

# **PERSONNEL POLICIES AND PROCEDURES MANUAL**

**August 24, 2004**

**(For Employees and Staff)**

**THE EPISCOPAL CHURCH OF THE HOLY CROSS**

**The Episcopal Church of the Holy Cross**  
11526 – 162<sup>nd</sup> Avenue NE  
Redmond, WA 98052

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## **THE EPISCOPAL CHURCH OF THE HOLY CROSS PERSONNEL POLICIES & PROCEDURES MANUAL VERIFICATION**

This is to acknowledge that I have received, read and understood a copy of the **EPISCOPAL CHURCH OF THE HOLY CROSS** *Personnel Policies & Procedures Manual*. I understand that it outlines my privileges and obligations as an employee with **THE EPISCOPAL CHURCH OF THE HOLY CROSS**. I understand and agree that my continued employment constitutes adequate consideration for signing this acknowledgement.

It is my responsibility to familiarize myself with this information and to seek explanation for any part that I do not understand. I agree to observe these Personnel Policies and Procedures in all respects.

I understand that my employment with **THE EPISCOPAL CHURCH OF THE HOLY CROSS** is at-will, meaning that my employment, position and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Rector or myself. I further understand that no supervisor or manager or representative of the Church has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I have read **THE EPISCOPAL CHURCH OF THE HOLY CROSS's** Software Use and Anti-Piracy Policy and agree to bind **THE EPISCOPAL CHURCH OF THE HOLY CROSS** accordingly. I understand that violation of any of the policies contained in the Software Use and Anti-Piracy policy may result in both civil liability and criminal penalties for **THE EPISCOPAL CHURCH OF THE HOLY CROSS** and/or its employees.

I have read **THE EPISCOPAL CHURCH OF THE HOLY CROSS's** Internet Use Policy and agree to abide by it as consideration for my continued employment by **THE EPISCOPAL CHURCH OF THE HOLY CROSS**.

I understand that violation of any of the policies described in this Manual may result in the termination of my employment.

I realize that **THE EPISCOPAL CHURCH OF THE HOLY CROSS** can amend or change the Personnel Policies and Procedures Manual at any time with or without notice, that it is not considered a contract of employment, and that this Manual supercedes any and all prior Personnel Policies & Procedures Manuals. In the event of any such change, my continued employment shall be adequate consideration for my continued acknowledgment of this Manual as thereby amended.

I agree to treat all employees, members and visitors with kindness, friendliness, patience and respect.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please sign, date this copy, and the additional copy you received, and return the additional copy to your supervisor or the Office Administrator within 5 days of receipt of this Manual.

## THE EPISCOPAL CHURCH OF THE HOLY CROSS CONFIDENTIALITY AGREEMENT

As a member of the staff and an employee at **THE EPISCOPAL CHURCH OF THE HOLY CROSS**, I will be using and have access to the names of **THE EPISCOPAL CHURCH OF THE HOLY CROSS** members, private information concerning those members, as well as special files and documents relating to the members and their families. Also, as a staff member and employee of **THE EPISCOPAL CHURCH OF THE HOLY CROSS**, I will utilize the staff, forms and any other manuals which have been developed by the Church. Additionally, I may become familiar with personnel matters relating to other staff members and employees at **THE EPISCOPAL CHURCH OF THE HOLY CROSS**.

I promise to keep and hold all information that is described in the above paragraph confidential, both while I am employed at **THE EPISCOPAL CHURCH OF THE HOLY CROSS** and afterwards. I understand the sensitive nature of this information as to the members and their families, and also the value of confidential information to **THE EPISCOPAL CHURCH OF THE HOLY CROSS**. I recognize that all files and the names and addresses of the members and their families are the exclusive property of **THE EPISCOPAL CHURCH OF THE HOLY CROSS**, and I may not take them from the premises (except for purposes of home office work) or use them for any non-**THE EPISCOPAL CHURCH OF THE HOLY CROSS** purpose without specific written consent from the Supervisor.

I will avoid discussing without permission of my Supervisor:

- Church business in public places
- Internal matters about the Church
- Controversies in the presence of members and their families
- Any other confidential matters pertaining to members and their families
- Sensitive information and data such as business or financial data

I have signed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Redmond, Washington.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please sign, date this copy, and the additional copy you received, and return the additional copy to your supervisor or the Office Administrator within 5 days of receipt of this Manual.

## **MISSION STATEMENT**

*To create whole, healthy, thinking, committed disciples of Christ.*

## **INTRODUCTION**

The statements, policies and procedures outlined in this manual are intended to provide direction for staff members and employees' conduct at the Church. The Church will make every effort to follow the provisions of this manual. However, the Church reserves the right to modify, supplement, rescind or revise any provision of this manual, other than the employment-at-will provisions, as it deems necessary or appropriate. Employees will be advised of any changes that occur.

## **POLICIES, PROCEDURES, & ETHICAL STANDARDS**

### **CLASSIFICATION OF EMPLOYEES**

The Classification of an employee is determined in two ways. The first is how they are categorized within the structure of the church and the second defines their exemption status and eligibility for overtime, in accordance with State and Federal Law. Both of these factors are noted on the employees' Job Description (when available) or on the FELC Employee list.

### **CATEGORIES**

#### **Pastoral Staff Employees**

Definition: Ordained Pastors who are engaged and salaried by the Church on a full-time basis throughout the year, whose work requires an average of no less than 40 hours per week. Employees in this classification are exempt from overtime pay. Pastoral staff must be on the clergy roster of the ECUSA in America.

#### **Rostered Lay Ministers**

Rostered Lay Ministers who have received their certification from the church at large; who are engaged and salaried by the Church on a full-time basis throughout the year; whose work requires an average of no less than 40 hours per week. Employees in this classification are exempt from overtime pay. Rostered ministers must be on the lay minister roster of the Diocese of Olympia.

#### **Pastoral Ministry Interns**

Ministry Interns are students who are enrolled in seminary and work for one year as part of the congregation's program staff. All conditions of employment are stated in the Internship Agreement between the Intern, the seminary, and the congregation. Ministry interns are exempt from overtime pay.

### **Full-Time Program Staff Employees**

All employees in a Program Staff position who are engaged and salaried by the Church or School on a regular basis throughout the year whose work requires an average of no less than 40 hours per week. Best Beginnings is included under this category. Some positions within the Program Staff are given a Senior Program Staff title, dependent on the scope of the position and the experience of the person holding that position. Senior Program Staff are exempt from overtime pay.

### **General and Administrative Employees**

All employees of the Church and School who are engaged and salaried on a regular basis throughout the year, whose work requires an average of no less than 30 hours per week, 52 weeks per year (or in the case of Best Beginnings teachers, no less than 30 hours per week, for the duration of the school year).

### **Regular Part-Time Employees**

Employees hired for regular, continuous service and scheduled to work less than 30 hours per week on a regular basis. Employees in this category are subject to the provisions of their job descriptions in which any benefits will be specified.

### **Temporary Employees**

Employees hired for a definite period of time, but generally for not more than 1,040 hours in any 12 consecutive calendar month period, or for a specific project or projects. This category also includes, those employed on a casual or “on-call” basis, including summer or seasonal workers, and employees receiving benefits under the Social Security Act whose earnings are restricted by law. Employees in this category are subject to the provisions of their job descriptions and do not qualify for employee benefits.

### **Intern Employees**

Employees who are students, usually undergraduate, who are gaining work experience in their selected ministry concentration. An intern’s employment is typically a one-year term and temporary in nature. The internship experience is not a requirement within the student’s academic concentration towards graduation and therefore is unstructured.

Note: the above references to hours are for descriptive purposes only, and do not constitute an express or implied guarantee of hours an employee will or may work.

