



# GLENKIRK C H U R C H

A CALIFORNIA CORPORATION

Glenkirk is a member of the Covenant Order of Presbyterians (ECO) with 501(c)3 status.

## EMPLOYEE HANDBOOK

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Approved by: Catherine Battaglia

Chair of Personnel

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## ABOUT GLENKIRK

### MISSION STATEMENT

Glenkirk Church is a worshipping community, inviting everyone to join in the journey of becoming fully devoted followers of Christ, loving God and his world.

### WELCOME

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

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

This Handbook has been printed to act as a guide for employees during their working day and to help them get acquainted with Glenkirk. The hope is that it will serve as a useful reference document throughout one's employment with Glenkirk. All previously issued handbooks and any inconsistent policy statement or memoranda are superseded.

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

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

### EQUAL EMPLOYMENT OPPORTUNITY

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

Glenkirk is firmly committed to providing equal employment opportunities for all

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

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

## MANDATED REPORTER

Glenkirk Church follows the Child Abuse and Neglect Reporting Act (CANRA), which is part of the California Penal Code. California law requires that those who have "reasonable suspicion" of child or elder abuse or neglect are mandated to report it. If an employee has knowledge of or observes a child or elder whom is suspected of being the victim of abuse or neglect, the employee must report it immediately to the county welfare department or to a local law enforcement agency. The employee is not required by law to notify a supervisor or Human Resources, but it will help the church to know of any incident and they can help file the report.

## HARASSMENT POLICY

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

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

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

- When submission to such conduct is made or implied to be a term or condition of employment;
- When submission to or rejection of such conduct affects employment decisions;



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

If an employee believes they are the victim of sexual harassment, they should follow the complaint procedure explained below.

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

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

#### Complaint Procedure

Employees or congregants who feel that they have been the victim of any form of harassment should follow this procedure in bringing the matter to the church's attention:

Employees - Report it immediately to a supervisor, the Executive Team or the Personnel Committee. The report may be verbal or written.

Congregants - Report immediately to any elder, staff person or member of the Personnel Committee.

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

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

In order to provide a harassment free environment, this policy must also extend to non-employees operating in the workplace, such as volunteers, vendors, contractors, etc. Violations of the policy by non-employees will be referred to a supervisor, the

Executive Team or the Personnel Committee for appropriate corrective action.

#### Training

All supervisors and **employees will receive harassment and abusive conduct prevention training according to California State law.**

#### OPEN COMMUNICATION

Supervisors at Glenkirk always have an open door for employees to come to them and discuss concerns. Employees have the right to deal directly with management regarding church policies, job assignments, working conditions, or any other concern that may affect his/her performance and relationship with the church.

Employees are not required to utilize any other person or organization to represent them in any question, discussion or complaint regarding employment at Glenkirk. The supervisor, or anyone on the Personnel Committee, is here to answer questions and work with the employee in all matters for the best interests of the employee and the church. Employees have the right to bring business concerns to their attention. Supervisors and the Personnel Committee desire to aid and assist employees, whenever possible, in the resolution of employee concerns.

#### AT-WILL EMPLOYMENT

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

#### RIGHTS AND RESPONSIBILITIES OF THE SESSION AND STAFF

1. Rights of Session: To be administered by Glenkirk's Personnel Committee.
  - To establish positions and personnel qualifications for functions and to determine who are qualified and qualifiable to perform such functions.
  - To establish and administer processes for compensations, career development, benefits, working conditions, promotions, transfers, disciplinary action, and dismissals, etc.
  - To expect staff to be productive in their assigned functions.
  - To exercise suitable discipline consistent with this manual.
2. Responsibilities of Session: To be administered by Glenkirk's Personnel

#### Committee

- To provide adequate and equitable compensation. In the case of ordained staff; this is the responsibility of the congregation and the session within the guidelines of ECO.
- To conduct regular performance reviews and evaluations that relate staff work objectives to the Mission, Vision and Goals of Glenkirk.
- To establish and administer procedures for the hearing and resolution of complaints and grievances.

#### 3. Rights of Staff:

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

#### 4. Responsibilities of Staff:

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



## PAY PRACTICES AND WORK HOURS

### CLASSIFICATION OF EMPLOYEES

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

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

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

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

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

REGULAR FULL-TIME A non-ordained employee who has been removed from the probationary period and who is regularly scheduled to work a minimum of 30 hours per week for a period of 30 days or more within a year.

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

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

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

INDEPENDENT CONTRACTOR An independent contractor is not an employee. They are generally in business for themselves, usually performing work that requires a specialized skill or trade for multiple clients, set their own fees, work from home or their own place of business, and provide their own tools and equipment. The church

may provide specifications or deadlines for the work, but the independent contractor decides how much time to spend and how best to do the job.

