

Christian Church  
(Disciples of Christ)  
in Oregon & SW Idaho

EMPLOYEE HANDBOOK

| (effective ~~July~~December 1, 2001)

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## **INTRODUCTION**

Welcome to the Christian Church (Disciples of Christ) in Oregon SW Idaho

As a valued member of our Regional Office, you now share in our tradition of excellence. We are a team, and as a team we maintain a high spirit of cooperation and shared commitment. We are proud of our accomplishments, and challenge you to share in the responsibility for maintaining our dedication to bringing positive growth to our **44 congregations within Oregon and Idaho.**

We sincerely hope you gain satisfaction in your work, and that your career with us is rewarding as together we serve Christ and His Church.

## **ABOUT OUR HANDBOOK**

This Handbook will give you some basic information on our current personnel policies, procedures and benefits; it supercedes any prior written or oral policies, statements or understandings on these subjects. **This Handbook is not a contract of employment or a promise or guarantee of specific treatment in specific situations.** It simply summarizes many of our policies, procedures and benefits to give you a general idea of the way we normally handle many aspects of the employment relationship.

We believe in maintaining a competitive wage and benefit package. We also believe that no employee handbook or policy manual can anticipate every circumstance or question that might arise about a policy. As our program has grown over the years and laws have changed, our policies have also changed. Thus, we must have the flexibility to change (modify, substitute or eliminate) the policies, procedures and benefits described in the other sections of this Handbook after notice to affected employees. (Some of the provisions in this Handbook are required by federal and state laws and are subject to immediate change to comply with changes in those laws and regulations.)

The Personnel Committee in cooperation with the Regional Minister/President are the only persons authorized to change (modify, add to, substitute or eliminate) any of the provisions of this Handbook, including our policy of “at-will” employment. All such changes must be in writing and any departure from our rule of “at-will” employment must also be signed by the Regional Minister and the affected employee. Employment at-will means the employment relationship may be terminated with or without cause and with or without notice at any time by you or the Christian Church. In addition, Christian Church may alter an employee’s position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit The Christian Church’s or employee’s right to terminate employment at-will. **IMPORTANT: This means that except as required by the Employee Retirement and Income Security Act (“ERISA”), no employee has a vested right in or to any employment, compensation or benefit policy or plan of any type unless the individual is still employed at the time of any qualifying event, and any such right will be governed by the policy or plan (if any) in effect at that time. Thus, as examples only, an employee’s right to a cash-out of earned but unused vacation or an employee’s rights in the event of a reduction in staff will be determined by the policies in effect at the time of the event.**

This Handbook applies to all employees. (Some employees may have an individual employment contract with the Board of Directors of the Region, e.g., Ordained Ministers, etc., in which case the contract will control to the extent it differs from this Handbook.) Please keep it handy for future reference.

## **ADMINISTRATION**

### Administration of Personnel System

~~Please note that employment by the Christian Church (Disciples of Christ) in Oregon SW Idaho is "at will," meaning that either the Region or the employee may terminate employment at any time, for any reason without cause or notice.~~

The Board of Directors of the Region through the Personnel Committee, is responsible for all matters dealing with Personnel and has designated the Regional Minister/President as administrator. Only the Board of Directors, through the Personnel Committee and the Regional Minister/President is authorized to make changes in the policies, rules, and benefits described in this handbook. All such changes or modifications must be in writing and any departure from our rule of employment "at will" must be in writing and signed by the Regional Minister/President and the affected employee.

### Personnel Reports and Records

The Region recognizes that accurate, timely and detailed employment information is essential to the proper management and control of its business. We believe that employee information should be collected, stored, evaluated, and used in accordance with clear guidelines, ensuring the privacy and confidentiality of employees.

The Business Office will be responsible for maintaining ~~the required personnel~~ records to sustain a complete personnel system for the Region and will furnish or prepare such forms and records as necessary. The personnel file includes information such as your job application, resume, records of training, documentation of performance reviews, salary increases and other employment records.

Employees wishing to inspect their own personnel files may, upon reasonable advance notice, do so during normal office hours. However, such records cannot be removed or altered without the written consent of the Regional Minister or his/her designee. The Region shall provide copies at the employee's request.

Employees' personnel records, like all Regional Office records, are the property of the Region. Normally, access to an employee's personnel file will be limited to the employee and to persons with a business need for the information, such as supervisors, the Regional Minister and the Personnel Committee. If an employee wishes to have the Region release specific information from the Region's records to an individual outside of the Region, a request must be made in writing. The Region will automatically respond to routine inquiries for information from law enforcement agencies, and Federal, State and local government agencies.

Keep Us Informed of All Changes (Address, Telephone, Etc.)!

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please notify the Business Manager as quickly as possible:

- ◆ Legal name
- ◆ Home and Mailing address
- ◆ Home and Cellular telephone number
- ◆ Person to call in case of emergency
- ◆ Marital Status
- ◆ Change of Beneficiary
- ◆ Exemptions on your W-4 tax form
- ◆ Number and Names of dependents
- ◆ Driving record or status of driver's license (if you operate any vehicle on Regional business)

#### **OUR POLICY ON UNLAWFUL DISCRIMINATION AND HARASSMENT**

The following policies on unlawful discrimination and harassment apply to all employees, including temporary, trial service, and regular employees.

##### Our Commitment Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by applicable law. The only exception is if it is a bona fide occupational requirement reasonably necessary to the operation of our business.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment including: selection, job assignment, compensation, discipline, termination and access to benefits and training. We will make reasonable accommodation for the known physical or mental disability of an otherwise qualified applicant for employment, or employee, as required by law and unless undue hardship would result. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should provide their supervisor with appropriate medical and other information related to this request for accommodation. The applicant or employee must advise us, what accommodations he or she believes are necessary in order to perform the job and we will work with you to provide reasonable accommodations.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to our attention. Our anti-harassment policy is described in more detail later in this Handbook.

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~~We are committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, national origin, marital or veteran status, physical or mental disability, on the job injuries, age, sexual orientation, or any other legally protected status, unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. We are also ABSOLUTELY committed to providing a work environment that is free of ALL forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone — supervisors, coworkers, members or vendors.~~

#### Immigration Law Compliance

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~~The Immigration Reform and Control Act of 1986 prohibits us from employing any person not legally authorized to work in the United States. As a condition of employment, you must complete the USCIS Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.~~

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#### Sexual-Unlawful Harassment & Discrimination

~~We foster an environment where every employee feels productive and comfortable. It's our policy that all employees be able to work in a setting free from all forms of unlawful discrimination and retaliation.~~

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~~Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or that of his/her relatives, friends or associates and that:~~

- ~~• Has the purpose or effect of creating an intimidating, hostile or offensive working environment~~
- ~~• Has the purpose or effect of unreasonably interfering with an individual's work performance~~
- ~~• Otherwise adversely affects an individual's employment opportunities.~~

~~Harassing conduct includes, but is not limited to the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information; and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.~~

#### Sexual Harassment



Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance;
- Creates an intimidating, hostile or offensive working environment.

Prohibited sexual harassment may include, but is not limited to: sexual jokes, calendars, posters, cartoons, magazines, derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of company communications including E-mail and telephone; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

Sexual assault is also a form of gender (sex discrimination). This includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Harassment, sexual assault, or other forms of discrimination will not be tolerated in our workplace. It is against our policies for any employee to harass or assault another employee. This includes acts between managers and employees; it also includes acts between one employee and another or inappropriate workplace conduct between a third party (such as a visitor, vendor, rider/payer or independent contractor) and an employee. Employees found to have violated this policy are subject to disciplinary action up to, and including, termination.

### Complaints of Harassment

If you believe that you have been harassed, sexually assaulted, or otherwise experienced discrimination, report the incident immediately. The report should directed to either:

1. Your direct Supervisor or Manager
2. The Regional Minister/President
3. Moderator or the Personnel Chair

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You may report an incident to the Regional Minister/President without first contacting your direct Supervisor or Manager. If the complaint involves the conduct of the Regional Minister, you may report an incident to the Moderator or the Personnel Chair, and the report will then be referred to the Personnel Committee. We will not retaliate against an employee who in good faith reports discrimination, sexual assault or harassment, or participates in an investigation. Retaliation will not be tolerated in our workplace. Reports of discrimination, sexual assault, harassment or retaliation will be investigated fairly by the Regional Minister/President (or, in circumstances in which that might present even the appearance of a conflict, the Personnel Committee). All employees are encouraged to report and document any acts of discrimination, sexual assault or harassment. We will attempt to maintain confidentiality, consistent with the need to conduct an adequate investigation, and to take prompt corrective action in response to any discrimination, sexual assault, harassment or retaliation reports.

We cannot require or coerce any employee to enter a nondisclosure or non-disparagement agreement provision related to reports of violations of this policy. A nondisclosure agreement provision is any contractual obligation which has the intended purpose or effect of prohibiting the disclosure of information, except as provided by the agreement. A non-disparagement agreement is any contractual obligation which has the intended purpose or effect of prohibiting disparaging, or negative comments of any nature against a party. If an employee voluntarily requests to enter a nondisclosure or non-disparagement agreement with your employer after experiencing harassment, discrimination, or sexual assault, the employee will have seven days to revoke the agreement prior to its effective date.