## **EXEMPTION STATUS**

Depending on a position’s duties and responsibilities, each position is classified as either “Exempt” or “Nonexempt” for payroll purposes. These two terms refer to whether or not an employee in that position is exempted from the overtime provisions of applicable State and Federal laws. The Rector and Vestry will determine if overtime pay is required for a position.

### **Exempt Status**

Employees whose positions meet the necessary legal requirements are classified as “Exempt.” Employees who are exempt from State and Federal overtime requirements do not receive

overtime pay even though they may work in excess of forty hours in a workweek from time to time. Exempt employees also do not lose pay for incidental time away from the job and are paid on a salaried basis. The fact that an employee may be salaried, as opposed to receiving hourly pay, does not mean his or her position is exempt. This definition depends on the nature of the position's duties, not how its incumbent is paid.

### **Nonexempt Status**

Employees whose positions do not meet certain State and Federal requirements necessary for exemption from applicable overtime laws are classified "Nonexempt". Nonexempt employees are paid a premium for overtime work. "Overtime work" is defined as work in excess of forty hours in a workweek. In compliance with Church policy, all overtime must be pre-approved by the employee's supervisor.

### **BONDING REQUIREMENTS**

In order to work in certain positions you may be required to present and maintain qualifications to be bonded. The Episcopal Church of the Holy Cross will pay for all bonding costs.

### **EMPLOYMENT-AT-WILL**

All employees should understand that employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Church or the employee. There is no agreement express or implied between the Church and the employee for continuing or long-term employment. Only the Rector and those supervisors and managers specifically authorized by the rector may employ, discharge and establish wages and salaries.

### **YOUR SUPERVISOR**

The person you are assigned to report to on the job is your immediate supervisor. This is the individual you generally should see first if you have any questions, complaints, problems or suggestions concerning your work duties.

### **RECRUITMENT AND EMPLOYMENT**

All terms and conditions of employment, compensation, advancement and promotion are decided without regard to race, religion (except as otherwise provided below), color, national origin, marital status, physical or mental disability, medical condition, sex or age. As permitted by law, administrative or teaching staff employees of the Church may be required to confess Christian faith and maintain a membership in a Christian church.

Employees are engaged to perform the duties as detailed in their Job Description. These duties may be revised from time to time by the Rector.

### **INITIAL EVALUATION PERIOD**

There will be a 90-day evaluation period for all new employees and other employees in new positions. This period of 90 days will be observed beginning with the employee's first working day. During that time, there will be conferences to discuss progress, performance, any difficulties and the solutions of such. The Supervisor or Rector shall be available to discuss problems and to assist the employee whenever possible. The Church reserves the right to extend this evaluation period, if it determines an extension is appropriate. The general at-will employment relationship applies to the evaluation period as well: Either the employee or the Church may end the employment relationship at will at any time during or after the evaluation

period, with or without cause or advance notice.

## **BACKGROUND CHECKING**

The Episcopal Church of the Holy Cross reserves the right to require employees or any other person of decision-making authority, or who works with children or young people, to undergo a criminal background check through Washington Access to Criminal History (WATCH). If a question arises from the background check (anything other than “no history found”), there may be limitations placed on the employment of the person, or the type of work the person performs, or the type of people that the person works/interfaces with.

The background check will be accomplished for regular employees and staff every two years. Only a small number of designated people will be given access to WATCH and all results of background checks will remain confidential.

### **Proof of U.S. Citizenship And / Or Right to Work**

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the United States.

## **PERSONNEL RECORDS**

Such personnel records as are necessary for the proper administration of the personnel system are maintained.

Two personnel files will be maintained, a Medical and Benefit file, which contains confidential medical and benefit forms (Worker’s Comp, etc.), and a general personnel file.

For purposes of this policy, the general personnel file consists of any information gathered by the church or by the Rector, wherever located and in whatever form, which relates to the:

1. individual’s application and/or resume, as well as notes from contacting references;
2. selection or non-selection;
3. promotions, demotions, transfers;
4. salary and leave;
5. performance evaluation forms; and
6. suspension, disciplinary actions, and termination of employment.

The following non-confidential information on each employee shall be maintained in the general personnel file:

1. Name;
2. Age;
3. Date of original employment;
4. Current position title;
5. Date of most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and
6. Location to which employee is currently assigned.

All information in an employee's personnel file not specified in the section above is confidential.

Employees must participate in keeping their personnel files up to date. Doing so can be important with regard to pay, deductions, benefits and other matters. If an employee has a change in any of the following items, that employee must be sure to notify his/her supervisor as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Church vehicles
9. Exemptions on his/her W-4 tax form
10. Required information on immigration or work status

A record shall be made of each disclosure and placed in the employee's file (except the employee and the supervisor).

An employee who objects to material in his/her file may place in the file a statement relating to the material considered to be inaccurate or misleading. The employee may annually petition that the Rector remove all information in the employee's personnel file(s). In such case, the Rector shall determine if there is any irrelevant or erroneous information in the file(s), and shall remove all such information from the file(s). If the employee does not agree with the Rector's determination, the employee may at his or her request have placed in the employee's file(s) a statement containing the employee's rebuttal or correction. The Rector reserves the right to remove or retain any personnel file information.

## **OUTSIDE EMPLOYMENT**

An employee may engage in work outside his/her regular work at the Church provided this work does not detract from the employee's job performance or is not detrimental to the Church's best interest and does not present a conflict of interest.

If the employee is unable to maintain acceptable performance standards following acceptance of outside employment, any performance deficiencies shall be discussed with the employee. If improvement does not occur, disciplinary action, up to and including termination of employment may need to be taken.

Any injuries suffered on an outside job are the responsibility of the other employer and are not covered by the Church's Workers' Compensation.

## **REDUCTIONS IN FORCE**

Under some circumstances, the Church may need to restructure or reduce its workforce. If it becomes necessary to restructure its operations or reduce the number of employees, the Church will attempt to provide advance notice, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

## **STATEMENT OF EQUAL EMPLOYMENT POLICY**

The policy of the Church applies to recruiting, hiring, promotions, transfers, compensation, professional development, layoff, discharge and disciplinary procedures and practices without regard to race, color, national origin, marital status, physical or mental disability, medical condition, sex or age.

As permitted by law, administrative or teaching staff employees of the Church may be required to confess Christian faith and maintain a membership in a Christian church.

Each staff member and employee is responsible for helping the Church maintain a climate that provides equal opportunity for all.

## **CONDUCT GUIDELINES**

When a group of people are working together, it is necessary to have common rules of conduct so that the actions of one individual will not be detrimental to other employees or the Church.

The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work here and to insure that all employees work under the same conditions.

All employees, members and visitors should be treated with kindness, friendliness, patience and respect. Employees should refrain from gossip, loud talking and other forms of conduct which could disturb and detract from the professionalism of the Church.

## **ATTENDANCE POLICY**

The Church relies on its employees to productively contribute to the success of its mission. Unnecessary absenteeism and tardiness is expensive and disruptive to the Church and places an unfair burden on other employees. It is essential that all employees' attendance be regular and punctual. Whenever possible, the Church requests reasonable advance notice if an employee is going to be absent from work. From time to time, however, the Church recognizes that some absences are unavoidable. In those situations, an employee should notify the Supervisor, or the Administrator if the Rector is unavailable, as soon as possible if he/she is to be absent, so that other arrangements may be made if necessary. The reason for the absence should be given. An absence due to illness will be compensated from an employee's earned sick leave time.

If you are unable to report to work or if you will arrive late, you must call in and advise your immediate supervisor on or before your starting time each day. If your immediate supervisor is not in the office you may leave a message with the voicemail system.