## HOURS OF WORK

The days and times an employee works are documented in their personnel file and follows all state labor laws.

Working hours are subject to change as necessary to meet the requirements of the congregation. Shift changes will be made in writing and should be on file in Human Resources. Reasonable advance notice will be given of any overtime work required. There is no unauthorized overtime, meaning employees may not work beyond scheduled hours without prior supervisor approval.

## REST & MEAL PERIODS FOR NON-EXEMPT EMPLOYEES

Church policy and state labor laws require that employees who work 6 or more hours per day take a minimum 30-minute unpaid lunch period daily. In addition to lunch, there is also a 15-minute paid rest break in the morning and a second 15-minute paid rest break in the afternoon.

Morning and afternoon breaks are "church time" and are subject to church policies and regulations. If an employee is required to remain on church premises during a lunch or dinner period, that time will be considered time paid as stated in the state labor laws.

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

## PAYDAY AND PAYCHECKS

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

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

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

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

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

Paychecks are confidential and should not be discussed with other employees. Questions regarding paychecks should be directed to the Business Manager or Accounting Clerk.

#### TIMECARDS FOR NON-EXEMPT EMPLOYEES

All non-exempt employees are required to track their time IN upon arriving at work, and OUT upon leaving the church at the end of the workday or at any other time. The time that an employee works each day is recorded with a punch timeclock located in the office. It is the record from which pay is calculated. If it is not recorded properly, pay may be computed incorrectly.

Employees shall not punch in more than five (5) minutes before the start of a shift or punch out more than five (5) minutes after the close of a shift, unless overtime has been authorized by the Supervisor. If an employee leaves the premise for any reason, including lunch, they must punch out on the timeclock. They are to punch out and back in from lunch, even when eating on premises. In no event should an employee punch a card other than their own or allow anyone else to punch their card. Timecards must be signed by the employee and turned in no later than Monday following payroll close. Violation of these rules may result in disciplinary action which could lead to termination. Any problems must be reported to a supervisor.

#### OVERTIME FOR NON-EXEMPT EMPLOYEES

To serve the Glenkirk congregation and be willing to meet its needs employees must be willing and able to work overtime. When scheduled to work overtime, the church expects employees to commit to it as if it were regular work time. Failure to work assigned overtime without requesting and being excused in advance by management, may be subject to disciplinary action that could lead to termination.

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

Overtime is paid only if it is authorized by the supervisor in advance. The supervisor **must approve and initial** the overtime worked as shown on the employee's



timecard. Overtime will be paid to all eligible employees based on currently applicable state and federal laws.

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

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

#### MAKEUP TIME/CALIFORNIA NON-EXEMPT EMPLOYEES

From time to time, non-exempt employees would like to take a few hours off work to attend to a personal matter without losing pay for the week. For this reason, Glenkirk allows employees the occasional use of makeup time, although Glenkirk does not encourage or solicit its use.

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

#### GARNISHMENTS

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

## BENEFITS

### GROUP INSURANCE PLANS

Medical insurance benefits for full-time staff is provided by **the church through an independent broker**. This plan covers medical, life and disability plans that are fully paid by Glenkirk. **In addition, voluntary Medical for dependents, and Dental and insurance may be purchased by the employee through this plan.**

### WORKERS COMPENSATION

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

Workers' compensation provides coverage for disability, death or medical treatment as a result of work-related injuries suffered on the job. Employees do not contribute toward this coverage.

Benefits are paid by the church even though this compensation is a state administered law. This compensation covers only industrial injury and illness. Workers' compensation benefits may not apply to any injury that arises from other employment or out of voluntary participation in any off duty recreational, social or athletic activity that is not part of work-related duties.

Employees must report all accidents, injuries or illnesses **IMMEDIATELY** to their supervisor.

A written report must be completed by the employee and given to the supervisor. The supervisor will direct the employee to appropriate medical care. Since by law, **all injuries or illnesses must be reported**, failure to immediately notify the supervisor may result in the denial of the claim and will also be grounds for discipline which may lead to dismissal.

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

Any time required away from work due to an occupational injury or illness is determined by the treating physician. The employee's progress will be monitored by the physician until they return to full duty. Any salary continuation benefits will be paid through the church's workers' compensation insurance carrier. The church will make every effort to keep the position open until the expected return date and will consider the need for an extension of that date. To serve the

needs of Glenkirk's congregation, the position may need to be filled before the employee recovers. In no event will employment be continued longer than one (1) year after the date of injury. Workers' compensation benefits would continue, even after termination, if applicable.