The applicable statute of limitations to alleged violations occurring under Oregon laws prohibiting (1) Discrimination because of race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record, (2) Discrimination against person for service in uniformed service, and (3) Discrimination because of disability is five years from the date of the occurrence in Oregon. The applicable statute of limitations in Idaho is one year.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This means no sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling or cat-calling; staring or leering; pinching, patting, inappropriate touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

#### Other Forms of Unlawful Harassment

We want to maintain a working environment free from all forms of unlawful harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex, sexual orientation, or any other legally protected characteristic or status. This means no “ethnic jokes;” religious slurs; use of offensive “slang” or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one’s speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

#### Reporting Unlawful Discrimination or Harassment

If you believe that you have been harassed, witness or suspect any violation of this policy, you may report the matter to your supervisor, manager or to the next level of management. If you are uncomfortable doing so at those levels, regardless of the reason, you should report it directly to the Regional Minister/President or, if he or she is your direct supervisor, to the Personnel Committee. Please bring a friend with you if that would make you feel more comfortable. No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention or for bypassing the chain of command.

All employees are required to support both the letter and spirit of this policy. The Regional Minister/President (or, in circumstances in which that might present even the appearance of a conflict, the Personnel Committee) is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as is possible under the circumstances. Appropriate corrective action will be taken, up to and including termination, when violations have occurred.

#### **EMPLOYEE CLASSIFICATIONS**

Since all employees are at-will and hired for an indefinite period but and may resign or be terminated without cause or notice at any time, your classification does not guarantee employment (or employment in any specific classification) for any specific length of time.

Temporary Employee: An employee who is hired to work on a temporary “as needed” basis; for example, to replace disabled or otherwise absent regular employees, to meet special production or maintenance needs, or during peak business periods. Temporary employees may be full time or part time and may resign or be terminated without cause or notice at any time for any reason.

Temporary employees are only eligible for benefits required by law, ~~and access to the Administrative Review Procedure is limited to alleged violations of “Our Policy on Unlawful Discrimination and Harassment.”~~ (NOTE: “Temporary employee” refers to an employee who is directly employed by the Regional Office, and not one who ~~is carried on the payroll of a temporary employment service or whom the Region has treated or classified~~ has been retained as an “independent contractor” or an employee of ~~such an entity~~ an independent contractor).

Trial Service Employee: An employee (other than a temporary employee) who has not successfully completed the trial service period. Trial service employees are only eligible for benefits required by law, ~~and access to the Administrative Review Procedure is limited to alleged violations of “Our Policy on Unlawful Discrimination and Harassment.”~~

Regular Employee: An employee (other than a temporary employee) who has successfully completed the trial service period.

Within your classification, you will also ~~be two of the following~~ be a part-time employee or full-time employee, and an exempt employee or a non-exempt employee. Definitions follow:

Part-Time Employee: An employee who is regularly scheduled to work less than 35 hours a week. Regular, part-time employees who are regularly scheduled to work at least 20 hours a week are eligible to participate in our benefit plans.

Full-Time Employee: An employee who is normally scheduled to work a full 35-hour workweek. Regular, full-time employees are eligible to participate in all of our benefit plans.

Exempt Employee: An employee who is “exempt” from the overtime pay requirements under federal and state laws. Exempt employees include executives, managers, supervisors, and professional staff who are paid a salary and whose duties and responsibilities allow them to be “exempt” under federal and state law.

Nonexempt Employee. An employee who is eligible for overtime pay under federal or state law for work over 40 hours in a business week.

## **TRIAL SERVICE PERIOD**

### Purpose

The trial service period is an essential part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train the employee

and evaluate his/her effective adjustment to work tasks, conduct, observance of rules, attendance, and job responsibilities.

#### Length

All non-exempt employees, whether new or rehired, are required to complete a trial service period. Our trial service period begins on the first day of work (or the first day back at work for an employee who formerly worked for the Region and has been rehired), and continues until the employee has: 1) actually worked at least one hundred eighty (180) days, and 2) received a 90 day and 180-day satisfactory evaluation. However, successful completion of the trial service period does not mean that you are guaranteed employment for any specific length of time or that you cannot resign or be terminated at will. (See "Separating From Employment" on page 18.)

#### Accrual of Benefits During Trial Service Period

New and rehired employees will not be eligible to use paid sick leave, vacation, or any other form of paid absence; including designated holidays during the first 90-day period of service. Upon successful completion of the 90-day service period the employee becomes eligible to utilize vacation, sick and holiday benefits. If separated from employment, sick and vacation leave will not be credited to the employee. (See those policies for more information). ~~Trial service employees are limited to filing internal complaints or grievances on matters related only to alleged violations of "Our Policy on Unlawful Discrimination and Harassment~~

### **YOUR WORK WEEK AND WORK SCHEDULE**

#### Your Workweek and Work Schedule

~~Our normal workweek is Monday through Friday, and our normal workday for full-time employees is eight hours a day, 9:00 a.m. to 5:00 p.m., with a paid lunch break of one-half hour. The office will remain open and staffed between the hours of 9:00 a.m. and 5:00 p.m.~~

Various factors, such as your job and our workload, efficiency and staffing needs, will determine your starting and ~~quitting~~ ending times and the total hours you work each day or week. Work schedules are subject to change based on business needs.

#### Your Lunch and Break Periods

~~Full-time employees will receive a one-half hour paid lunch break. Part-time e~~Employees working at least a six-hour day will receive an unpaid lunch period of one-half hour approximately midway through the ~~day~~ shift. You may not take a shorter lunch or skip lunch to ~~leave early~~ end your day early. ~~except in very special situations which have been approved in advance by your manager.~~  
All nonexempt employees must record their lunch hour on their time sheets.

~~You~~ All non-exempt employees will also receive a paid 15-minute break period approximately midway through each four hours of work. Your supervisor will discuss the exact scheduling of your meal and break periods with you.

## **TIMEKEEPING AND PAYDAYS**

### Attendance and Timekeeping

All employees are required to complete and sign monthly time sheets recording all dates of attendance in hours, or fractions thereof. Time sheets are due in the Business office the day prior to the last day of the month. Any employee who misrepresents the number of hours worked, fails to record all hours worked, or records hours worked other than his/her own will be subject to disciplinary action up to and including termination.

### Paydays

We issue paychecks to our employees on the last day of each month. When a payday falls on a holiday, we will ~~try to distribute them~~ make checks available on the preceding day.

### Deductions and Withholding

Your paycheck represents your gross earnings for the pay period less any deductions that are required or allowed by law or have been authorized by you. Deductions required by law include such things as federal and state (if any) income taxes, Social Security, deductions ordered by a court (attachments or garnishments), and workers' compensation. Deductions allowed by law may include reimbursement to the Region for the cost of processing garnishments, support obligations, etc. Voluntary deductions include such things as dependent health insurance, dental insurance, or pension contributions and must be requested in writing to the Bookkeeper. A detailed statement of all withholding and deductions will be attached to your paycheck. If you find a discrepancy or have any questions, contact the Bookkeeper.

### Advances and Draws

We do not advance wages under any circumstances, and we strongly discourage draws, but in an emergency or very unusual circumstances we will allow a draw of up to 50 percent of your accrued net wages for that month.

### Having Your Check Picked Up

Arrangements can be made to have your check mailed or picked up by another person, but you will need to sign a written request form.

## **WAGES AND OTHER COMPENSATION**

### Wages and Equal Pay Act

We strive to ensure all employees are paid fairly and reasonably based on a variety of factors relating to their position, job performance, and experience.

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We strictly prohibit discrimination in compensation based on any legally protected classification including, but not limited to, race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability and age.

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Generally, employees performing comparable work receive comparable compensation. From time to time, employees performing work of comparable character may have different compensation levels. Any such difference will be based on bona fide factors related to the position in question such as seniority, merit, quantity or quality of work, workplace location, necessary travel, education, training, experience, or any combination of those factors.

We firmly believe that employees who show dedication in their work, extra effort, and solid performance should be rewarded for it, so merit based pay increases may be based upon Performance Reviews. A positive performance review does not guarantee a pay increase.

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Any employee who believes they are not being compensated fairly in light of the above factors are may discuss the matter with a supervisor, manager, or the Regional Minister/President so that the employee's concerns can be investigated. We strictly prohibit retaliation against any employee for raising wage-related concerns.

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We will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with our legal duty to furnish information.

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Each job has been assigned an hourly or salary rate or range. Job classifications, rates and ranges are regularly reviewed to ensure that we stay competitive — and to ensure that we are recognizing differences in responsibilities and individual performances.

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Your individual hourly rate or salary is based on our evaluation of a number of factors, such as your prior experience, your particular job, the manner in which you perform your duties, etc. For example, a new employee with little or no direct experience will generally start at the minimum for the position. A new employee with substantial prior experience (or whose record otherwise evidences the skill and ability to perform the work at an advanced level) generally will start around the midpoint for the position.

~~We do not have a list of skills or abilities at this time. The following are some of the factors we consider:~~

- ~~• Your department and/or job;~~
- ~~• Your job knowledge, skill and ability to do the required work;~~
- ~~• Your performance, attendance, safety and disciplinary history and/or records;~~
- ~~• Job-related aptitude tests, licenses, education, registrations and/or certifications.~~
- ~~• “Compatibility” and teamwork (if the job involves working or communicating closely with other employees or members on a regular basis);~~
- ~~• Creativity (if relevant to the position); and~~
- ~~• Willingness to go the extra mile for the Region, coworkers and/or members.~~

~~We also consider these factors in making job assignments and considering employees for promotions. Some of the factors (such as productivity/performance) are obviously more important to us than others.~~

#### Bonuses and Other Forms of Special Recognition

From time to time, we may, in our sole discretion, provide a bonus, prize, gift, or other form of recognition to individual employees or groups of employees.

#### Overtime

Except as required by law, nonexempt employees who are asked or instructed to work overtime will receive one and one-half times their regular hourly pay rate for all hours worked over 40 in any workweek. Our workweek for overtime purposes runs from 12:01 a.m. Sunday through midnight the following Saturday.