Excused absences will not count against the employee's attendance record. Examples of excused absences include but are not limited to:

- Sick time<sup>1</sup>
- Maternity or family medical leaves of absence (in accordance with applicable Federal and State laws)

- Work-related injuries (Workers' Compensation)
- Bereavement leaves of absence
- Jury duty
- Pre-approved time off

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<sup>1</sup>Employees may be asked for a doctor's note, should they be out sick for three or more days.

Unexcused absences will count against the employee's attendance record. Examples of unexcused absences include but are not limited to:

- Early departures
- Tardiness
- Non-pre-approved time off, other than sick time

Any employee whose attendance or punctuality is less than satisfactory will be subject to disciplinary action, up to and including termination.

### **DRESS CODE**

Employees are expected to wear clothing appropriate for the nature of our service and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. If there is any question about the appropriateness of dress, the Rector will provide consultation and be the ultimate authority.

### **PERSONAL PHONE CALLS AND POSTAL MAIL**

Personal phone calls should occur, whenever possible, during the lunch break; they must not interfere with the ability to conduct business, (i.e. tie up phone lines during busy periods) and should be only toll-free calls. Abuse of this privilege may result in disciplinary measures. Employees may not use The Episcopal Church of the Holy Cross's address as a personal mailing address.

### **TECHNOLOGY**

#### **Technology Resources Definition**

Technology resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; lap top computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services such as the internet; electronic mail; telephones, cellular phones; pagers; and voice mail systems.

The Church provides various technology resources to authorized team members to assist them in performing their job duties for the Church. Each team member has the responsibility to use these technology resources in a manner that increases productivity, enhances the Church's public image, and is respectful to other team members. Failure to follow the Church's policies regarding its technology resources may lead to disciplinary measures, up to and including

termination of employment.

### **Authorization**

Access to the Church's technology resources is within the sole discretion of the Church.

Generally, team members are given access to various technologies based on their job function. Only team members whose job performance will benefit from the use of the Church's technology will be given access to that technology. Additionally, team members must successfully complete training approved by the Church before being given access to these technology resources.

### **Use**

The Church's technology resources are to be used by team members only for the purpose of conducting business for the Church. Team members may, however, use the Church's resources for the following incidental personal uses so long as such use does not interfere with the team member's duties, is not done for pecuniary gain, does not conflict with the Church's business, and does not violate any policy of the Church:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental data (such as personal calendars, personal address list, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary local personal calls. (The employee will be expected to use their own calling card or cell phone for all personal toll calls and long distance calls);
- To access the internet for brief, personal searches and inquiries during meal times or other breaks or outside of work hours, provided the team member adheres to all other usage policies.

Team members may not use computers assigned to other team members without their permission.

The Church assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Church's technology resources. The Church accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voice mail communications or any personal data stored on any of the Church's technology resources.

### **Improper Use**

Prohibition against harassing, discriminatory and inflammatory use:

The Church is aware that team members use electronic mail for correspondence that is less formal than written memoranda. Team members must take care, however, not to let informality degenerate into improper use. For example, the Church prohibits harassment, and does not tolerate discrimination based on gender, pregnancy, child birth (or related medical conditions), race, color, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, family care, or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances may team members use the Church's technology resources to transmit, receive, or store any information that is discriminatory,

harassing, or defamatory in any way such as sexually explicit or racial messages, jokes, or cartoons.

### **Prohibition against violating copyright laws**

Team members must not use the Church's technology resources to copy, retrieve, forward or send copyrighted materials unless the team member has the author's permission or proper release/permit or is accessing only a single copy for the team member's reference.

### **Other prohibited uses**

Team members may not use any of the Church's technology resources for any illegal purposes, violation of any policy of the Church, in any manner contrary to the best interest of the Church, in any way that discloses confidential or proprietary information of the Church or third parties or for personal pecuniary gain.

### **Access to the Church's Technology Resources**

All messages sent and received, including personal messages, and all data and information stored on the Church's electronic mail system, voice mail system, or computer system are property of the Church regardless of the content. As such, the Church reserves the right to access all of its technology resources, including its computer, voice mail, and electronic mail systems, at any time, at its sole discretion.

### **Privacy**

Although the Church does not wish to examine the personal information of its team members, on occasion, the Church may need to access the technology resources, including computer files, electronic mail messages, and voice mail messages. Team members should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the Church's technology resources, including personal information or messages. The Church may, at its discretion, inspect all files or messages on its technology resources at any time for any reason. The Church may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

### **Passwords**

Certain of the Church's technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any team member of the Church. Thus, even though team members may maintain passwords for accessing technology resources, team members must not expect that any information maintained on technology resources, including electronic mail and voice mail messages, are private. Team members are expected to maintain their passwords as confidential. Team members must not share passwords and must not access coworkers' systems without express authorization. No non-team members will be permitted to access the Church's internet services.

### **Data Collection**

The best way to guarantee the privacy of personal information is not to store or transmit it on the Church's technology resources. To insure that team members understand the extent to which

information is collected and stored, below are examples of the information currently maintained by the Church. The Church may, however, at its sole discretion, and at any time, alter the amount and type of information that it retains.

### **Deleted Information**

Deleting or erasing information, documents, or messages maintained on the Church's technology resources is, in most cases, ineffective. All team members should understand that any information kept on the Church's technology resources may be electronically recalled or recreated regardless of whether or not it may have been deleted or erased by a team member. Because the Church periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, team members who delete or erase information should not assume that such information or messages are confidential.

## **INTERNET AND ON-LINE ACCEPTABLE USE POLICY**

The Church provides authorized team members access to on line services such as the Internet. In order to ensure compliance with the copyright law, and protect ourselves from being victimized by the threat of viruses or hacking into our server, the Church expects the team members to use these services in a responsible way and for business related purposes only. Under no circumstances are team members permitted to use the Church's technology resources to intentionally access, download, or contribute to the following:

- Gross, indecent, pornographic, or sexually oriented materials
- Gambling sites
- Illegal, drug oriented sites
- Illegal transfer of copyrighted material

The introduction of viruses, or malicious tampering with any computer system, is prohibited. Any such activity may result in termination.

Additionally, team member must not sign guest books to web sites or post messages to Internet news groups at web sites. These actions will generate junk electronic mail and may expose the Church to liability or unwanted attention because of comments that team members may make. The Church strongly encourages team members who wish to access the Internet for non-work related activities to get their own personal Internet access accounts.

Alternate Internet Service Provider connections to The Episcopal Church of the Holy Cross's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third-party. Employees must exercise caution and care when transferring such material in any form.

### **Confidentiality**

Some of the information to which the Church has access is confidential. Team members should not send confidential information over the Internet except when absolutely necessary. Team

members should also verify electronic mail address before transmitting any messages.

## **SOFTWARE USE AND ANTI-PIRACY POLICY**

*These policies are based in part on material published by the Software Publisher's Association Anti-Piracy initiatives.*

### **General Statement of Policy**

It is the policy of The Episcopal Church of the Holy Cross to respect all computer software copyrights and to adhere to the terms of all software licenses to which The Episcopal Church of the Holy Cross is a party. The Episcopal Church of the Holy Cross will take all steps necessary to prohibit users from duplicating any licensed software or related documentation for use either on The Episcopal Church of the Holy Cross premises or elsewhere unless The Episcopal Church of the Holy Cross is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or The Episcopal Church of the Holy Cross to both civil and criminal penalties under the United States Copyright Act.

The Episcopal Church of the Holy Cross must not permit any employee to use software in any manner inconsistent with the applicable license agreement, including giving or receiving software or fonts from clients, contractors, congregational members and others.