## SOCIAL SECURITY

Employees are covered under the provisions of the federal social security law (F.I.C.A.). The amount of the deduction from wages for social security taxes and the amount contributed by the church are dictated by current tax laws. The total contribution by the employee and Glenkirk is credited toward the employee's social security benefits, which may be available at retirement.

Ordained Staff are not required to participate in Social Security; however, they must follow current IRS laws to opt out of Social Security taxes. If they do not opt out of Social Security, Ordained Staff must also pay the employer's share of the taxes.

## CONTINUATION OF BENEFITS

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

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

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



## TIME AWAY

### VACATION

Glenkirk believes that it is vital for employees to enjoy the relaxation and revitalization of a vacation. To this end, regular full-time employees accrue paid vacation.

Vacation is accrued in hours and based on years of service:

Yrs. of Service	Hours accrued for every 1 hour worked	Equivalent annual days/wks.
0 – 4	.03846	
5 – 9	.05769	15/3
10+	.07692	20/4

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

Earned vacation time can accrue up to a maximum of one and a half (1.5) times the annual allotment, or a maximum of 240 hours, whichever is less. Once this cap is reached, no further vacation time will accrue until some vacation is used. Once vacation is used, vacation time will begin to accrue again.

Requests for vacation must be made as far in advance as possible and must be made no later than

14 days before the scheduled start date of vacation. All vacation requests must be approved by an employee's supervisor. Glenkirk reserves the right to designate when some or all vacations may be taken, particularly around Easter, Vacation Bible School and Christmas.

### HOLIDAYS

Glenkirk observes twelve (12) paid holidays each year (see below). When established holidays create a burden on the staff, it will be replaced by a Floating Holiday for that year only.

Luther King, Jr.

President's Day

Memorial Day

Labor Day

Day After Thanksgiving

Christmas Day

New Years' Day

Martin

Good Friday (Floating)

Independence Day

Thanksgiving Day

Christmas Eve (Floating)

Employee Birthday (Floating)

Due to business reasons, the above holidays might not be observed on the actual day. Holidays falling on a Saturday will be backed up to Friday and holidays falling on a Sunday will be pushed to Monday. A schedule of church holidays will be distributed

prior to the beginning of each calendar year.

Work on a holiday shall be at the regular rate (or overtime rate if applicable) for hours worked, plus holiday pay at the regular rate equal to the scheduled workday. For exempt and non-exempt regular full-time employees, if the holiday falls on a regularly scheduled day off, the employee may take a day off in lieu of the holiday during the same pay period.

## SICK LEAVE FOR EXEMPT AND NON-EXEMPT EMPLOYEES

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

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

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

Sick leave accrues as follows:

Part-time – maximum 48 hours

Full-time – maximum 30 days

**RESTRICTIONS:** Employees must contact their supervisor by 9:00 A.M. each day they are out. Failure to contact the Supervisor may forfeit eligibility for sick leave. Advance notice of the need for sick time off, as in the case of a scheduled doctor appointment, must be given to the supervisor as soon as it is known so they can schedule the workload.

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

## Eligibility

All employees who are the parent or guardian of a student are eligible for school disciplinary leave.

## EMPLOYEE MEDICAL LEAVE OF ABSENCE

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

### Procedure

As soon as the employee becomes aware of a temporary or long-term disability due to medical reasons, they must promptly advise Personnel in writing of the inability to work and the anticipated commencement date and duration of the disability. Leave or reduced schedule leave may be requested where medically necessary due to a serious health condition and will be granted as required by FMLA/CFRA.

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

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

### Benefits

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

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

### Pregnancy-Related Disability

If an employee is pregnant and suffers from a related medical condition, he/she is eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

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

### Returning from Leave

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



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

In either event, however, if a reduction in force or other reorganization has taken place at such facility while the employee was on leave, the employee will be treated as if he or she had been working rather than on leave.

#### Extended Leave

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

### FAMILY CARE LEAVE OF ABSENCE

Employees may take an unpaid family care leave in accordance with the following guidelines, which follow applicable federal and California law.

#### Eligibility for Family Care Leave

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

1. To attend to their child's birth, adoption, placement into their home, or serious health condition. A leave taken for a child's birth, adoption or placement must be concluded within 12 months of the date of birth, adoption, or placement. In addition, the employee may only take a leave with respect to the adoption, placement, or serious health condition of their child if the child is either under the age of 18 or a disabled dependent.
2. To attend to a parent's or spouse's serious health condition while they require a family member's care during a period in which they are also under the care of a health care provider, whether on an inpatient or outpatient basis. An employee's "parents" include biological, foster or adoptive parents,

stepparents and legal guardians. In-laws are excluded.

3. Employees who have medical problems themselves may request a leave under Glenkirk's separate employee medical leave of absence policy.