Overtime is not elective. An employee whose normal hours of work do not usually cause the employee to enter into an overtime situation must have prior approval from the supervisor to work overtime. All overtime must be authorized in advance by the supervisor (who will also sign on the employee’s time sheet that overtime was authorized). Any unauthorized overtime will be subject to disciplinary action.

#### PERFORMANCE REVIEWS

Performance reviews assist us in evaluating your job duties and responsibilities, your performance and progress, and in identifying your strengths and weaknesses. Reviews also allow us, working together, to establish future goals and standards and to identify the resources that might be available to meet them.

Performance reviews are used for a variety of purposes, including determining your eligibility for continuing employment, a promotion, or a merit wage increase. (Performance reviews are not ~~necessarily tied to a guarantee of~~ a wage increase.) Performance reviews are also used when we are faced with cutting back hours or staff.



Regular employees generally are reviewed annually. Factors included in performance reviews may include, but are not limited to:

- Your job knowledge, skill and ability to perform work required of your job and department;
- Your performance, attendance, safety and disciplinary history and/or records;
- Job-related aptitude tests, licenses, education, registrations and/or certifications.
- Communication skills, compatibility” and teamwork (if the job duties require working or communicating closely with other employees or members on a regular basis);
- Creativity (if relevant to the position); and
- Willingness to take on additional tasks and duties for the Region, coworkers and/or members.

Some of the factors (such as productivity/performance) may be weighed more heavily to us than others.

Performance reviews may be done at any time, but generally you can expect to be reviewed according to these guidelines:

- Trial service employees are reviewed continuously during this period and must receive a satisfactory evaluation prior to any change in status from “trial service” to “regular.” (see “Trial Service,” pages 9-10)
- Regular employees generally are reviewed at least once a year, no later than the date of their last performance review. This annual review will be in writing and generally include the following:
  - General overview remarks
  - Specific areas of affirmation
  - Areas of concern
  - Recommendations
  - Feedback to supervisor
  - Date of next scheduled review
- Temporary employees are reviewed continually and will be given a written review whenever we believe it is necessary.
- Employees with an unsatisfactory performance rating generally will be reviewed again within 90 days (or according to any other schedule that is established in the review).

While performance review is an ongoing process of informal dialogue, all formal performance reviews will be in writing and you will have the opportunity to discuss the review and add whatever comments you feel are appropriate. You will also be asked to sign the review to acknowledge that you received it. You are also free to challenge comments or evaluations which

you believe are inaccurate. You will also be invited to meet with the Personnel Committee annually to make such comments or observations as you may wish to make.

## **OUR ATTENDANCE EXPECTATIONS**

We place a very high value on attendance and punctuality because we cannot operate efficiently without your being at work and available on time every day.

### Trial Service Employees

While trial service employees are subject to all of these general policies, they are subject to immediate termination for any call-in violation, unexcused absence, etc.

### Call-In Policy

It is your responsibility to notify your supervisor (notice to some other supervisor or fellow employee is not sufficient) prior to your starting time if you are going to be absent or late. Of course, if you know in advance that you will need to be absent, you are required to request the time off from your supervisor, rather than waiting until that morning to call in. You must call in each day you will be absent unless your supervisor tells you otherwise or you have been granted a leave of absence. (If you are unable to personally call because of an emergency, be sure to have someone call for you.)

Employees who are absent for three consecutive workdays without notifying us will be considered to have voluntarily quit — and employees who violate any of our call-in rules three times in any 12-month period ~~will be subject to terminated termination~~ — unless, in our opinion, the failure(s) to notify (or late notification) was clearly ~~beyond their control outside of the employee's control~~. Employees who violate any of our call-in rules generally will be ~~subject to discipline, up to and including termination~~.

### Punctuality and Tardiness

Punctuality — being at your work location at the beginning of the day, leaving for and returning from breaks and lunch on time, and remaining at your work station until the end of the day — is essential, and failure to do so could result in disciplinary action, up to and including termination.

### Attendance

Our concern is with both the frequency and duration of absences. Corrective action will be taken when, in our judgment, an employee is developing an attendance problem. Excessive absenteeism, even with acceptable excuses and even where some or all of the absences are covered by pay of some kind, presents serious problems for all of us and could result in disciplinary action up to and including termination.

#### A Final Word on Call-Ins, Punctuality and Attendance

Your call-in, attendance and punctuality records are carefully considered when we are considering possible disciplinary action (including termination) for these or other reasons, as well as when we are reviewing your performance for possible salary increases or making decisions concerning promotions or reduction in staff. We will evaluate these cases on an individual basis so that we can consider the circumstances ~~(for example, federal or state law may “excuse” some absences)~~, length of service, work record, and the likelihood of improvement.

#### Personal Appointments, “Intermittent” Health Problems and Treatment

Intermittent leave (for example, time off each week to accommodate a personal health problem, to take a family member for dialysis or radiation treatments, etc.) is available with our consent or when medically necessary.

For unplanned health problems, examinations or treatment — for example, migraines, allergies and asthma — you must follow our Call-In Policy so that the Regional Office will have as much notice as possible. ~~If you are absent for more than three consecutive days due to illness or injury, a physician’s statement must be provided verifying the reason and its beginning and expected ending dates. Such verification may be requested for other paid and unpaid leaves that are used for illnesses and injury as well and may be required as a condition to receiving paid leave benefits. Additionally, before returning to work from an absence of more than three calendar days, you must provide a physician’s verification that you can safely return to work.~~

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#### **DRESS AND GROOMING**

The success of our programs is determined in part by establishing and maintaining a proper atmosphere and by the image our employees’ project. Therefore, employees are expected to dress and groom themselves in a manner that maintains and encourages a professional environment. Employees who are inappropriately dressed, in the opinion of supervisory personnel, may be sent home and required to return to work in acceptable attire. Under this circumstance, employees will not be paid for the time away from work. Employees are also expected to observe good habits of grooming and personal hygiene at all times, and to avoid any personal practices or preferences that may prove offensive to others.

Here are some guidelines:

- Your work attire should complement an environment that reflects an efficient, orderly and professionally operated organization.
- Shirts, pants and clothing should cover the back, shoulder and midriff.
- Tee shirts, tank shirts, undershirts, sweatshirts, open-backed garments, plunging necklines, shorts and cut-offs are not acceptable.
- Appropriate footwear for the position is required.
- Beards, moustaches and hair must be trimmed and neat.

If there are questions as to what constitutes proper attire, employees should consult with supervisory personnel.

## **SEPARATING FROM EMPLOYMENT AND EMPLOYEE DISCIPLINE**

### **Resignations, Discipline and Termination Policy**

**All employees are hired for an indefinite period and may resign or be terminated without cause or notice at any time. Recommendations to discharge an employee are to be made to (and authorized by) the Regional Minister/President. However, we believe that regular employees, *i.e.*, employees who have successfully completed the trial service period, generally should have an opportunity to correct minor performance and conduct problems before termination is considered.**

**Although all employees are “at will” and may legally resign at any time, we would appreciate at least two weeks’ notice so that an orderly transition can be made. Except in very unusual or extraordinary circumstances, employees who do not provide notice generally will not be considered for reemployment.**

We also believe that each employee should be treated as an individual in disciplinary situations. Thus, in many situations we are not just interested in what happened “this time” — the problem, the surrounding circumstances, etc. — but also what has happened in the past, *i.e.*, your overall record and length of service. We have high expectations because we feel very strongly that everyone benefits when we all work together and conduct ourselves in a manner that reflects the best interests of coworkers as well as the Region.

As a matter of policy, the Region seeks to resolve conflict and performance problems in the most informal and positive manner possible, such as through counseling, additional training or supervision, verbal cautions, and the like. However, under those circumstances where disciplinary action, including termination, is necessary, the Regional Minister/President will be responsible for approving the disciplinary action.

In situations where we believe disciplinary action (but not termination) is appropriate, we may use a verbal reprimand, written warning, probation, or suspension, but we are not required to go through any specific number of steps (or in any particular order). If discipline is appropriate, the Region will take into account the nature and circumstances of the conduct, the employee’s past work and disciplinary record, length of service, and other pertinent information. The Regional Minister/President or his/her designee may start the discipline process at any level deemed advisable and need not go through any particular steps in any particular order. Disciplinary action may include any of the following:

Verbal Reprimand. A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal

reprimand defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. A record of verbal reprimands shall be placed in the employee's personnel file.

Written Reprimand. The written reprimand is issued by the Regional Minister/President or his/her designee for placement in the employee's personnel file. A written reprimand defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions.

Suspension. An employee may be suspended without pay for disciplinary action. An employee may also be suspended with pay while an allegation for violation of conduct is being investigated. (Exempt employees will only be subject to unpaid suspension when allowed under wage and hour laws).

We also believe that all of our employees should be given an opportunity to be heard in matters involving discipline and we have adopted a formal Administrative Review (Grievance) Policy for that purpose. All disputes and procedures have to end somewhere, however, so our judgments on disciplinary matters are final and binding; in cases where discipline is appealed under our Administrative Review (Grievance) Policy. Our judgment reached at the conclusion of the process is then final and binding on all of us.

#### Exit Procedures

Upon termination of your employment (voluntarily or otherwise) you must return all Regional property in your possession or control by your last day of employment. Regional property includes, but is not limited to, credit cards, regional vehicles, keys, tools, computers, phones, etc. If you have access to Regional social media and/or cloud accounts, all passwords must be provided and all administrative rights shall be terminated.

An exit interview may be conducted with the Regional Minister/President prior to departure.