### **Acquisition of Software**

All software acquired by The Episcopal Church of the Holy Cross must be purchased through the Administrator. Software may not be purchased through user corporate credit cards, petty cash, travel or entertainment budgets.

### **Registration of Software**

When The Episcopal Church of the Holy Cross receives the software, Administrator must receive the software first to complete registration and inventory requirements before installation. In the event the software is shrink-wrapped, the designated recipient is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of The Episcopal Church of the Holy Cross.

### **Installation of Software**

After the registration requirements above have been met, the software will be installed by the Administrator or person granted permission by him/her. Once installed, the original media will be kept in a safe storage area maintained by the Administrator. User manuals, if provided, will either reside with the user or reside with the Administrator.

### **Home Computers**

The Episcopal Church of the Holy Cross's computers are organization-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on The Episcopal Church of the Holy Cross's machines. Users are not permitted to bring software from home or elsewhere and load it onto The Episcopal Church of the Holy Cross's computers. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on The Episcopal Church of the Holy

Cross's computer. If a user is to use software at home, The Episcopal Church of the Holy Cross will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If a user needs to use software at home, he/she should consult with the Administrator to determine if appropriate licenses permit home use.

If the Administrator determines home use is permissible under the relevant software license agreement, then in exchange for the privilege of home use, the employee must expressly agree to the following terms and conditions of home software use:

1. To install only the permissible number of copies of The Episcopal Church of the Holy Cross's software to my home computer as determined by The Episcopal Church of the Holy Cross's Minister of Technology Resources under the relevant software license agreement;
2. To use the Episcopal Church of the Holy Cross's software consistently with the software's license agreement and The Episcopal Church of the Holy Cross's software policy, including, but not limited to, restricting the software's use to The Episcopal Church of the Holy Cross's business only; AND
3. To subject my home computer with The Episcopal Church of the Holy Cross's software to periodic software audits to ensure the Episcopal Church of the Holy Cross's software compliance, consistent with the Quarterly Audits section below.
4. To remove the Episcopal Church of the Holy Cross's software from my computer and return any materials that I may have relating to The Episcopal Church of the Holy Cross's software back to The Episcopal Church of the Holy Cross, should I cease to work for The Episcopal Church of the Holy Cross. I understand that continued use of the software may subject me to potential civil liability.

### **Shareware**

Shareware software is copyrighted software that is distributed via the Internet. It is the policy of The Episcopal Church of the Holy Cross to pay shareware authors the fee they specify for use of their products. Under this policy, acquisition and registration of shareware products will be handled the same way as for commercial software products.

### **Penalties and Reprimands**

According to the US Copyright Act, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. A The Episcopal Church of the Holy Cross user who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstances.

### **Software Code of Ethics**

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to The Episcopal Church of the Holy Cross's standards of conduct. The following points are to be followed to comply with software license agreements:

1. All users must use all software in accordance with its license agreements and the Episcopal Church of the Holy Cross's software policy. All users acknowledge that they do not own this software or its related documentation, and unless expressly authorized by the software publisher, may not make additional copies except for archival purposes.
2. The Episcopal Church of the Holy Cross will not tolerate the use of any unauthorized copies of software or fonts in our organization. Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment. All users must not condone illegal copying of software under any circumstances and anyone who makes, uses, or otherwise acquires unauthorized software will be appropriately disciplined.
3. No user will give software or fonts to any outsiders including staff, congregational members, and others. Under no circumstances will software be used within The Episcopal Church of the Holy Cross that has been brought in from any unauthorized location under The Episcopal Church of the Holy Cross's policy, including, but not limited to, the Internet, the home, friends and colleagues.
4. Any user who determines that there may be a misuse of software within the organization will notify the Administrator or their immediate supervisor.
5. All software used by the organization on organization-owned computers will be purchased through appropriate procedures.

### **ANTI-HARASSMENT POLICY**

The Church is committed to providing a work environment that is free from unlawful harassment. In keeping with that commitment, the church maintains a strict policy prohibiting harassment based upon race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, exercise of rights relating to family care leave, or status as a disabled veteran, Vietnam era veteran, or other eligible veteran. This policy prohibits unlawful harassment, including verbal, physical and visual harassment.

Any employee who believes that he or she has been the victim of unlawful harassment should immediately report the matter to his or her Supervisor, Administrator or the Rector.

Complaints of harassment will be promptly investigated. To the fullest extent practicable, The Episcopal Church of the Holy Cross will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, we will take corrective action, including such discipline up to and including termination.

### **SEXUAL HARASSMENT**

As part of our church's continuing efforts to comply with Washington State law and pursuant to recent guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, our church endorses the following policy:

It is the policy of the Church to foster a work environment free of sexual harassment. Sexual harassment of any kind will not be tolerated and will be dealt with as a serious violation of Church policy, which will result in appropriate disciplinary action, up to and including termination.

Sexual harassment may be overt, or it may result from a "hostile environment". Overt, or "quid pro quo" sexual harassment occurs when a tangible employment action, such as promotion or demotion, results from a refusal to submit to a sexual demand, or acquiescence with that

demand. A “hostile work environment” exists when a supervisor’s conduct causes anxiety and “poisons” the work environment. It may consist of unwelcome sexual flirtation, propositions, or other abuses such as the use of degrading language or the display of sexually explicit or suggestive pictures. Conduct which often appears to be innocent can create such a hostile environment.

It is the responsibility of management to maintain a harassment free work environment and to monitor compliance with this policy. Management is also responsible for assuring that all complaints of sexual harassment are investigated immediately and that appropriate action is taken. Any observed violations of this policy, between any two employees at any level, should be acted upon by management and reported to the Rector. Any inappropriate conduct by temporary employees, vendors, suppliers, or other visitors to the Church’s facility should be reported and similarly dealt with.

The Church expects all employees to be aware of this policy. The Church will provide all employees with a brochure on sexual harassment, in compliance with Federal and State law. All employees who feel they are victims of sexual harassment and are unable to resolve the problem with the person committing the harassment, are to report violations to their immediate supervisor, the Administrator or the Rector. Should employees observe violations of the sexual harassment policy, between any two employees at any level, they are to similarly report these violations.

At the discretion of the employee, the violation may be reported to the Senior Warden or to the Diocesan Misconduct Officer

### **Complaint Procedure**

Any employee who believes that they or another employee have been or are a victim of sexual harassment, are to immediately report their complaint following the procedure below.

- An employee who feels that he/she has been or is being sexually harassed by another employee, including any member of management is to immediately inform the individual engaging in the offensive conduct to stop.
- If the harasser does not stop the offensive behavior towards the employee, or if the employee feels that the first occurrence of sexual harassment warrants a formal complaint, the employee is to notify their Supervisor, Administrator or the Rector of the facts of the incident(s) and the name(s) of the individual(s) involved. Should the employee’s complaint be against their Supervisor, they are to report the incident(s) to the Rector, Senior Warden or the diocesan Misconduct Officer.
- Employees, who observe sexual harassment toward another employee who is not able to resolve the harassment themselves, are to report the incident(s) to their Supervisor, the Vice President for Personnel, or Rector.
- If members of management observe sexual harassment, they are to take immediate action to stop it.
- If any employee feels uncomfortable dealing with the alleged harasser or his/her Supervisor, the employee should bring the matter to the attention of the Rector.

- The Rector will investigate all claims of sexual harassment.
- If the Rector determines that sexual harassment is proven, necessary steps will be taken promptly to prevent the sexual harassment, including appropriate disciplinary action, up to and including termination. The action taken will be communicated to the complainant, and any additional necessary remedial action will be considered.
- Employees should be confident that a complaint of sexual harassment will be resolved satisfactorily without retaliation in accordance with the Church's policies and procedures.