#### Procedure for Requesting Family Care Leave

1. Notify the church in writing of a request 30 days in advance of the leave, if possible. If 30 days advance notice cannot be given, the employee shall notify the church as soon as practicable.
2. Provide the church with medical verification of the need for family care leave. This evidence must be issued by a certified health care provider and must include the following information if the leave is for reasons other than birth, adoption, or placement of a child:
  - a) The date on which the serious health condition commenced, and
  - b) The probable duration of the serious health condition, and
  - c) The time required for the employee to attend to the family member, and
  - d) A statement that the serious health condition warrants a family member's care or supervision during the period of treatment.
3. Leave taken under this policy does not need to be taken in one continuous time period. By the same procedure and when medically necessary due to a family member's serious health condition, an employee may request leave intermittently or on a reduced work schedule. However, such intermittent leave must be scheduled in cooperation with the church to minimize the disruption to the workplace. In addition, to accommodate such a work schedule, the church may transfer the employee to another position of equal pay and benefits. In the case of a child's birth, adoption or placement into an employee's home, the minimum duration of the leave shall be two weeks, with the exception that a request for such leave for less than two weeks will be ~~granted~~ on two occasions.
4. The church may request recertification if any additional leave is requested. Any misrepresentation made to obtain or continue leave, or acceptance of other employment while on leave, is grounds for immediate termination.

#### Terms of the Leave of Absence

1. Glenkirk will grant eligible employees family care leave without pay for the period of the qualifying circumstances up to a maximum of 12 work weeks in any 12-month period. However, this 12-week period for Family Care Leave shall be reduced by any time taken during the 12-month period for the employee's own medical leave (except pregnancy disability, leave, which is in addition to such 12-week leave).
2. If both an employee and his/her spouse work for the church, their combined leaves for the birth, adoption or placement of a child may not exceed 12 work

weeks in any 12-month period.

3. Glenkirk will pay its annual share of an employee's medical insurance premium during such leave up to a maximum of 12 work weeks during any 12 month period (less any weeks already compensated for an employee's own medical leave during that period, including covered pregnancy disability) to maintain health insurance benefits at the level and under the same conditions as if the employee was not on leave. However, the church is entitled to reimbursement of health insurance premiums paid during an employee's leave should he/she not return to work for reasons other than a continuing health problem or a reason beyond the employee's control.
4. Employees do not earn additional holiday pay, sick leave benefits, vacation pay, seniority or other benefits while on leave. Employees may apply any accrued paid vacation or sick leave towards any leave taken under this policy.

#### Returning from Leave

1. Employees must notify the church at least one week before their scheduled return date to verify their return.
2. If an employee returns before the expiration of their approved family leave, they will be returned to their former position or one with equivalent duties, pay, geographic location, and terms and conditions, unless a reduction in force or other reorganization has taken place during their leave which eliminated their former position. In this case the employee will be treated as if they had been working rather than on leave.
3. Reinstatement to a former position may be denied if the employee is among the top 10% of the employees in terms of gross salary employed by the employer at the same location.
4. Employees who do not report for work at the end of their approved family leave will be terminated.

#### PERSONAL LEAVE OF ABSENCE

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

The following guidelines apply to personal leaves:

1. When possible, request for leave or any extension of a leave should be submitted in writing to the employee's supervisor thirty days prior to

commencement of the leave. If that is not possible, it is required that the employee obtain approval from their supervisor prior to or within 24 hours of their leave.

2. Leaves may be granted for a specific period up to a maximum of 30 days based on the grounds that the employee is unable to report to work. Acceptance of other employment while on leave will result in termination. A personal leave of absence over 30 days must be approved by management. The maximum duration for any personal leave and extensions is 3 months.
3. Requests will be considered based on the reason for the request, the employee's length of service, performance and responsibility level, length of expected leave, number of other individuals already out on leave, and the expected impact of the leave on Glenkirk Church. A personal leave of absence will not be granted if the leave will cause a hardship upon the church and/or the work cannot be covered by another employee. The church has the sole discretion to approve or deny a leave and its duration.
4. A personal leave of absence is without pay. Vacation time and sick leave does not accrue, and holidays are not paid during personal leave.
5. If an employee fails to return to work at the conclusion of an approved leave, the employee will be terminated from employment.
6. The church is unable to guarantee reinstatement in all cases. Upon returning to work, every effort will be made to assign the employee the position held before the leave of absence. If this is not possible due to organizational changes or business needs, the church will make every effort to place the employee in a comparable position. If no position is available, the employee will be terminated.
7. Employees are responsible to maintain insurance premiums during a leave. Failure to do so will result in loss of benefits. An employee must make arrangements with the office before a personal leave if they wish to continue insurance benefits.