### **RULES OF CONDUCT**

Every employer has the right to expect certain basic standards of conduct and behavior from its employees, just as every employee has the right to expect the same of an employer and coworkers. Our fundamental expectation can be summed up in six words: **Honesty and integrity in all things.**

The intent of this policy is to openly communicate the Region’s standard of conduct, particularly conduct considered undesirable, to all employees as a means of avoiding their occurrence. The Region also believes that such policies and procedures are necessary for the orderly operation of our programs, and for the protection and fair treatment of all employees. Of course, it is impossible to list each and every type of conduct that might result in discipline or discharge. Employees are therefore urged to use reasonable judgment at all times, and to seek supervisory advice in any doubtful situation.

Unfortunately, there is no formula or set of guidelines that can “define” appropriate ethical and moral judgment in every situation an employee might face. Thus, we must depend upon your good judgment, common sense, and willingness to seek advice from others within the Church when difficult or confusing situations arise. However, our one absolute and unwavering expectation is that every employee, regardless of job or responsibilities, will conduct himself/herself with honesty and integrity in all matters and things. This not only means that falsification, misrepresentation and untruthfulness will not be tolerated, but that we cannot accept conduct, statements, and “omissions” which are misleading or result in impressions or conclusions which distort the larger reality. This necessarily means that we expect employees to courteously and candidly cooperate in all Regional investigations or inquiries.

Many employers try to list some of the basic “rules of the road” in a handbook, and we have outlined some of our rules below for your convenience. Of course, this is certainly not a complete list of what we have the right to expect of each other or of coworkers. Keeping in mind that employment is “at will,” you should expect to be terminated for any violation of these rules:

- Dishonesty, including, but not limited to, falsification, misrepresentation, alteration or omission of information in Regional interviews, investigations, and on Regional office records (such as employment applications, sales records, production and maintenance records, timesheets, timecards, work orders, benefit enrollment records, invoices, medical history records, attendance records, accounting and expense reports, accident reports, and health insurance claims). This also includes violations of our “honesty in all things” standard (described above).
  - Violating our equal employment opportunity or harassment policy.
  - Failing to courteously cooperate in any requested search or inspection.
  - Theft, or possession without proper prior permission, of Regional property or the property of other employees, members or others.
    - Falsifying or misrepresenting hours worked or failing to record all hours worked.
    - Violating Regional alcohol and drug policies.
    - Possessing knives (except small pocketknives), firearms, weapons, ammunition, fireworks, chemicals or explosives on Regional property without prior permission.
    - Fighting, horseplay or words or conduct which are likely to provoke or cause bodily injury or property damage or otherwise interfere with Regional Office operations.

- Refusing to perform job assignments or to comply with supervisory requests or instructions except in circumstances when there is a reasonable belief that serious bodily injury might result.
- Unethical, indecent or criminal conduct while on Regional property or time (such as on members' premises) or in other circumstances which might adversely reflect upon the Region's reputation or interests.
- Threatening, intimidating, coercing, or using profane or abusive language to any employee, supervisor, member or others.
- Refusing to courteously cooperate in any Regional investigation, including discussing the investigation or interview with other employees unless authorized to do so.
- Unauthorized release of confidential, sensitive, or proprietary information, and unauthorized use of (or accessing of information in) computer systems, ~~fax machines~~, copiers or telephones and/or placing unreported long-distance personal telephone calls.

You generally will be subject to some form of discipline other than termination for any violation of these rules:

- Violating any of the rules, procedures or conditions governing leaves of absence.
- Violating attendance, tardiness or call-in rules or procedures.
- Incompetence, inefficiency, neglect of duties or lack of application to the job.
- Doing personal work or conducting personal business on Regional time without prior permission.
- Disregarding standards of acceptable conduct, dress and grooming.
- Conducting or participating in any gambling transaction.
- Smoking in prohibited areas.
- Violating or disregarding any known, posted, or generally accepted cleanliness, health or sanitation rule or procedure.
- Violating or disregarding our policies governing solicitations, visitors and bulletin boards
- Engaging in any business or other activity that potentially involves a conflict of interest, the appearance of a conflict and/or that reflects adversely upon the Region or is detrimental to its reputation or interests.

Again, these are only examples of conduct or behavior that could result in discipline and/or termination of employment. Specific rules on specific subjects appear elsewhere in this Handbook.

## **HOLIDAYS**

### **Eligibility**

Regular employees who are regularly scheduled to work at least 20 hours a week are eligible to earn paid holidays. All other employees are not eligible for holiday pay.

Eligible non-exempt employees must also work their full shifts which were scheduled and available to them immediately before and after the day the holiday was observed unless the employee was on an approved pay status, such as vacation, sick leave, etc.

Recognized Holidays

We recognize eleven paid holidays for eligible employees:

- |                             |                        |
|-----------------------------|------------------------|
| New Year's Day              | Thanksgiving           |
| Martin Luther King, Jr. Day | Day After Thanksgiving |
| President's Day             | Christmas Eve          |
| Good Friday                 | Christmas              |
| Memorial Day                | Labor Day              |
| Independence Day (July 4th) |                        |

When a holiday falls on a Saturday or Sunday, it will be observed on the preceding Friday or following Monday.

Holiday Pay Rate

Eligible employees will receive pay at their regular hourly pay rate or salary for their normal job.

Other Holidays

Employees who need time off to observe other holidays, such as days of worship or commemoration, normally will be permitted to do so provided the absence does not result in an undue hardship to the Regional Office. Employees may use any earned vacation pay or take the time off as an unpaid, excused absence.

**VACATIONS**

Eligibility

Regular full-time and regular part time employees who are regularly scheduled to work at least 20 hours a week are eligible to earn paid vacation time. All other employees are not eligible for paid leave but are eligible for unpaid sick time. Employees entitled to paid vacation time may use it for any reason, including sick time. It is our policy to comply with all state and federal regulations concerning leave. To the extent any conflicts arise with the policies listed below and state or federal regulation, the state or federal regulation shall take precedent.

Accrual and Earning Vacation Time

Eligible employees accrue and/or earn paid vacation time based on the following schedule:



<b>Service Length</b>	<b>Maximum Accrual Days/Year</b>
New employee through the end of the 1st service year	5 days (1 wk)
Beginning with 2nd year through 5th year of service up to the following January 1	10 days (2 wks)
For each <u>service</u> year completed after the 5th year, employee to receive one additional day per year up through the 15th year	6 yrs - 11 days 7 yrs - 12 days 8 yrs - 13 days 9 yrs - 14 days 10 yrs - 15 days 11 yrs - 16 days 12 yrs - 17 days 13 yrs - 18 days 14 yrs - 19 days 15 yrs - 20 days

Accrued vacation time does not become earned and usable until the employee has completed the 90-day service period. Thus, an employee who separates from employment at any time prior to reaching that point will not be paid for any vacation time accrued for that anniversary year.

Accrual Based on Hours Worked

Vacation Leave for Regular Employees will be accrued on the hours worked for each monthly pay period. For example, an employee’s regular work schedule is 20 hours per week. The employee works 24 hours; 20 standard and 4 extras. Vacation Leave will accrue on the hours worked, *i.e.* the 24 hours.

Carryover and Accumulation of Vacation Time

Vacation leave must be used within one calendar year after it accrues or it will be lost. With your supervisor’s advance approval, however, you may carryover accrued vacation leave up to a total of four weeks in order to accommodate a major trip or educational experience. An employee who has accumulated the maximum allowed will cease accruing additional vacation leave until some accumulated time has been used. Vacation leave that is lost under this section is lost for all purposes.

Scheduling of Vacations

All vacations must be scheduled at such times and of such duration as will least interfere with our operations as determined in our discretion. Vacation time should normally be requested at least 30 days in advance whenever possible and must be approved by your supervisor. Length of service generally will govern in situations when two or more employees have requested some of the same time off and we do not believe we can accommodate all of the requests.

#### Holiday During Vacation

If a holiday is observed during your vacation period and you are eligible for holiday pay, you will receive holiday pay and the hours will not be charged as vacation time.

#### Use of Earned Time

Earned vacation time may also be used to cover work you miss because of some illness or injury for which you are not entitled to “time loss” benefits under any program financed by the Region and while you are on what would otherwise be an unpaid leave (except for military leave) or reduction in staff. Except as otherwise allowed by law, vacation time normally should be used in eight-hour minimum increments.

#### Pay in Lieu of Vacation Time

Since paid vacation time is to provide you with annual periods of rest and relaxation without loss of pay, you will only receive pay in lieu of taking vacation time off in these circumstances:

- Any termination from employment;
- Retirement or death;
- Any leave of absence or reduction in staff;
- Any involuntary separation from employment for reasons other than any form of dishonesty, criminal conduct or conduct involving moral turpitude connected with employment or which otherwise reflects adversely upon our reputation or operations, continuing inattention to duties, violation of our alcohol and drug policy, refusal to follow supervisory directions or instructions, unlawful discrimination or harassment, or similarly serious reasons.

Again, accrued time earned cannot be taken until the completion of 90 days service. Thus, an employee who is separated from employment prior to reaching that point will not be cashed out for any vacation time. Vacation will always be paid at your current rate of pay, and paid vacation time will not extend your termination date beyond the last day actually worked.

#### Vacation Pay Rate

Vacation pay is calculated on your regular base rate of pay or salary for your normal job.

#### Time of Payment

Except in very unusual or emergency circumstances, pay for vacation time off will be made on the regularly scheduled payday immediately following the vacation. Employees who need payment prior to leaving on vacation must request a check from the Business Manager at least two weeks before the scheduled vacation. If advance payment is approved, you will receive your vacation pay in your last regular paycheck prior to the scheduled vacation.