Retaliation by any employee, at any level, for filing or pursuing a complaint of sexual harassment, will not be tolerated. To the extent possible, all supervisors involved should attempt to keep all complaints and related information confidential except as to those individuals who need the information to investigate, evaluate or take action in response to the complaint.

### **Potential Liability**

All Supervisors should be aware that the harasser, as well as any management representative who knew about the harassment and condoned or ratified it, may be held personally liable for damages.

### **Reporting and Raising Questions**

The Church recognizes that the question of whether or not a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, it is recognized also that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all employees will continue to act responsibly to establish a pleasant working environment free of discrimination. The Church encourages any employee to raise questions he or she may have regarding discrimination with the Administrator or the Rector.

## **DRUG-FREE WORKPLACE**

### **Purpose of Guideline**

It is the intent of the Church to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its team members. The Church has a vital interest in maintaining safe and efficient working conditions for its team members. Substance abuse is incompatible with health, safety, efficiency, and success at the Church. Team members who are under the influence of a drug or alcohol on the job compromise the Church's interests, endanger productivity, or create a disruptive working environment.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its team members, and to protect its business, property, and operations, the Church has established this guideline concerning the use of alcohol and drugs. As a condition of continued employment with the Church, team members must abide by this guideline.

## **Prohibited Conduct**

### **Scope**

The prohibitions of this section apply wherever the interests of the Church may be adversely affected, including any time a team member is:

- On the Church premises;
- Conducting or performing business directly related to the Church, regardless of location; or
- Operating or responsible for the operation, custody, or care of the Church equipment or other property.

### **Alcohol**

The following acts are prohibited and subject team member to discharge:

- Unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- Being under the influence of alcohol while conducting any church business, or at any church-sponsored gathering or retreat.

### **Illegal Drugs**

The following acts are prohibited and subject team member to discharge:

- Use, possession, purchase, sale manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- Being under the influence of any illegal drug or other controlled substance at any time.

### **Legal Drugs**

The following acts are prohibited and subject team members to discharge:

- Abuse of any legal drug;
- Purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- Working while impaired by the use of a legal drug whenever such impairment might:
  - Endanger team member's safety or the safety of any other person;
  - Pose a risk of significant damage to property belonging to the Church; or
  - Substantially interfere with team member's job performance or the efficient operation of the Church's business.

## **Disciplinary Action**

### **Discharge for Violation of Guideline**

A first violation of this Guideline may result in immediate discharge.

### **Discretion Not to Discharge**

The Church, at the discretion of management, may choose not to discharge team member for a first violation of this Guideline if team member has successfully completed his/her introductory period and is not a casual, seasonal, or temporary team member, and if the violation did not:

- Cause an injury to or endanger team member's safety or the safety of anyone else;
- Result in significant damage to property belonging to the Church or pose a risk of significant damage; or
- Involve the possession of illegal drugs or other controlled substances.

Such a discretionary choice by the Church not to discharge is conditioned on team member's satisfactorily completing an approved drug or alcohol abuse assistance or rehabilitation program when recommended by the Church.

If the team member is not discharged for a first violation of this Guideline, he/she will receive a final written warning and immediate suspension without pay for a period of seven (7) calendar days.

### **Effect of Criminal Conviction**

If team member is convicted under a criminal drug statute for a violation occurring in the workplace or during any activity or event directly related to the Church, he/she will be deemed to have violated this Guideline.

### **Effect of Second Violation**

A second violation of this Guideline at any time will result in immediate discharge.

### **Effect of Discharge on Eligibility for Rehire Following a Second Violation**

If team member is discharged for a violation of this Guideline, he/she will not be eligible for rehire by the Church.

### **Use of Legal Drugs**

The Church recognizes that a team member may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, result in impairment. Team member may not work while he/she is impaired by the use of legal drugs if the impairment might endanger team member or someone else, pose a risk or significant damage to property belonging to the Church, or substantially interfere with job performance. If team member is so impaired by the appropriate use of legal drugs, he/she may not report to work. To accommodate the absence, team member may use accrued sick leave or vacation time. Team member may also contact their supervisor who will speak with the Rector to determine whether or not he/she qualifies for an unpaid leave of absence, such as family care leave. Nothing in this Guideline is intended to sanction the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish the Church's commitment to employ and reasonably accommodate qualified disabled individuals.

## **Authorized Conduct**

### **Customary Use of Over the Counter Drugs**

Nothing in this Guideline is intended to prohibit the customary and ordinary use of over-the-counter drugs, so long as such activity does not violate any law or result in team member or anyone else being under the influence of drugs in violation of this Guideline.

### **Off-the-Job Conduct**

This Guideline is not intended to regulate a team member's conduct while off the job, so long as off-the-job use of alcohol or legal drugs does not result in a team member being under the influence of, or otherwise impaired by, the use of alcohol or legal drugs in violation of this Guideline.

### **Authorized Use of Alcohol**

The Church may provide alcohol for consumption at certain approved events (e.g., social functions, Holy Communion). The consumption of alcohol at these events authorized by the Rector or the Congregational Council does not violate this policy, so long as use of alcohol does not result in a team member being under the influence of, or otherwise impaired by, the use of alcohol.

### **Drug and Alcohol Testing**

The Church is committed to provide a loving, caring and safe environment to carry out our Christian ministry that adheres to our Core Values. In keeping with this commitment, employees may be asked to provide body substance samples (e.g. blood and urine) to determine the use of illegal drugs or alcohol. The Church will attempt to protect the confidentiality of all tests results.

The Church reserves the right to test employees for drug and/or alcohol use, with or without cause.

Any driver who refuses to be tested under the provisions of the DOT regulations will not be permitted to operate a Church vehicle.

Questions concerning this policy or its administration should be directed to the Rector.

### **Confidentiality**

Disclosures a team member makes to the Church concerning use of legal drugs or participation in any drug or alcohol counseling or rehabilitation program will be treated confidentially.

## **PHYSICAL EXAMINATION AND TESTING**

The Episcopal Church of the Holy Cross reserves the right to require employees, under certain circumstances, to undertake drug screen analysis or to take a physical examination conducted by a church-appointed physician if a question arises about an employee's physical or mental capacity to perform his/her job.

## **HOME OFFICE POLICY**

The Church permits employees to maintain a home office as determined appropriate by the Administrator or the Rector. Periodic review of the effectiveness of the home office shall take place.

All costs for equipment associated with the home office will be determined by the staff person, the Administrator or the Rector. Costs include purchase price, maintenance and insurance coverage, utilities, and fees for all necessary equipment.

The home office does not change the employee's work location and employees are still responsible for all costs associated with travel to and from the Church office, when they are required to report to their work location.

Employees who have a home office will not conduct meetings in their home, without proper authorization liability insurance, etc. The Rector should be consulted prior to scheduling.

Employees are responsible for contacting local governmental agencies for required licenses (if any) needed to maintain a home office.

Employees are responsible for any costs of obtaining tax advice about a tax deduction for a home office. Employees are responsible for any tax liability should they claim such an expense and it is later disallowed by the Internal Revenue Service.

Employees who work in a home office must maintain the security of all confidential and/or sensitive information and other proprietary information, as if they were working in the office. All security procedures apply, regardless of whether the employee is in the workplace or telecommuting.

Employees who work in a home office are responsible for following all safety rules. The Church may conduct unannounced visits to home offices to ensure that all safety and security procedures are being followed.

The ability to work from a home office does not change the performance level expected from an employee.

Employees who are subject to overtime laws still are required to adhere to their beginning and ending work times, break times and meal breaks. Time records must continue to be kept, if required.