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

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



stepmother, father, or stepfather, or registered domestic partner.

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

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

#### MILITARY LEAVE

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

When an employee begins the military leave of absence, he/she will receive all accumulated salary and benefits pay due to the employee as of his/her last day of work before entering the service.

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

#### VOLUNTEER FIREFIGHTER

Employees who are registered volunteer firefighters intending to perform emergency duty during work hours must alert management and/or supervisor before leaving the church premises.

#### JURY/WITNESS DUTY

Any Glenkirk employee may serve on jury duty or serve as a witness in a trial. Glenkirk will pay up to five (5) equivalent days' pay for serving on jury duty or appearing as a witness in a trial. The employee's supervisor must be notified immediately and provided with a copy of the subpoena or Jury summons.

#### BEREAVEMENT LEAVE

Regular full-time employees may receive up to five (5) equivalent days of paid, excused absence from work, per occurrence, in the event of the death of an immediate family member: spouse, child, parent, brother, sister, grandparent or grandchild. Bereavement leave is not deducted from an employee's **vacation** but is in addition to it. Additional days off work, without pay, may be approved by management.

In the event of a death outside of the immediate family, time off may be granted by the employee's supervisor but will be deducted from **vacation**.

#### VOTING DUTY

By law, if an employee is unable to vote during non-work hours, he/she may arrange in advance to take up to two hours off work with pay to vote in a state-wide or national election. In order to qualify, employees must obtain advance approval from management at least two (2) working days before the election. Proof of voting may be required.

#### LITERACY EDUCATION LEAVE

Glenkirk will allow employees to voluntarily enter and participate in an adult literacy education program if the absence does not cause undue hardship to his/her department.

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

#### ALCOHOL AND DRUG REHABILITATION

Glenkirk wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job satisfactorily. Employees deciding to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to the church and/or one or more of its departments. If an employee requests time off to participate in such a program, the church will also make reasonable efforts to maintain the employee's privacy by keeping the rehabilitation confidential.

#### SCHOOL ACTIVITIES

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

1. Parents, guardians or grandparents having custody of one (1) or more children in licensed day care, kindergarten or grades 1-12 may take time off for a school activity.
2. **Glenkirk Church will provide eligible employees with unpaid leave to appear at**

their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

3. Unless otherwise specified by law, the time off for school activity participation cannot exceed eight (8) hours in any one (1) calendar month, or a total of forty (40) hours each school year.
4. Employees must provide as much advance notice as possible to their supervisor.
5. If both parents are employed by the church, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his/her supervisor.
6. Employees must use vacation time in order to receive pay for this time off.
7. Employees who do not have paid time off available, will take the time off without pay.



## GLENKIRK CHURCH RULES AND POLICIES

### IMMIGRATION LAW COMPLIANCE

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

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

### OFFICE DRESS AND GROOMING STANDARDS

It is in the church's best interest to present a professional image to its congregation, vendors and the public. It is expected that all employees will dress in a manner consistent with good hygiene, cleanliness, safety and good taste. As a rule, dress as if a congregational member or vendor is expected to visit the office each day. Managers should dress presenting the proper image to maintain respect and the leadership necessary to perform their functions. **The church prohibits discrimination based on hair style or hair texture as outline in the Crown Act (SB 188) of 2019.**

### NO SOLICITATION

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

#### OUTSIDERS

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

#### EMPLOYEES OF THE CHURCH

Employees of Glenkirk may not solicit, distribute, post, or exhibit **promotional** literature in working areas during working hours for any purpose. "Working hours" is defined below.

#### WORKING HOURS

The term, "working hours," includes the working time of both the employee soliciting/distributing and the employee to whom the soliciting/distributing is being directed. "Working hours" does not include break periods, meal periods or any other specified periods during the workday when employees are properly unengaged in

performing their work tasks.

## **VOTER-RELATED ACTIVITIES**

Glenkirk encourages employees to be registered voters, to vote regularly, and to be diligent in understanding how to vote in a manner most in keeping with Biblical principles. The church encourages employees to participate in government service according to their gifting and calling.

Some issues raised by political candidates and their policies and actions may leave room for differences in understanding how Scripture applies. Glenkirk recognizes that in light of legitimate diversity of opinion, it would be inappropriate to authorize political activity on church campus that could lead to disunity and discord among the staff. Therefore, no electioneering is allowed on the church campus, including the distribution of voter guide materials or voter registration activity.

## **PERFORMANCE REVIEWS**

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

Each new employee is evaluated at the end of the 90-day introductory period, or any extension thereof, and thereafter, usually once a year. The frequency of performance reviews may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Salary increases and promotions are solely within the discretion of Glenkirk and depend upon many factors in addition to performance.