“Years of Service”

Eligible employees will be credited with one year of service for each anniversary year in which he/she is compensated for at least 2080 hours, (1040 for eligible part-time employees,) excluding any hours compensated through any form of disability insurance (including workers’ compensation) financed in whole or in part by the Church. Exempt employees will be deemed to have worked a 40-hour workweek for each workweek the employee receives his/her full salary from the Church.

**SICK LEAVE**

Eligibility

Regular employees who are regularly scheduled to work at least 20 hours a week are eligible to earn paid sick time. All other employees are ~~not~~ eligible for unpaid sick leave.

Accrual and Earning of Paid Sick Leave

Eligible employees accrue and/or earn paid sick time based on the following schedule:

<b>Service Length</b>	<b>Maximum Days/Year</b>	<b>Accrual</b>
New employee through the end of first service year	5 days	
Beginning the 2 <sup>nd</sup> service year through the following January 1 and each subsequent year	10 days	

Accrued sick time does not become earned and usable until the employee has completed 90 days of service. Thus, an employee who separates from employment at any time prior to reaching that point will not be paid for any sick time accrued for that anniversary year.

Accrual Based on Hours Worked

Sick leave for Regular Employees will be accrued on the hours worked for each monthly pay period. For example, an employee’s regular work schedule is 20 hours per week. The employee works 24 hours; 20 standard and four extras. Sick leave will accrue on the hours worked, *i.e.*, the 24 hours.

Carryover and Accumulation of Paid Sick Leave

Earned sick leave may be accumulated until the total earned time reaches 160 hours, at which time you will cease earning any additional sick leave accruals until sick leave is taken. (All sick leave accruals lost under this rule are then lost for all purposes.)

### Accrual of Unpaid Sick Leave

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All employees not eligible for paid sick leave shall instead be eligible for unpaid sick leave. Unpaid sick leave is accrued at a rate of one hour of sick time for every 30 hours worked.

Employees eligible only for unpaid sick leave may accrue and use no more than 40 hours of sick leave per benefit year. Employees may carry over 40 hours of unused time to a subsequent year, allowing for a maximum accrual of 80 hours banked sick time in subsequent years. You may begin using unpaid sick leave on the 91st calendar day of employment.

### Use of Paid Sick Leave

Paid sick leave provides "replacement" income for at least some of the work you miss because of a bona fide illness or injury. Sick leave, both paid and unpaid, may be used to cover time you miss from work ~~because of~~ the following reasons:

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- ~~• Your own non job related illness, injury or other disability, including one caused by pregnancy, childbirth, or related medical conditions;~~
- ~~• Your need to care for a member of your immediate family with a health condition requiring treatment or supervision;~~
- ~~• Any disputed workers' compensation claim (but you may first be required to sign a repayment agreement or otherwise acknowledge your obligation to "repay" the sick leave if the claim is ultimately accepted);~~
- ~~• Your own (or that of an immediate family member) medical or dental appointments or treatment that cannot reasonably be scheduled outside of normal working hours:
  - ~~• Your need to miss work because of the hospitalization or death of an immediate family member (but only the straight time hours of work actually scheduled and missed, up to eight hours in any one day);~~
  - ~~• For your mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;~~~~
- Care of a family member for the above reasons;
- For any of the purposes covered under the Oregon Family Leave Act (OFLA), including the employee's serious health condition; to care for a family member with a serious health condition; to bond with and care for a new child (parental leave); to care for a child with a non-serious injury or illness requiring home care (sick child leave); or bereavement leave to deal with the death of a family member;
- For leave related to domestic violence, harassment, sexual assault or stalking of the employee or dependent child of the employee;

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- Public health emergency, including closure of the employee’s place of business, or the school or place of care of the employee’s child, by order of a public health authority or health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others; or
- Exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

For the purposes of this policy, “family member” means spouse or domestic partner, the biological, adoptive, or foster parent or child, the grandparent or grandchild, a parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis.

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An eligible employee seeking to use earned sick leave must comply with all of these rules as well as any other applicable Church rules (such as our call-in rules). ~~“Immediate family” for purposes of sick leave means mother, father, sister, brother, spouse, domestic partner, child, stepchildren, in-laws and any other person who is claimed as a dependent on your most recent income tax return.~~ Except as otherwise allowed by law, sick leave must be used in 30-minute increments.

Sick leave cannot be used:

- In any circumstance where you claim or receive “time-loss” benefits from any other plan paid for or contributed to by the Region; or
- To cover time missed when we had work available for you (for example, light duty) that was compatible with your current medical restrictions but that you chose not to accept.

Pay In Lieu of Sick Leave

Since paid sick leave is designed to continue your wages while you are absent because of an illness or injury, we do not “cash out” earned sick leave in any circumstances, including at termination. Unpaid sick leave has no cash value.

Calculating Pay for Sick Leave

Sick leave is calculated on your regular hourly rate or salary.

Exempt Employees Absences of less than a day because of illness, doctors’ appointments, etc., will not be charged against sick leave for our exempt employees, who are paid on a salary basis. (We encourage exempt employees to schedule anticipated absences — such as routine doctors’ appointments — at times that will not interfere with supervisory responsibilities.) As noted in our policy on “Our Attendance Expectations,” however, excessive absenteeism may subject any employee to discipline, up to and including termination, regardless of whether the absences were covered by salary or sick leave.

## **OTHER EMPLOYEE BENEFITS**

We are proud of the benefits we offer to employees. The Region reviews its benefit programs on an ongoing basis and the programs obviously are subject to change, but the following outlines our ~~programs as of the date this handbook was prepared~~ general programs. Many of the programs are described in detailed Summary Plan Description (SPD) booklets provided by our insurance provider. More specific information, including the SPD booklets is available from the Business Office. In the event of any inconsistency between this outline and an SPD booklet, the SPD will control.

### Medical/Dental Insurance

All regular, full-time salaried employees are eligible for group medical coverage on the first day of the month following 90 days' service. The Region pays a share of the cost of your coverage not to exceed \$200 per month. Dental coverage is available at the employee's expense. Coverage for the entire family can be obtained so long as the employee pays the additional cost. The plan is described in an SPD, a copy of which is available from the Business Office.

### Declining Coverage/New Family Members

If you declined coverage under our plan because you had other coverage or for any other personal reason, a new federal law (the Health Insurance Portability and Accountability Act) allows you to specially enroll yourself and any spouse or dependents if you apply within 30 days of loss of the other coverage, may opt to enroll for coverage upon the occurrence of a qualifying event, including and the reason for the loss of other coverage is loss of eligibility due to termination of employment, reduction in staff, divorce, legal separation or death (but not failure to timely pay for such coverage or for cause), cessation of employer contributions or exhaustion of continuation coverage rights. If you gain a spouse or dependent by marriage, birth, adoption or placement for adoption, you may specially enroll yourself and the new spouse or dependent if you apply within 30 days of the marriage, birth, adoption or placement for adoption. Otherwise, changes may only be made during open enrollment.

When you lose coverage under our group health plan, you are entitled to a certificate of creditable coverage, which may help you satisfy a preexisting-conditions limit in a future employer's plan. Please contact the Accounting Office within 24 months after your coverage under our plan ends if you need another copy of your certificate.

### Continuing Your Medical Coverage After You Leave

If you have been continuously covered under our group health insurance policy for at least three months and lose coverage because of your termination of employment, you may be able to continue your group coverage for up to six months at your own expense. You must notify the insurer within 10 days after you are offered this continuation coverage but in any event within 31 days after the event causing loss of coverage, even if the insurer does not offer you this continuation coverage. Similarly, if your spouse and dependents, if any, lose coverage due to

your death or dissolution of your marriage, they may continue their group coverage for up to six months at their own expense.

As noted above, you, or your spouse, former spouse or dependents, have a limited time in which to elect continuation and to make your payment. These rules are described in the SPD. If you need another copy of the SPD, please contact the Business Office. In addition, please see the section of "Portability" Coverage below.

#### "Portability" Coverage

If you have been continuously covered under our group health insurance policy for at least 180 days, including any continuation coverage, and lose coverage, you may be eligible for "portability" coverage through an individual policy with our insurer. You may request portability coverage before, during or at the end of the continuation coverage period described above, but you must apply for portability coverage from our insurer within 63 days after your group coverage ends. Please contact our insurer directly for more information about portability coverage. If you move outside our insurer's service area but continue to live in Oregon, you may be eligible for portability coverage from the Oregon Medical Insurance Pool. If you move outside Oregon and you are interested in portability coverage, please contact the Insurance Commissioner in the state to which you move.

#### Retirement Fund

All regular part-time employees who work at least 20 hours per week or more on a regular basis are invited to participate in the Pension Plan of the Christian Church (Disciples of Christ). The employee must be willing to contribute 3% of respective salary to the Fund. The Region will contribute 11% of the salary according to regulations of the Pension Fund. Employee's contribution of 3% can be withdrawn upon termination. The full pension contribution of 14% is vested after three years contribution. The Pension Plan, effective at this time, is operated at the sole discretion of the Region. It is subject to change and/or elimination as determined solely by the Board of Directors of the Christian Church (Disciples of Christ) in Oregon.

#### Education/Training Reimbursement Program

In recognition of the long-range contribution that additional job-related workshops and seminars can make to the Region, a program of educational assistance has been established for regular employees whereby a limited amount of the employee's costs for tuition and books can be reimbursed by the Region. Workshops and seminars will be considered on a case-by-case basis in advance of the employee's enrollment, the determination of which will be at the sole discretion of the Regional Minister/President and in the best interest of the Region.

Training programs authorized and required by the Region shall be paid by the Region. Payment for these training programs is separate and distinct from the compensation paid to employees in the form of salary or wages.

Employees may be authorized to attend training programs during or at other than scheduled working hours subject to the approval of their supervisor. In such cases, attendance may be mandatory, and reasonable payment for associated expenses will be provided.