## **SOLICITATION / DISTRIBUTION POLICY**

The Church strictly prohibits any form of solicitation of employees or distribution of non-Church materials at any time on Church premises or other locations where Church activities are conducted. This is to insure that:

- Disruption of Church operations and disturbance of visitors will not occur on Church premises at any time.
- Employees are not subject to actual or perceived pressure to support an activity which they might not ordinarily support.

Persons not employed by the Church may not solicit or distribute non-Church literature on Church premises at any time or for any purpose.

This policy should not be perceived as preventing management from using its discretion to distribute information or inform employees of Church-approved solicitations.

## **MEDIA CONTACTS**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Administrator or the Rector may comment on Church policy or events that have an impact on the Church. All employees are required to direct any media request for interviews, information or opinions to the Administrator or the Rector.

## **REQUESTS FOR INFORMATION REGARDING CURRENT OR FORMER EMPLOYEES**

The Church is extremely concerned about the accuracy of information provided to outside individuals regarding current or former employees. Consequently, no employee may provide (either on or off-the-record) any information regarding current or former employees without the specific written approval of the Rector. This includes letters of reference.

The Rector should be promptly advised of any formal or informal requests for information about current or former employees. The Rector will normally verify, upon written request, only an employee's dates of employment, position or positions held, and rate of pay. A written disclosure and/or release may be required before any information is furnished.

## **DESK INSPECTION**

Some employees are provided desks for their use during work. Employees should remember that all desks are the property of the Church and that the Church reserves the right to open and inspect desks, as well as any contents, effects, or articles that are in the desks. Such an inspection can occur at any time, with or without advance notice or consent. Any inspection may be conducted before, during, or after hours by a supervisor, the Rector, or security personnel designated by the Church.

Illegal materials or substances, weapons, explosives, and alcohol may not be placed in a desk. Perishable items should not be stored in desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection, will be subject to disciplinary action, up to and including termination.

## **USE OF VEHICLES ON CHURCH BUSINESS**

### **Personal Automobile**

Team members may be required to use their personal automobiles on Church business. However, team members may not drive their personal automobiles on Church business unless they have received permission from their supervisor or the Administrator. Team members must have a copy of a current valid Washington driver's license and proof of insurance for at least the statutory minimum on file with the Church. These records must be kept current during team

members' employment.

### **Church Vehicles**

Team members may be entitled to drive a vehicle belonging to The Episcopal Church of the Holy Cross on business directly related to the Church. If so, team members must provide a copy of a current license and complete a vehicle insurance questionnaire in the office of the Administrator. These must be kept current during the team member's employment. Management may ask for a DMV record check at any time as necessary. Management retains the right to revoke the team member's right to drive a vehicle belonging to The Episcopal Church of the Holy Cross for any reason including, but not limited to, such things as a revoked or suspended driver's license, a moving violation or accident, or any situation which makes the team member uninsurable or insurable only at a higher than standard rate. The Church will pay for insurance and maintenance on vehicles owned by The Episcopal Church of the Holy Cross.

### **Vehicular Accidents**

This policy provides guidelines for management and team members to follow in the event an accident should occur while driving a Church vehicle.

In the event of an accident, a team member must adhere to the following procedure:

- Do not argue, do not admit liability and do not make a statement to anyone except the police, your supervisor or senior Church representative.
- Obtain the names and addresses of other driver(s), witnesses, injured person(s), owner of other vehicle(s) and the insurance carriers of other driver(s).
- Note these items:
  - Speed of each vehicle with its direction of travel
  - Signal given by each driver, if any
  - Place and time of accident
- Promptly contact the Administrator
- Accident reports and insurance company contacts will be promptly handled by a Church designated representative
- Employees are expected to co-operate with insurance company investigators and attorneys representing the Church's interests.

## **HEALTH & SAFETY**

### **SAFETY POLICY**

Every employee should understand the importance of safety in the work place. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, the Church emphasizes “safety first” and expects all employees to take steps to promote safety in the work place.

It is the responsibility of every employee to correct unsafe conditions. Report all unsafe conditions and fire hazards immediately. All accidents should be reported immediately and a complete written report is due by the end of the day. Whenever an employee identifies an unsafe condition or an occupational safety and health risk, he/she should report the matter immediately to his/her supervisor or the Administrator or the Rector.

It is also your obligation, by law (OSHA) to promptly report to The Episcopal Church of the Holy Cross any and all injuries or illnesses, not matter how minor, which you incur on the job. Always wear or use the protective apparel (i.e. respirators, safety glasses, etc.) which are required for the work you do.

It is the responsibility of all employees to understand their role in an emergency. This includes understanding and familiarization with location and operation of fire alarm boxes, location and operation of fire extinguisher, reporting a fire to the fire department and knowledge of all fire exits.

### **WORKPLACE SECURITY POLICY**

The Church is committed to providing a violence-free workplace for its employees. In keeping with this commitment, it has established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons who are either on Church premises or have contact with employees in the course of their duties. Security and safety in the workplace is every employee’s responsibility.

Employees who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including termination.

Every verbal or physical threat of violence must be treated seriously and reported immediately to the employee’s supervisor and the Rector. The supervisor and/or the Rector will have the responsibility to consult with appropriate resources and witnesses. Where a violation of the policy is found, the Rector will take appropriate corrective action.

In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact the Rector, and, if appropriate, contact law enforcement authorities by dialing 911.

Employees should immediately inform their supervisor and/or the Rector about any workplace security hazards, so that appropriate action can be taken.

## **EMERGENCY PROCEDURES**

### **NOTIFY OFFICE STAFF IMMEDIATELY**

1. If serious and immediate medical care is needed:
  - A. Apply First Aid.
  - B. Call paramedics at Fire Department - dial 911.
  - C. Notify proper relative.
  - D. Should the paramedics transport the person to the hospital, the person in charge shall accompany the person.
2. If less serious, locate the proper relative of the person. If you fail to reach a proper relative at home or work, stay with the person until someone can be located.

### **Fire Extinguisher Operation Instructions**

1. Remove from wall hanger or strap/clamp bracket.
2. Grasp unit and pull red lock pin from lever and handle.
3. Hold unit upright with hand under handle and thumb on top of lever. (Unit is designed to discharge ONLY IN UPRIGHT POSITION).
4. Keep safe distance from fire (at least 6 feet) and near an exit.
5. Aim nozzle at base of fire (not at flames or smoke).
6. Do not get too close as the discharge stream may scatter the fire.
7. Press lever downward and spray (powder stream will shoot over 10 foot distance) at base of flame in quick, side-to-side motion to erase flames.
8. When extinguishing agent comes in contact with the fire, the fire will flare and appear to grow larger. Do not panic. This condition is normal and temporary.
9. Make sure the fire is completely extinguished and watch carefully for "flashback".

### **Earthquake Drills**

Earthquake drills are as follows:

If inside the room, all employees should find a place under tables away from windows. Everyone should take a crouching position with head down, covering the back of neck with hands. After initial shock, all employees will exit when given "all clear" signal.

If outside during either type of drill, remain away from buildings and any fallen objects, and when the "all clear" signal is given, move to parking lot area.

## **SMOKING POLICY**

Smoking is not allowed in any interior area of the facility.

## **INCLEMENT WEATHER/NATURAL DISASTER**

Conditions that may excuse absence from work include: heavy snow, ice-covered roads, severe flooding, etc. If weather conditions prevent you from safely traveling to work, you must notify the Rector or Office Administrator as soon as possible.

## **EMPLOYEE BENEFITS**

Note: The following benefit descriptions are not guarantees that such benefits shall be continued. The Church reserves the right to adjust or discontinue employee benefits, except those required by applicable law, for any reason, at any time, without notice. The Church will endeavor to provide advance notice of such changes to employees.