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

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

## **ATTENDANCE**

**The congregation relies upon the Glenkirk staff – the staff relies upon each other.** Habitual absenteeism places the burden of work onto someone else, disrupts schedules, results in the inability to satisfy the congregation and ultimately affects the staff's success. Therefore, it is the employee's responsibility to be both prompt and regular in attending work. Working from home is not encouraged but may be



approved on a limited basis by a supervisor or the personnel team upon written request.

For an unexpected absence to be considered authorized and eligible for sick leave, an immediate supervisor must be notified by the absentee no later than 9:00am on the first day of absence. If the immediate supervisor is unavailable another management employee must be notified. A call from a friend or family member to inform Glenkirk of an absence will only be accepted in the most extreme cases. If an employee finds that he/she will be late to work, the immediate supervisor must be contacted.

If an employee expects to be absent for more than one day, he/she must inform the supervisor of the length of time the employee expects to be absent. If an employee is going to be absent longer than anticipated, the immediate supervisor must receive daily communication from the employee regarding the continued absence.

Attendance is an important part of job performance. Employee attendance will be monitored on an ongoing basis and will be included as a part of performance reviews. Excessive absences are prohibited. Excessive absence or unacceptable patterns of attendance will be reviewed by management and may result in corrective action being taken. If an employee is absent for three consecutive days without notifying the church, it is automatically considered a voluntary resignation. Failure to call, misrepresentation of facts regarding absence or tardiness, and/or excessive absenteeism could result in disciplinary action, up to and including termination of employment.

## RULES OF CONDUCT

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

Employees are expected to know and observe these rules to avoid and minimize discipline. The following conduct is **prohibited** and will not be tolerated by Glenkirk. This list includes, but is not limited, to:

## ATTENTION TO DUTIES

1. Leaving the workplace earlier than expected, unless approved by management
2. Repeated tardiness or absence
3. Incompetent or inefficient performance of assigned duties and responsibilities

4. Conduct indicating an inattentive or indifferent behavior toward work duties
5. Conduct intentionally resulting in quality errors
6. Falsification, either verbally or in writing, of any reports or records, including employment records, injury reports, business records, any medical records, time records, etc.
7. Interference, disruption with the work performance of any employee(s), influencing or attempting to influence others as to interfere
8. Failure or inability to perform assigned job responsibilities in a manner necessary to meet objective standards set by the church
9. Being negligent or careless in taking proper care of tools and equipment, and wasting materials

#### PERSONAL MISCONDUCT

1. Engaging in conduct at any time and any place that could reflect negatively upon or impair the church's reputation
2. Insubordination or uncooperative conduct, including refusing to follow a supervisor's requests, instructions or orders or refusing to abide by a Glenkirk rule, policy or church strategy.
3. Fighting, threatening bodily harm or provoking such misconduct with fellow employees, superiors, congregation or members of the public
4. Possessing firearms, explosives or other weapons while at work
5. Violation(s) of church policies concerning conflict of interest, security, removal of property or unauthorized disclosure of confidential information
6. Theft, deliberate abuse, destruction, or removal of any property of another employee, a congregation member, the church or the general public
7. Gross misconduct, harassment, or use of abusive or provocative language while on church premises or while engaged in church business away from church premises via personal interaction, electronic communication or social media
8. Failure to treat all co-workers and congregation with courtesy and respect
9. Gambling or involvement in any activity connected with gambling while on church premises or while engaged in business away from church premises
10. Reporting to work in an unfit condition, including, without limitation, being under the influence of intoxicants; bringing intoxicants onto church premises; or possessing or

consuming intoxicants during working hours. Intoxicants include, without limitation, alcoholic beverages, marijuana, narcotics, barbiturates, amphetamines, drugs other than those taken under the direction and prescription of a licensed physician, and any other controlled substance.

11. Unauthorized use of a church vehicle, or permitting unauthorized personnel in a church vehicle
12. Failure to provide full and total cooperation with church officials or authorized, outside personnel in the investigation of shortages or mysterious disappearances of shipments of church property
13. Failure to appear in appropriate dress when required
14. Smoking in the workplace
15. Dishonesty of any nature
16. Conviction of a felony while employed by the church
17. Absence for three or more consecutive working days without notification to the church.
18. Failure to return to work upon expiration of a leave of absence or vacation
19. Receipt of three written warnings for any offense (s), whether the same or different, within a one-year period
20. Working at another job without express written permission from church management

#### ACCIDENT PREVENTION

1. Failure to observe known or posted safety rules, including failure to wear protective guards, garments or other required devices
2. Failure to immediately report traffic violations or accidents involving a church vehicle
3. Operating machines or other church equipment without prior permission
4. Failure to report an on-duty injury or illness immediately, regardless of how minor it appears to be
5. Horseplay, loitering, wasting time, practical jokes or other activities, which may present a hazard to the safety or welfare of employees.