## **JOB OPENINGS, PROMOTIONS AND REDUCTION IN STAFF**

### Our Policy on Job Openings and Promotions

It is the desire of the Regional Office to promote from within where it is in the best interest of the Region to do so. This approach helps provide greater employee interest, morale, a higher level of performance and decreased turnover. Eligible employees who wish to be considered for another job should talk with the Regional Minister/President. While internal candidates will be considered, if it is in the best interest of the Region to recruit from outside the organization, it reserves its right to do so.

### Our Policy on Reduction in Staff

Although every employer always hopes to be able to provide full employment for its employees, situations may arise where we feel we need to reduce hours or staff. Depending upon the circumstances, we may respond in several ways, including offering a voluntary reduction in hours or days of work, reducing employees' hours or days of work, reducing expenses by other means, or reducing staff, *i.e.*, layoff.

### What We Look at in Making These Decisions

Although it is very difficult to list all the things that we look at in selecting an existing employee for any job or for reduction in staff we generally consider:

- Your department and/or job;
- Your job knowledge, skill and ability to do the required work;
- Your performance, attendance, safety and disciplinary history and/or records;
- Job-related aptitude tests, licenses, registrations and/or certifications;
- Communication skills, "cCompatibility" and teamwork (if the job ~~involves duties require~~ working or communicating closely with other employees or members on a regular basis);
- Creativity (if relevant to the job);
- Willingness to take on additional tasks and duties for the Region, coworkers and/or members ~~Willingness to go the extra mile for the Region, coworkers and/or our members;~~ and
- Efficiency of our operation.

Of course, evaluation of these factors is in our discretion. When we feel all of the factors are about equal, we generally select the employee with the most length of service.

### Training and Recall Period

If you are accepted for a new position with the Region, you will be given a reasonable training period to demonstrate the ability to satisfactorily perform the required work. If a review reveals

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unsatisfactory performance during the training period, you will be returned to your original job only if a vacancy exists (assuming you were not transferred out of the job because of performance problems or an inability to perform all of the duties). Otherwise, you will be assigned to any other vacant job we deem suitable. If such a job is not vacant, you will be placed on reduction in staff status. If you are placed in a job other than your original job, your pay and benefits may also need to be adjusted.

Our size is such that when a reduction in staff is necessary, it is not practical to keep employees on a “rehire” list. Thus, a regular employee who is terminated as a result of a reduction in staff will receive two weeks’ severance pay at the employee’s regular rate of pay. Of course, employees who are interested in being considered for future employment after any separation are always welcome to submit an application. Rehire is not guaranteed.

## **LEAVES OF ABSENCE**

### Introduction

We know that from time to time you may need to miss work for brief (or even extended) periods of time for very good reasons. We offer several types of leave that may be available, including: Personal Leave, Military Leave, Jury Duty or Witness Leave, Disability/Medical Leave and Bereavement Leave.

The type of leave may determine which employees are eligible, the procedures to be followed to obtain the leave, and the effect of the leave on benefit accruals, benefits and reinstatement rights.

Since there are now (and in some cases, state) laws which apply in circumstances when employees need to miss work for certain reasons, each of these leaves will be outlined in some detail on the next few pages.

### Personal Leave

Regular employees are eligible for an unpaid personal leave for a total (consecutive or cumulative) of five working days in any calendar year. Personal leaves must be approved by the Regional Minister/President.

Personal leaves may be granted to regular employees for several types of reasons or purposes, including: serious personal problems; extended vacation; medical reasons involving a member of your immediate family; or other unusual, unavoidable or emergency circumstances that require your extended absence from work. Some of the factors which determine whether a leave will be allowed are: The reason for the request; your overall length of service; your performance, attendance, and disciplinary history and/or records; any previous leaves of absence; and your commitment to return to work immediately following expiration of the leave.

Personal leave will not be granted for more than a cumulative total of five calendar days within any 12-month period. Personal leave which has been granted for a shorter period may be extended up to five calendar days, provided that you request the additional time prior to expiration of the original leave and granting it is appropriate under these standards.

Personal leaves are unpaid and you may use all earned vacation pay before taking unpaid time off. Benefits do not accrue while an employee is in personal leave.

~~We recognize that employees may become temporarily or permanently unable to do their job for many reasons, including on and off the job injuries, illnesses and other conditions.~~

~~All employees who are not eligible for Oregon Family and Medical Leave may be eligible for disability leave under this policy when you become unable to perform one or more of the essential job duties for reasons such as serious personal illness, on and off the job injuries, childbirth or related medical conditions and surgery.~~

~~Except as otherwise allowed by law, disability leaves for recovery from bona fide disabling illnesses or injuries are available for up to a cumulative total of 160 working days in any 18 months. Disability leaves are always granted for an estimated period of time. If you recover and need more time off work than originally estimated, you must make appropriate arrangements with the Regional Minister/President.~~

~~Disability leaves are unpaid and you may use all earned sick pay and vacation pay prior to going on unpaid status.~~

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### Family and Medical Leave

Although we are not covered by the Oregon Family Leave Act or the federal Family and Medical Leave Act (because we have fewer than 25 employees) we recognize the importance of allowing employees time off in circumstances similar to those covered by the law – for instance when an employee or spouse adopts or gives birth (parental leave) and when certain immediate members of the family have serious medical problems requiring the employees’ presence (family medical leave). Keeping in mind that we are a small organization, employees who need time off for these purposes should request a personal leave.

### Applying for Leave

It is your responsibility to make all arrangements for a leave of absence (or any allowable extension) and to provide any required medical or other documentation. All requests for leaves must be submitted to the Regional Minister/President with an explanation of the need for leave, the intended or estimated start and return dates, and for some leaves a timely, full completed medical certification form. Except in very unusual or emergency situations, you must request leave as soon as is practicable after you learn that you will need the time away from work. If you

do not give us timely notice, we may deny or delay the start of your leave and/or you may be subject to disciplinary action.

#### Disability Leave

We recognize that employees may become temporarily or permanently unable to do their job for many reasons, including on and off the job injuries, illnesses and other conditions.

All employees who are not eligible for Oregon Family and Medical Leave may be eligible for disability leave under this policy when you become unable to perform one or more of the essential job duties for reasons such as serious personal illness, on and off the job injuries, childbirth or related medical conditions and surgery.

Except as otherwise allowed by law, disability leaves for recovery from bona fide disabling illnesses or injuries ~~are may be~~ available for up to a cumulative total of 160 working days in any 18 months unless doing so would cause an undue hardship. ~~Approved disability leaves are always granted~~ for an estimated period of time. If you recover sooner, or and need more time off work than originally estimated, you must notify and make appropriate arrangements with the Regional Minister/President.

Disability leaves are unpaid and you may use all earned sick pay and vacation pay prior to going on unpaid status.

#### Bereavement Leave

All employees may take ~~an unpaid~~ leave to grieve, assist in making arrangements and/or to attend the funeral or service of an immediate family member, spouse, domestic partner, child, parent, in-laws, stepparent, stepchildren, grandparent, brother, sister or close friend. Bereavement is an approved use of sick leave. Those eligible for paid sick leave shall use accrued and unused paid sick leave. For all other employees, bereavement leave is unpaid.

#### Jury or Witness Duty Leave

All employees who are required to serve on a jury under some form of subpoena or court order may obtain an unpaid leave of absence. Jury or Witness Duty leave is available for the designated period of time and any involuntary extensions. If desired, you may use any available vacation time. Vacation and sick leave benefits will not continue to accrue during unpaid jury duty leave

#### Military Leave (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Discrimination and retaliation in employment based on your military service is prohibited, and you will retain all your legal rights for continued employment under USERRA. Employees who are

~~ordered to or volunteer for military training or active duty in the Armed Forces of the United States, the U. S. Coast Guard, the U. S. Public Health Service, or a National Guard component, may take an unpaid leave of absence for the duration of military service. All employees may use any earned vacation pay while on military leave.~~

#### Veterans Day Time Off

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~~We will provide eligible veterans with unpaid time off upon request on Veterans Day (if they are otherwise scheduled to work). You are eligible if you served on active duty in the Armed Forces for at least six months and received a discharge under honorable conditions.~~

~~Employees seeking Veterans Day off should make the request with at least 21 days' advanced notice, and you will have the option of taking this day off as unpaid time or using vacation time and should specify which option you prefer at the time you request the day off.~~

#### **BENEFITS WHILE ON LEAVE OF ABSENCE OR REDUCTION IN STAFF**

An employee on any leave of absence, other than military leave, or reduction in staff may use, if otherwise eligible to use it, all earned sick and then all vacation pay before going on unpaid status.

We will continue paying our share of the cost of your insurance and benefits through the end of the month in which any reduction in staff or unpaid leave occurs ~~unless otherwise required by law~~. If you continue to meet eligibility conditions under the particular plan, you may then be able to continue coverage at your own expense. You will be responsible for continuing to make any payments normally required of you.

During any uncompensated leave, you are not entitled to accrue any benefits including holiday, sick or vacation pay, and the leave will not be considered as "time in service" for purposes of determining eligibility for pension benefits.

#### **ON THE JOB INJURIES**

##### **NOTIFY THE REGIONAL OFFICE IMMEDIATELY OF ALL ACCIDENTS OR INJURIES**

##### Filing a Worker's Compensation Claim

All claims must be submitted within three days of the injury so that the completed form can be submitted to our insurance carrier within five days. You can obtain a claim form for an on-the-job injury from the Business Office and you must complete the "worker" portion of the form.