### **COMPUTATION OF SERVICE TIME**

In computation of service time, time absent from work for sick leave, vacation, study leave, if any, shall be included. Leave of absence without pay shall not be included.

In determining eligibility for vacation or leave with pay, computation of service time shall be based on the date of employment beginning with the Church.

### **COMPENSATION AND EVALUATION**

#### **Compensation**

It is the responsibility of the Rector to establish the compensation package for all employment positions. The Church's policy is to provide pay opportunities which: (1) are sufficiently competitive in relevant markets to enable the Church to recruit and retain qualified personnel; (2) equitably reflect internal job relationships based on job content; and (3) enable recognition of an individual employee's performance.

#### **Performance and Compensation Evaluation**

The compensation of all employees shall be evaluated annually prior to the preparation of the Church budget. The Rector and with the assistance of the Senior Warden and the Treasurer shall develop salary adjustments for all employees. Such evaluation shall have the objective of determining the effectiveness of the employees in their positions, and any merit increase, which may appropriately be granted or recommended.

### **ANNUAL EMPLOYEE REVIEW**

Each employee will have an annual performance review. Such reviews shall be both general; relating to the total work of the individual, and specific, relating to identified programs and activities; and are to be made in view of the individual's responsibilities as described in the current Job Description. The purpose of the review is to enhance the individual's effectiveness and, subsequently, the congregation's life and work.

Performance reviews shall be conducted by a review team, which consists of the immediate supervisor of the employee and possibly members of the personnel committee. A final written review will be completed. There will be an opportunity to read and sign the review. The employee may accept the evaluation or write a statement concerning any points on which he/she disagrees. The evaluation and any statement(s) will become a part of the employee's personnel file.

The review will be conducted annually and focus, where applicable, on:

1. Program development
2. Work Performance
3. Effectiveness of relationship with the staff, council, committees, and the congregation in general
4. Professional growth and development
5. Suggested goals for the coming year
6. An analysis of progress made toward the goals set during the previous annual review
7. Other subjects as determined by the immediate supervisor or the employee

Additional reviews or evaluations may be performed at any time and should be considered whenever requested by the employee. Minimum periodic requirements:

1. Prior to the end of a probationary period of a new employee
2. At the end of the first six months of employment
3. At the end of the first year of employment
4. At the time of reassignment to a different job function
5. At any other time to record a significant event or discussion with the employee. (For example, commendations for an act of particular merit, record of written warning or disciplinary action, job offer refusal, or a matter of record considered important to the employee's history record.)

Vacation scheduling restrictions by job title: (In lieu of Job Descriptions)

## **LEAVE OF ABSENCE**

### **Disability (Including Pregnancy) Leave Of Absence**

The Church may grant an unpaid leave of absence for illness, disability or pregnancy for up to ninety (90) days. To request a disability leave of absence, an employee should submit, or have someone submit for him or her, a statement of ill health or disability from that employee's doctor. (Pregnancy is treated, for the purposes of policy, the same as an illness or disability.) If the leave must extend beyond ninety (90) days, the employee may request extensions in thirty (30) day increments up to a maximum of one (1) year.

In the case of pregnancy, the employee should inform her supervisor as soon as possible of the date the employee and her doctor anticipate that she will begin her leave. The employee's job status will be protected to the extent that, as required by Washington law, she will be reinstated to her position, or one with equivalent pay and benefits, subject to the provisions of Washington law, upon return from her leave. To do so, the employee must provide timely notice of her leave, and return on the established ending date of that leave.

At the time the disability leave begins, vacation time previously earned (but not used) at that time will be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days. This policy applies to all employees. An employee should review the group insurance booklet to determine insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to the Church's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions as to their health will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position will not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should attendance or job performance suffer during the period preceding and/or following a disability leave, the Church will accommodate that employee to the extent provided by law. The Church is under no obligation to reduce the employee's work load, or to assign fewer than the usual hours of work.

### **Returning From a Leave Of Absence**

An employee must advise the Church fifteen (15) days prior to his or her expected return date that he or she intends to return from a leave of absence. When that employee returns, he or she will be placed in his or her regular job if such position remains and is available. If the Church has had to eliminate or fill that position while the employee was on leave, he or she will be assigned to an open position for which that employee is properly qualified. If no such position exists, the employee will be placed on layoff status.

If an employee does not return from your leave of absence on the day indicated in his or her original application or in any approved extension, or within three (3) days of release by his or her doctor if that employee has been on a disability leave of absence, the employee will be considered to have voluntarily resigned from employment with the Church as of the day on which the employee began his or her leave of absence.

### **Bereavement Leave**

You may take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family (a spouse, parent, spouse's parent, child, spouse's child, brother, or sister).

You may take up to one (1) full day with pay in the case of a death of a grandparent, your spouse's grandparent or sibling, or any member of your extended family living in your home.

With your supervisor's approval, you may take up to one (1) full day without pay to attend funerals of other relatives and friends. If you prefer, a day of earned vacation may be used for this purpose.

An excused absence for family death may not be retroactive, postponed or split. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work.

### **Family and Medical Leave of Absence (FMLA)**

Holy Cross has elected to provide family medical leave benefits similar to those provided by federal law, even though that law does not apply to the Church.

An employee may take up to twelve weeks' unpaid leave in any twelve-month period because of:

1. the birth, adoption, or foster care of a child;
2. the need to care for a child, spouse, or parent with a serious health condition; or
3. the employee's own serious health condition makes the employee unable to perform functions of his or her job. A "serious health condition" is an illness, injury, or condition: (a) that requires inpatient hospital care; (b) that lasts more than three days and requires continuing treatment by a health care provider; (c) that involves pregnancy; or (d) is a long-term or permanently disabling health condition.

Where possible, an employee requesting family medical leave should provide at least thirty days' notice of the leave. The Church may require a doctor's certification of the employee's health condition. It may also require certification that an employee is able to return to work.

### **Jury Duty**

It is an employee's civic duty as a citizen to report for jury duty whenever called. If called for jury duty, the Church will permit an employee to take the necessary time off. If that employee has completed his or her Introductory Period, the employee will be reimbursed for the difference between jury pay and that employee's regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

An employee must notify his or her supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day an employee is not required to serve, that employee will be expected to return to work.

## **ACCRUED SICK LEAVE**

### **Sick leave**

If an employee must be absent from work because of illness, he or she may receive sick leave at regular straight time pay, for a maximum of eight (8) hours per day, for up to twelve (12) days per calendar year.

If the employee has not been employed for a full year, he or she will be eligible for paid sick days at the rate of one day for each month from the time he or she commenced employment. In subsequent years, that employee will be eligible for twelve (12) days per year.

In addition to use for illness or visits to a health care practitioner, sick leave is available for tending to the serious illness of an immediate family member, where this illness requires the employee's personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in the home. If, however, another person can attend to the needs of an ill family member, the employee will be expected to work.

The Church may request proof of illness, and may have its own doctor examine the employee.

If the employee is on a disability leave, accrued sick leave will be paid at the time this leave commences. If it goes beyond thirty (30) days, sick leave will not continue to accrue. Other leaves of absence will not affect sick leave eligibility, except that, after thirty (30) days of such leave, sick leave will cease accruing.

This sick leave policy will not apply in the event of an illness or injury covered by workers' compensation. It also does not apply if an employee is sick because of a self-inflicted injury, illegal substance or alcohol abuse, or the injury occurred while in the act of committing a crime.

## **WORKERS' COMPENSATION**

All employees of THE EPISCOPAL CHURCH OF THE HOLY CROSS have Workers' Compensation Insurance through the Washington State Department of Labor and Industries. All aspects of the insurance coverage are administered by the State of Washington.