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



Glenkirk is a drug and alcohol & marijuana-free and firearms-free workplace. The church requires employees to maintain high standards of safety, quality, and personal conduct in the workplace. In keeping with that philosophy, it is essential that the workplace be kept free of drugs, alcohol and firearms. Therefore, the following actions are prohibited:

- Reporting for work, or representing the church off premises, under the influence of alcohol, marijuana, intoxicants, illegal drugs, or controlled substances
- The illegal use, possession, manufacture, transfer, purchase, sale or attempted purchase or sale of intoxicants, illegal drugs, or controlled substances in any manner during work hours, or while on the job, on church property, including parking lots or church owned or leased vehicles
- In any way using church property or an employee's position within the church to make or traffic intoxicants or illegal drugs. Additionally, if an employee is taking a drug or medication, whether or not prescribed by a physician, which may adversely affect ability to perform duties in a safe or productive manner, the employee must report such use of medication to an immediate supervisor. This includes drugs that are known or advertised as possibly affecting judgement or causing drowsiness or dizziness.
- The carrying of any firearms while on church premises

Every employee has a responsibility to report any drug, alcohol, marijuana, controlled substance or firearm situation that affects the workplace.

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

## POLICY AGAINST WORKPLACE VIOLENCE

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

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

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

- All threats or acts of violence occurring off Glenkirk's premises involving someone who is acting in the capacity of a representative of Glenkirk
- All threats or acts of violence occurring off Glenkirk's premises involving an employee of Glenkirk if the threats or acts affect the legitimate interests of Glenkirk
- Any acts or threats resulting in the conviction of an employee or agent of Glenkirk, or of an individual performing services for Glenkirk on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence, which adversely affect the legitimate interests of Glenkirk

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving an individual
- Threatening to harm an individual or his or her family, friends, associates or property
- The intentional destruction or threat of destruction of Glenkirk property
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- Unauthorized possession or inappropriate use of firearms or weapons

Glenkirk's prohibition against threats and acts of violence applies to all persons involved in Glenkirk's operation, including but not limited to Glenkirk personnel, contract and temporary workers, and anyone else on Glenkirk's property. Violations of this policy by any individual on Glenkirk's property, by any individual acting as a representative of Glenkirk while off Glenkirk's property, or by any individual acting off of Glenkirk's property when his or her actions affect Glenkirk's business interests will lead to disciplinary action and/or legal action as appropriate and will not be tolerated. No provision of this policy shall alter the at-will nature of the employment relationship at Glenkirk. Every employee and every person on Glenkirk's property is encouraged to report incidents of threats or acts of violence of which he or she is aware. The report should be made to the Executive Team, the Executive Director or the reporting individual's immediate supervisor. Nothing in this policy alters any other reporting obligation established in Glenkirk's policies or in state, federal or other applicable law.

## CORRECTIVE ACTION PROCEDURES

Glenkirk cannot succeed in business without a pleasant, professional environment that supports its daily activities, and without the cooperation and willing commitment of all employees.

Consequently, Glenkirk always expects all employees to conduct themselves professionally and to act in a way that contributes to the operation of the business. Glenkirk must also be concerned that it always protects its property and people.



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

## TERMINATION OF EMPLOYMENT

If an employee voluntarily resigns or retires from employment with the church, Glenkirk requests to receive two weeks' notice of resignation in writing. If an employee quits without prior notice of at least seventy-two (72) hours, his or her final paycheck may require up to three (3) days for processing. Final paychecks may be mailed to the employee upon receipt of a written request signed by the employee. It is the employee's responsibility to inform Glenkirk of any changes in address for the purpose of forwarding the employee's final tax documents.

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

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

**In addition, former employees are required to check-in at the front desk and be accompanied by a current Glenkirk employee when visiting the church campus during non-worship times or unscheduled events.**

Glenkirk is not obligated to offer severance pay.

## EMPLOYER PROPERTY

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

Voice mail and/or electronic mail (E-mail) are to be used for business purposes only. The church reserves the right to listen to voice mail messages and to access E-mail

messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

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

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

For security reasons, employees should not leave personal belongings of value in the workplace. An employee's personal property, including but not limited to packages, purses and backpacks, may be inspected and searched, with or without notice or consent, upon reasonable suspicion of unauthorized possession of church property.