#### Keep Us Informed of Medical Limitations/Restrictions

We do not want you to do anything that might go beyond restrictions imposed by your physician or that might otherwise delay your full return to regular employment, so it is very important to keep us informed of your physical limitations and restrictions. It is your obligation to promptly provide documentation regarding work restrictions and any changes to work restrictions.

#### **PERSONAL PROPERTY/SECURITY/PRIVACY**

##### Your Personal Property and Vehicle

We do not want to restrict you from having or bringing personal property (a change of clothes, purses, etc.) into the workplace, but we also cannot be responsible for the safety of your personal property (including your vehicle).

##### “Privacy” Issues, Searches and Inspections

Please do not bring anything to work, put or store anything in our files, drawers, closets, shelves, boxes, work stations, desks, computers and computer files, (including e-mail and voice mail), lockers, vehicles, etc., that are personal, confidential, and/or could embarrass you if it were found or seen by others. There are many reasons someone might need access to these areas or other Regional property — for example, to obtain forms, supplies, keys, to check for missing property or prohibited items like alcohol or drugs, to identify the ownership of articles or property, etc. Thus, we must have unrestricted access to all of these areas and all Regional property.

In accordance with applicable law, at we at our sole discretion, may request that you consent to and permit an inspection of including, but not limited to: personal property brought onto or taken from the premises, any work, rest or storage area, all Company vehicles, desks, lockers, computers, etc. that are within your possession or control. Under certain circumstances we may request inspections of any of your property (briefcases, purses, bags, backpacks, packages, vehicles, etc.) that you have on our property. These inspections will always be in your presence. Failure to promptly and courteously permit such inspections generally will result in suspension pending further investigation and possible termination.

We may also take possession of any substance or article which we believe may have been possessed in violation of our rules (for example, our rules prohibiting the possession of alcohol or illegal drugs or similar substances), and may transfer custody to appropriate law enforcement agencies for handling, analysis, and/or further investigation.

##### Electronic Communications Information

We are pleased to provide access to a number of electronic information resources and believe they offer vast, diverse and unique opportunities, but as with any resource some “rules” must apply.

All electronic, computer and telephone communications systems — e-mail, voice mail, cellular telephones, etc. — are for business-related purposes and communications. The use of these systems and equipment, including software, facsimiles, cellular telephones, telecopiers, and copy machines, for non church purposes is strictly prohibited. Thus, employees doing so — whether to transmit, receive or store information or messages — are violating Regional policy and risking disciplinary action up to and including termination.

No employee has any right or expectation of privacy in any information file maintained in or on Regional property or transmitted or stored in its computer systems, voice mail, e-mail or other technical resources. Employees have no personal privacy rights in any material created, received or sent through these systems.

To ensure that the use of these systems and equipment is consistent with business purposes, the Region has the absolute right to monitor, access, retrieve and review these files or systems at any time without advance notice or permission.

#### E-Mail and Voice Mail Etiquette

Prudence and common sense sum up how e-mail should be used. Keep the following guidelines in mind:

- Check your e-mail each day.
- Delete messages from your in-box frequently due to limited disk space.
- Exercise extreme caution when opening messages from any sender unknown to you. If in doubt, do not open without a supervisor's authorization. Do not click links on emails unless received from a known and safe source.
- E-mail should never be used for confidential matters. Your message is not secure and could easily be misdirected and read by unintended parties.
- Be careful when replying — make sure you are sending to a group when you want to send to a group and to an individual when you want to send to an individual.
- In e-mail messages, the reader cannot "hear" your true voice. Try to minimize the possibility of misunderstandings; use good judgment in the tone, content, and word choices in your e-mail compositions. Watch punctuation and spelling. Do not send messages in all capital letters — use capitals or another symbol for emphasis.
- Regional e-mail should not be read at home, except for specific business purposes. Access to e-mail from your home or cell phone must be approved by your supervisors.
- If something is inappropriate in a letter or conversation, it is inappropriate for e-mail or voice mail.
- Racist, sexist or other offensive or inappropriate references violating our discrimination and harassment policies, or gossip or disparagement of others are inappropriate in any forum, including e-mail, chats, and voicemails, and will form the basis for discipline, up to and including termination. ~~E-mail and voice mail is no exception.~~

- Copies of internal e-mail are Regional property and are only to be shared with those outside the Region as business needs dictate. Remember to use a signature that clearly identifies how others can contact you.
- Remember! Would you want to see your e-mail message printed in the newspaper or read to a jury?
- Any voice mail greeting or instructions must be kept short and to the point.
- Using this system to solicit outside business ventures, or for personal or political causes is strictly prohibited.

#### Internet Guidelines

- All e-mail guidelines also apply here.
- Disclaim speaking or even implying that you are representing the Region when posting an article [or sharing information on social media sites](#).
- Remember that some people pay for each byte of data they receive so keep messages to the point.
- Obey copyright laws.
- Do not re-post any messages without permission.
- Avoid cross-posting whenever possible and, when not possible, apologize.
- Do not post personal messages to a group.
- Indicate quoted material.
- Do not post any messages anonymously.
- Make sure the subject of your message is clear in the "subject" line.
- Before joining lists or monitoring news groups give thought to how much time these activities absorb.
- Regardless of provocation, do not send angry messages.

### **ADMINISTRATIVE REVIEW SYSTEM**

#### Our Philosophy

People work together best in an atmosphere where they are valued as individuals and recognized as members of a team. This kind of respect prompts individuals to achieve the highest level of personal performance. Our aim is to create and constantly enhance such an environment. The Region has therefore established an administrative review system, the intent of which is to solve problems as quickly, fairly and informally as possible.

We firmly believe that when misunderstandings, problems, or questions arise, they should always receive our prompt attention. We want to maintain an open line of communication with all of our employees. Suggestions, complaints, problems, etc., are always welcome here. We encourage you to bring them to our attention. No employee will be discriminated or retaliated against for doing so.

#### Matters Covered by Administrative Review System

Eligible employees who have complaints, problems, concerns, or disputes with another employee, the nature of which causes a direct adverse effect upon the aggrieved employee, may initiate an administrative review according to established procedures. Such matters must have to do with specific working conditions, safety, unfair treatment, disciplinary actions (including termination), compensation, job classification, reassignments, the interpretation of any of the provisions of this Handbook, or any form of alleged discrimination.

#### Informal Administrative Review Procedures

A regular employee having a problem, complaint, or dispute as defined is to make every effort to resolve the matter through informal discussion with the immediate supervisor within 10 working days of the occurrence or cause of such matter. The supervisor will take the matter under consideration and attempt to resolve it verbally or provide a satisfactory explanation within 5 working days, unless additional time is needed to gather adequate information.

#### Your Right to "Skip" Your Supervisor

We realize that there may be situations when you may feel that your supervisor is the cause of the problem or does not have the authority to help or answer your questions. In these unusual situations you may use the Formal Administrative Review Procedures. Also, in situations involving possible discrimination or harassment, you may always refer the matter directly to our Regional Minister/President or the Personnel Committee.

#### Formal Administrative Review Policies (Grievance Policy)

If the employee's matter is unresolved, or not resolved to the employee's satisfaction through informal procedures, the aggrieved employee may file a written request with the Regional Minister/President within 5 working days following the supervisor's informal response. Within 5 working days of receiving the employee's written request, the Regional Minister/President may arrange a meeting with the employee to allow the employee to present a personal and complete description of the situation. Thereafter, the Regional Minister/President will take the matter under consideration, including any necessary investigation or evaluation of the facts related to the situation, and render a written decision, response, or explanation as expeditiously as possible, but not to exceed 15 working days.

If an employee is not satisfied with the outcome of the Regional Minister/President or designee's response, the employee may file a copy of the same written request to the Personnel Committee within 5 working days after receipt of the response. Thereafter the Personnel Committee will provide the employee with either a verbal or a written response, or both, within an additional 10 working days. Any further appeals may be made to the Board of Directors. The Board's consideration of any appeal will be informal in nature. While the Board may request information from any person, there will be no "witnesses" as such and no "hearing." Such a decision or response will be final and conclusive.



We strongly believe that an employer is in the best position to resolve its own employees' problems and complaints and that it also has a responsibility to do so. Thus, this procedure is intended as the exclusive procedure for resolving all matters covered by this procedure, including employee questions and complaints concerning wages, hours, and working conditions, other than questions or complaints arising solely under some federal or state law. Your failure to follow procedure or to act within these time limits, means you are giving up the right to any further consideration of such question or complaints by the Region or by any court or administrative agency.

The terms of this policy, however, are not intended to be a substitute for, or in any way alter, the rights and obligations of any employee and the Region to administer and adjudicate claims which state law mandates are exclusively within the jurisdiction of the state's Worker's Compensation system.

## **SOLICITATIONS AND BULLETIN BOARDS**

### **Employee Solicitations**

Employees who are working should not be disturbed, interrupted or disrupted by solicitations or the distribution of literature. For that reason, these rules apply:

- Non employees may not solicit employees or distribute literature on our property at any time.
- An employee who wishes to solicit or distribute literature to other employees by or on behalf of any individual, organization, club or society may do so only during times when he or she is not supposed to be working (*e.g.*, break periods and meal times) and may not solicit or distribute literature to employees who are or should be working.
- An employee who wishes to sell merchandise or collect funds of any kind must obtain prior authorization from the Regional Minister/President or his/her designee.
- Certain types of material — including obscene, profane or inflammatory items and political advertisements or solicitations — will not be permitted.

### **Bulletin Boards**

We use our Office bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest, so it is a good idea to check the bulletin board regularly for information that may be of importance to you.

We will also try to provide at least one place for you to post personal notices that may be of interest to coworkers. Certain types of material — including obscene, profane or inflammatory items and political advertisements or solicitations or any other information in violation of any policies in this handbook — will not be permitted.

