upon reasonable suspicion of unauthorized possession of Church property.

**CONFLICT OF INTEREST**

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal or romantic involvement with a vendor or subordinate employee of the Church creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to Supervisory problems, possible claims of sexual harassment and morale problems. These types of relationships are therefore prohibited and violations of this policy will subject an employee to disciplinary action, up to and including termination.

Glenkirk desires to maintain open communication with their employees. Glenkirk also desires to prevent employee conflict of interest between Glenkirk and other organizations. Therefore, employees should reveal any affiliation they may have with other organizations.

# SAFETY AND HEALTH

## SAFETY

It is the intention of Glenkirk to provide the safest possible work environment and to take practical steps to prevent injury to our employees. Your Supervisor will instruct you on the safety procedures and regulations. The Church maintains a complete Illness and Injury Prevention Program and Hazardous Communications Program in full compliance with the most current OSHA regulations. The contents on each program are readily available for all current employees.

At no time is any job so important that you cannot take the time to perform your work safely and in compliance with regulations. Being alert will help prevent accidents and injuries to you.

You are expected to cooperate with the Church in all safety procedures and to make proper and full use of all equipment and devices provided for such purposes. The Church will provide supplemental safety training as deemed necessary and appropriate, at its sole discretion. Our Church is only as safe as **we** make it!

**YOU MUST IMMEDIATELY REPORT** any accidents and potential accident hazards to your direct Supervisor. Failure to report an accident or injury on the date it occurs is in violation of Church and safety rules and will result in disciplinary action, up to and including termination.

## ACCIDENT REPORTING

You must take the following steps when you are injured or become ill at work:

1. Report any injury or illness, however slight, IMMEDIATELY to your Supervisor. If the injury or illness is not related to work, you may report to your own doctor.

2. The Church will call 911 if your injury is life-threatening. If your injury requires medical treatment beyond first aid, but is not life-threatening, contact the Nurse Hotline at (844)322-4662. Glenkirk's insurance has created a Medical Provider Network (MPN) which is in place for work-related injuries. You have the option to predesignate a physician or medical group, but this is not required. Unless you predesignate a physician or medical group, any work injury will be treated by providers in the MPN. The Nurse Hotline will direct you to the nearest MPN. Forms to predesignate a physician or medical group can be obtained from the Business Manager.

3. Following treatment, you MUST report back to Glenkirk. Be sure you have a "Return to Work" slip properly filled out with the following information:
   a. Availability for work. You must be released for regular work before you can return to your regular duties.
   b. Expected days of disability, if you are unable to return to regular duties that day.
   c. Next appointment date. Appointments for continuing treatment must be scheduled during the beginning of the work day or at the end of the work day

4. Give your return to work slip to your Supervisor for clearance to return to work or go home, which ever is the case.

## FIRST AID

Glenkirk maintains adequate first aid supplies. If you are injured, you must tell your Supervisor about it at once, even if it is a scratch or something that may seem unimportant to you.

Please use the first aid supplies when needed.

## SMOKING POLICY

For the health and safety of all its employees, Glenkirk maintains a **No Smoking** policy for the workplace.

## REGARDING FIRE

Any fire, no matter how small, is a potential catastrophe. Learn the location of fire exits and fire fighting equipment. Fire extinguishers are conveniently located throughout the facility.

Knowledge of fire prevention methods may help you save your life, the lives of fellow workers, and your job. In case of fire, stop work, shut off any power machinery or equipment at once and notify your Supervisor or other management personnel immediately.

## CHURCH SAFETY RULES

1. Work related injuries shall be reported immediately to your Supervisor.

2. While driving a vehicle on Church business, all "rules of the road" shall be observed, including yielding the right of way, to avoid an accident. Safety belts must be worn at all times regardless if you are driving or being a passenger.

3. If involved in an auto accident while driving a Church vehicle, the accident must be reported to a Church Supervisor as soon as possible.

4. When lifting any objects, follow correct lifting techniques:
   a. Bend your knees and squat. (Don't bend your back)
   b. Grasp objects firmly.
   c. Stand up straight so that the weight of the object lifted is distributed throughout the legs and not the back. Left with your thigh muscles, not your back.

5. Do not attempt to lift any object that you believe is so heavy that it could injure your back. **DO NOT LIFT IF YOU HAVE A BAD OR SORE BACK.**

6. If any liquid is spilled on the floor, clean it up immediately so that the floor will not be slippery. Spread oil absorbent if necessary.

7. Do not run through the building.

8. Keep floor free of obstacles around machines.

9. Safety glasses must be worn at all times throughout the shop by all machine operations and those people entering the shop and working with gardening equipment.

10. All gardening and shop machines will be turned off when not in use.

11. Gardening and shop machines should never be left unattended.

12. If you are taking any prescription drugs, inform your Supervisor of such before operating any machines or Church vehicle.

    Each employee is responsible for maintaining a clean and orderly work place, including floors, shelf, workbench, machines, and tools.

13. All guards must be in place before running machinery.

14. When finished cutting material, scrap shall be picked up and disposed of. Extra stock shall be returned to its proper place.

15. Personal safety equipment (gloves, hard hats, aprons, etc.) should be worn where designated or when advised to do so by your safety committee or Supervisor.

16. All questions and problems are to be directed to your Supervisor.

# THINGS YOU SHOULD KNOW

## CHANGES IN PERSONNEL RECORDS

The law requires that we maintain accurate employment records for all employees.
To keep our employment records accurate and to comply with state and federal laws, you must notify the office immediately of any change in the following personal information:

1. Your name (whether by marriage or otherwise).
2. Your home address and telephone number.
3. Your marital status and correct number of dependents.
4. Whom to contact in case of emergency, including names and home/work telephone numbers and addresses.
5. Payroll deductions

An employee submitting a false name, birthdate or Social Security number for purposes of defrauding the Church or obtaining compensation or other benefits for which the employee would not otherwise be entitle, will be subject to immediate discharge.

## INQUIRIES & CONFIDENTIALITY

During the course of your employment, you may gain access to information that is related to the Church, its congregation, its suppliers, or perhaps even fellow employees. All such information is to be treated as confidential. You may not disclose any confidential information to anyone other than those Church employees who have a need to know the information in order to perform their job duties.

If any individual(s) not employed at Glenkirk direct inquiries to you or your department on matters relating to Church business or personnel (including former employees), the inquiries must be referred to the Senior Pastor or the Business Manager.