## **CONFLICT OF INTEREST**

Management-level employees of Glenkirk are required to disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with Glenkirk's activities. Examples of a conflict of interest might include:

- A connection to a business or ministry-partner that Glenkirk purchases goods or services from or donates funds to
- Employment at another church in the same or different role

A Disclosure Statement shall be provided at time of hire and on an annual basis thereafter to the Director of HR. Disclosure of a potential conflict does not necessarily mean the employee cannot promote both interests. Each disclosure will be reviewed by Personnel and a determination made as to the effects of the conflict.

Determinations of a real conflict may preclude the employee from:

- Participating in discussions regarding the subject
- Using their influence to affect deliberations
- Executing agreements
- Maintaining both interests

Personnel will communicate with the employee in writing should a real conflict arise.

## SAFETY AND HEALTH

### SAFETY

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

At no time is any job so important that employee cannot take the time to perform work safely and follow regulations. Being alert will help prevent accidents and injuries.

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

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

### ACCIDENT REPORTING

Employees must take the following steps when employees are injured or become ill at work:

1. Report any injury or illness, however slight, **IMMEDIATELY** to an immediate supervisor. If the injury or illness is not related to work, the injured employee may report to a personal doctor of his/her choice.
2. The church will call 911 if an injury is life-threatening. If an injury requires medical treatment beyond first aid, but is not life-threatening, the church shall contact the Nurse Hotline at (844)322-4662. Glenkirk's insurance has created a Medical Provider Network (MPN), which is in place for work-related injuries. Employees have the option to predesignate a physician or medical group, but this is not required. Unless employees predesignate a physician or medical group, work injuries will be treated by providers in the MPN. The Nurse Hotline will direct employees to the nearest MPN. Forms to predesignate a physician or medical group can be obtained from the business manager.
3. Following treatment, employees **MUST** report back to Glenkirk with a "Return to Work" document properly completed with the following information:
  - a. Availability for work -Injured employees must be released for



- regular work before returning to regular duties.
- b. Expected days of disability if the injured party is unable to return to regular duties that day.
- c. Next appointment date. Appointments for continuing treatment must be scheduled during the beginning or at the end of the workday

## FIRST AID

Glenkirk maintains adequate first aid supplies. If an employee is injured, a supervisor must be notified immediately, no matter how minor the injury seems.

Employees should use the first aid supplies when needed.

## SMOKING POLICY

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

## REGARDING FIRE

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

Knowledge of fire prevention methods may help save employees lives and jobs. In case of fire, employees should stop work, shut off any power machinery or equipment at once and notify a supervisor or other management personnel immediately.

## CHURCH SAFETY RULES

1. Work related injuries shall be reported immediately to a supervisor. All questions and problems regarding safety are to be directed to a supervisor.
2. While driving a vehicle on church business, all vehicular and traffic laws shall be observed, including yielding the right of way, to avoid an accident. Safety belts must always be worn regardless of role as driver or passenger.
3. If involved in an auto accident while driving a church vehicle, the accident must be reported to a church supervisor immediately.
4. When lifting any objects, employees should follow correct lifting techniques:
  - a. Bend knees and squat. (Don't bend back)
  - b. Grasp objects firmly
  - c. Stand up straight so that the weight of the object lifted is distributed throughout the legs and not the back. Lift with thigh muscles instead of the back.

5. Employees should not attempt to lift any object that could cause injury. **DO NOT LIFT WITH A PREVIOUSLY INJURED OR SORE BACK.**
6. Each employee is responsible for maintaining a clean and orderly workplace, including floors, shelf, workbench, machines, and tools. Keep floors free of obstacles around machines.
7. Spills must be attended to immediately to prevent a falling hazard. Spread oil absorbent if necessary
8. Employees should not run inside any building on the premises
9. If an employee is taking any prescription drugs, inform a supervisor of such before operating any machines or church vehicle.
10. All guards must be in place before running machinery.
11. When finished cutting material, scrap shall be picked up and disposed of. Extra stock shall be returned to its proper place.
12. Personal safety equipment including but not limited to gloves, hard hats, safety glasses, ear protection, aprons, etc. should be worn where designated or when advised to do so by a safety committee or supervisor. Safety glasses must always be worn throughout the shop by all machine operators and those people entering the shop and working with gardening equipment.
13. All gardening and shop machines should be turned off when not in use, and never be left unattended.



## **ADDITIONAL EMPLOYEE RESPONSIBILITIES**

### **CHANGES IN PERSONNEL RECORDS**

The law requires Glenkirk to maintain accurate employment records for all employees. To keep its employment records accurate and to comply with state and federal laws, employees must notify Human Resources immediately of any change in the following personal information:

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

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

### **INQUIRIES & CONFIDENTIALITY**

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

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