## **OTHER EMPLOYMENT POLICIES**

### Athletic, Social and/or Recreational Activities

Participation in all off-duty social or recreational activities, such as Regional picnics and Christmas parties, is entirely voluntary. Participation or nonparticipation will not have any effect on your wages, hours or working conditions or present or future employment opportunities.

### Confidentiality and Privacy of Regional Office Information

It is expected that employees who have access to confidential Regional Office information use discretion to protect the confidentiality of such information. Sensitive subject matter, including but not limited to, financial and legal data, information about members of the Regional Board, Church members, salary data, medical information concerning an employee and performance evaluations, shall be discussed only when that information is necessary to carry out assigned job duties. Employees who improperly use or disclose confidential business information will be subject to potential disciplinary action, even if they do not actually benefit from the disclosed information.

### Bad Weather Policy

Because of the diverse locations from which our employees commute, it is difficult to judge driving hazards for the overall group. We try to remain open during bad weather but you need to use your best judgment about the hazards of your commute and/or the need to stay home with children who have been released from school because of weather conditions.

In some circumstances, we may elect to close for part or all of the day, in which event employees will continue to be paid as usual.

If you are a nonexempt employee and arrive late, leave early or are unable to report because of weather, the time you miss when we are open will be unpaid or you may use earned sick or vacation time (to make up lost work time on another day within the pay period). (Federal and state wage and hour laws require an employer to continue an exempt employee's salary in these circumstances since those employees can be expected to work more than 40 hours in a work week without additional pay.)

### Personal Telephone Calls/~~Faxes~~

The telephone ~~and fax~~ are essential to our business. We need to keep our lines open and available throughout the workday, so we need your cooperation in limiting personal calls ~~and faxes~~ to emergency (or other very unusual) situations. Additionally, you are expected to pay for any ~~personal faxes or~~ long-distance calls. Please turn a record of these in to the Business Manager. Ideally, personal phone calls should be made on personal cellular phones during break or meal periods.

### Smoking

We do not allow smoking in the office or Inter Church Center.

The Region's interest in establishing this policy is not based on moral judgments, nor with the specific intent to deny one group of employees their rights over other employees. In workplace conditions, however, the Region claims a greater right to establish such controls and safeguards as deemed in the best interests of the Region.

### **ALCOHOL AND DRUG POLICY**

#### The Objective

In 1988 Congress enacted the Drug-Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. We agree with that goal. For that reason, we expect all employees to work alcohol- and drug-free.

#### Our Commitment

We recognize that alcohol and drug abuse may be a sign of chemical dependency and that substance abuse can be successfully treated with professional help. Of course, seeking help is the first big step toward recovery.

We encourage employees with possible alcohol or drug problems to seek voluntary counseling and treatment. If you believe you may have a problem, you may always seek help on your own. You may also seek help without your supervisor's knowledge or approval by talking with our Regional Ministers.

#### Your Responsibilities

You are responsible for following all of our work and safety rules, and for observing the standards of behavior an employer, coworkers, and members have the right to expect from you.

In addition, if you believe you may have a problem with alcohol or drugs, you are responsible for seeking assistance, whether from or through the Region or any other resource, before an alcohol or drug problem adversely affects your work performance or results in a violation of this Policy. The time to seek help is **BEFORE** you are in "trouble," not **AFTER**.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon:

- Entering into and completing a treatment program (including all follow-up recommendations) approved by the Region, and

- Signing and living up to the terms of a “performance agreement.” An employee who voluntarily seeks help before any work-related problems arise may also be required to enter into a performance agreement to maintain employment.

#### The Scope of Our Policy

This policy and each of its rules apply whenever an employee is on or in Regional property, surrounding grounds and parking lots, leased or rented space, Regional time (including breaks and meal periods), in any vehicle used on Regional business, and in other circumstances (such as on member premises or at business or sales functions or conferences and when representing the Region) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

#### Our Alcohol and Drug Rules

What follow are very important rules and an employee who violates any one of them should expect to be terminated.

1. Alcohol: An employee may not possess, use, transfer, offer or be under the influence of any intoxicating liquor. **IMPORTANT**: This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any other Regional activities.
2. Drugs: An employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or any similar substance and also may not have any drugs or similar substances present in the body. Thus, an employee who tests positive at or above our cut-off levels violates this rule. **IMPORTANT**: The “possession” and “use” parts of this rule obviously do not apply to legal drugs or over-the-counter medications possessed and used in compliance with Rule 5 below.
  - ◆ “Drugs and similar substances” include legal and illegal drugs and similar substances, such as marijuana (regardless of legality in Oregon), cocaine, heroin, peyote, opiates, phencyclidine (PCP or angel dust), amphetamines, designer drugs, and “controlled substances” (as defined in Schedules I-V of Section 202 of the Controlled Substances Act and the applicable regulations), as well as legal drugs which have been obtained or used illegally (for example, using drugs prescribed for someone else or for other than prescribed purposes).
3. Alcohol Containers and Drug Paraphernalia: An employee may not possess or control alcohol containers (cans, bottles, etc.) or any drug paraphernalia. “Drug paraphernalia” means equipment, products and materials of any kind which are marketed, designed for use, or used in connection with anything from the planting to the manufacturing, packaging, selling, concealing or introducing into the body any illegal drug.
4. Alcohol- and Drug-Related Arrests and Convictions. An employee must notify the supervisor of any citation, arrest, conviction, guilty or no-contest plea, or forfeiture of bond or bail under any criminal drug law within five days of the event so we can review the circumstances to see whether we feel a violation of this policy has occurred. A citation, arrest or conviction may also result in a request for a drug test and/or that an employee sign a performance agreement as a condition of continued employment.

If an employee's job involves driving in any vehicle on Regional business, the employee must notify the supervisor of any alcohol- and/or drug-related citation, arrest or conviction. This allows us to review the circumstances to see whether a violation of this policy has occurred, and to decide whether we want the employee to continue driving on our behalf.

5. Legal Drugs/Prescriptions/Over-the-Counter Medications: We recognize that the use of any drug or similar substance, legal or illegal, can adversely affect an employee's work performance and safety. Of course, there are many situations where employees can safely perform their jobs while taking prescribed drugs and over-the-counter medications. Please check the potential effects of prescribed drugs and over-the-counter medications with your doctor or pharmacist before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report for work or to do your job.

We also recognize that misuse of legal prescriptions is a common form of drug abuse. Thus, we expect employees to only use medicine that has been prescribed for them, and to follow the doctor's instructions.

Depending upon the violation, we may also request the assistance of or an investigation by appropriate law enforcement agencies.

#### Reasonable Suspicion Testing

Where we have reasonable suspicion that an employee may be under the influence of drugs or alcohol, the employee will be required to submit to testing to determine the presence of alcohol or drugs. We reserve the right to determine whether reasonable suspicion for testing exists.

Reasonable suspicion is based on observable, objective evidence that gives us a reasonable basis to suspect that the employee may be impaired or affected by drugs or alcohol in the workplace and may include, but is not limited to the following:

- Observed drug or alcohol use during work hours at the workplace, or employee statements or admissions regarding such use;
- Apparent physical symptoms of impairment or intoxication;
- Erratic, unusual or bizarre behavior;
- Incoherent or slurred speech or confused mental state;
- Odor or alcohol on the body or breath;
- Unsteady standing or walking;
- Inability or difficulty completing routine tasks; and/or
- Disorientation or confusion.

#### Post-Accident Testing

Any employee involved in or otherwise causing a job-related accident which causes personal injury to the employee, riders, payers, staff or others, that requires medical treatment by a

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physician or by hospital/clinic medical personnel, and whose behavior/actions may, as determined in our sole discretion, have caused or contributed to the accident, may be required to take an alcohol and/or drug test immediately following the accident or at the time of initial treatment by a medical care facility.

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Any employee involved in or otherwise causing an accident resulting in what we deem substantial damage to our property or to another's property while the employee is working may be required to take an alcohol and/or drug test. Also, "near miss" incidents, where there is no personal or physical damage or injuries will be evaluated and we will make a determination as to whether or not to test for drugs or alcohol for any or all employees involved.

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#### Situations Not Covered by Policy

We recognize that situations will arise which are not specifically covered by this policy and these guidelines (for example, situations involving employees who have been charged, convicted, pled no contest or forfeited bond or bail, to drug-related charges). We will deal with them on a case-by-case basis taking into account such things as the nature of the situation or problem, the potential impact on coworkers and our Alcohol and Drug Policy, the employee's prior employment record and job assignments, and the potential impact on production, safety and member or public perceptions of the Region.

**ACKNOWLEDGMENT**

1. I have received a copy of the Christian Church (Disciples of Christ) in Oregon **SW Idaho** employee Handbook. I understand that it contains important information on the Region’s policies, rules and benefits and my responsibilities as an employee.
2. I understand that, unless otherwise stated in a written employment contract, this Handbook supersedes all prior handbooks, policies and understandings on these subjects, and that it is not a contract of employment or a guarantee of specific treatment in specific situations.
3. I understand that, unless otherwise stated in a written employment contract, the Region has the right to change (modify, add to, substitute or eliminate), interpret and apply, in its sole judgment, the policies, rules and benefits described in this Handbook. I understand that should the content be changed in any way at all, the Region may require an additional signature from me to indicate that I am aware of the changes.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a written employment contract.
5. I understand that the Board of Directors of the Christian Church (Disciples of Christ) **In Oregon SW Idaho** has the authority to enter into an employment contract, and that such contracts must be in writing and signed by both parties to be valid. I also understand that they are authorized to make changes in the policies, rules and benefits described in these 46 pages, and that all such changes must be in writing to be valid.
6. I have read each of the statements on this page.  yes  no.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_