### **Reporting Requirements**

All injuries and illnesses arising out of or during the course of employment must be reported by injured team members to their supervisor as soon as possible following an injury or illness. The supervisor will be responsible for seeing that all necessary forms required by Washington State law be completed and submitted.

### **Failure to Report**

Failure to report work-related injuries or illnesses within 24 hours may result in delayed workers compensation benefits or denial of the workers compensation claim for the employee.

## **EVALUATION & TREATMENT AND RETURN TO WORK**

### **Referral for Evaluation and or Treatment**

The employee may choose to delay evaluation and/or treatment until a later time.

If the injury is not serious, the employee may refuse evaluation and/or treatment altogether at the time of his/her injury.

However, the supervisor may require an evaluation of the team member, if there is any question about the employee's ability to safely perform his/her duties.

## **PAID TIME OFF**

### **Holidays**

All employees are eligible for holiday pay.

The following holidays are paid holidays:

- Christmas Day (and day before or after depending on calendar)
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day

If any of these holidays falls on an employee's normal workday, the employee will have that day off with pay. If a holiday falls on a normal day off (Saturdays and Sundays for most staff), the employee will receive the day designated by common business practice as the holiday with pay.

If a holiday occurs during an employee's scheduled vacation, he or she will be permitted to take an extra day of vacation. In order to qualify for holiday pay, an employee must work the scheduled workday immediately before and after the holiday. An employee is not eligible to receive holiday pay when on a leave of absence.

**Vacation**

An employee will earn an annual vacation allowance that depends upon his or her length of service, as follows:

| <b>Completed Years of Employment</b> | <b>Vacation Days/Calendar Year</b> |
|--------------------------------------|------------------------------------|
| Less than 5                          | 10 days                            |
| 5 through 14                         | 15 days                            |
| 15 through 24                        | 20 days                            |
| 25 or more                           | 25 days                            |

Unlike most employers, the Church allows an employee to take vacation in the same year in which he or she earns it. If the employee starts work before June 30th, he or she may take 5 days' vacation in that calendar year and then follow the above schedule. If, however, that employee does not then complete one year's service, the vacation days taken during that first partial calendar year will be deducted from his or her final paycheck.

If an employee completes, or expects to complete, 5, 15, or 25 years of service before June 30th of any year, he or she will be able to take the number of vacation days to which that level entitles his or her during that year. If he or she reaches that level after June 30th, that employee will be able to take that increased number of days during the following calendar year.

If an employee starts after June 30th, he or she will not receive vacation during the remainder of that year and will follow the above schedule beginning the following calendar year.

Part-time hourly employees are eligible to take vacation pay on a prorated schedule based on the number of hours they work.

A maximum of five days' vacation time may be carried over and used during the first quarter of the subsequent calendar year. Management may grant exceptions to this policy in unusual circumstances.

Every effort will be made to grant an employee vacation at the time he or she desires. However, vacations cannot interfere with the Church's operation and therefore must be approved by the Rector at least one (1) month in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

If an employee is on an approved leave of absence for less than thirty (30) days, his or her vacation eligibility will not be affected. Should the leave extend beyond thirty (30) days, vacation time will not continue to accrue.

If a company-paid holiday falls during an employee's scheduled vacation period, that employee will receive an additional day of vacation or holiday pay, whichever he or she prefers.

### **Vacation Calculation for Terminated Employees**

An employee who terminates during the calendar year will be entitled to vacation pay for vacation days to which he or she is entitled for that year but has not taken, except for the employee who does not complete his or her first year of service (see above).

Retiring employees will receive their full earned vacation during the year they retire.

### **Social Security**

Social Security is an important part of every employee's retirement benefit. The Church pays a matching contribution to each non-clergy employee's Social Security taxes.

### **Insurance Coverage**

#### 1. Group Insurance

Employees are eligible to receive (and, in some cases, contribute towards) the following benefits, as described in the group insurance booklet:

- Group term life insurance
- Accidental death and dismemberment insurance
- Major medical and surgical coverage
- Dental care coverage
- Vision care coverage
- Medical health care coverage
- Dependents' health care coverages
- Long Term Disability
- Personal Accident Insurance

The Church pays 100% of the premiums for medical insurance coverage for eligible employees. The balance of premiums for insurance coverage of eligible dependents is deducted from an employee's paycheck by payroll deduction. An employee must sign a waiver if he or she refuses or declines coverage.

In the event of termination of employment with the Church or loss of eligibility to remain covered under its group health insurance program, the employee and eligible dependents may have the right to continued coverage under the Church's health insurance program for a limited period of time at his or her own expense.

## 2. Disability Insurance

Regular full-time employees are protected through a long-term disability insurance policy from financial hardship if totally disabled because of illness or accident that is not job related. This coverage includes hospital and medical, surgical, laboratory and x-ray, major medical as defined in the literature provided by the insurance company.

Total disability means that an employee cannot perform any position that the Church has available, that he or she is qualified for and normally able to perform. (Workers' Compensation benefits protect the employee if involved in a job-related sickness or accident.)

## **Government Required Coverage**

### 1. Workers' Compensation

The Washington State Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by the employer. This law was designed to provide an employee with benefits for any injury which he or she may suffer in connection with his or her employment.

### 2. Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, an employee is required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As an employer, the Church is required to deduct this amount from each employee's paycheck. In addition, the Church matches your contribution dollar for dollar, thereby paying one-half of the cost of Social Security benefits.

## **Business Travel Insurance**

All employees are covered by a blanket liability policy while driving to and from destinations required for the performance of their job. Details of the liability policy may be obtained from the Rector. (Commuting travel to and from work is not included).

It shall be the policy of the Church that the pastors and staff provide their own car as a condition of employment and as a convenience to their employer. The congregation will not provide a car in order for its staff to minister to the needs of the parish.

## **Deductions from Paycheck (Mandatory)**

The Church is required by law to make certain deductions from each employee paycheck. Among these are federal income taxes and an employee's contribution to Social Security, Medicare, State Industrial Insurance, and other deductions required by law.

## WORKING HOURS

### Normal Working Routine

Regular operating hours at the main branch are 9 A.M. to 5 P.M. Monday through Friday.

Most employees are assigned to work a forty (40) hour work week. An employee is required to take a one hour unpaid lunch period daily, plus at least one 15-minute break at approximately the middle of the morning and another at approximately the middle of the afternoon. The lunch break will be no less than two (2) nor more than five (5) hours from the beginning of an employee's shift. An employee may not "work through lunch" in order to arrive late, leave early, or to work

## DISCIPLINARY ACTION & PROBLEM SOLVING PROCEDURES

### EMPLOYEE DISCIPLINE/CORRECTIVE ACTION GUIDELINES

Appropriate conduct is expected at all times while employees are on duty or on Church property. Any violation of good conduct may warrant disciplinary action, up to and including termination. These discipline guidelines are intended to give employees advance notice, where appropriate, of problems with their conduct or performance, in order to provide them an opportunity to correct any problems. The Church reserves the right to deviate from these guidelines when it deems that circumstances warrant that one or more steps in the process be skipped.

Also, note that the employment at Holy Cross is at will. Either party may terminate the employment relationship without notice and without cause. Nothing in these guidelines may be interpreted as expressly or impliedly providing any guarantees of continued employment or to be in any other manner inconsistent with the above at will policy.

Normally, discipline may involve verbal counseling by the employee's supervisor or the Rector, and/or a written warning, or suspension without pay, before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever the Church deems that circumstances warrant that one or more steps in the process be omitted.

The following are examples of conduct that violate The Episcopal Church of the Holy Cross policy, and which may result in discipline including and up to immediate termination:

1. Supplying false or misleading information when applying for employment.
2. Possession of dangerous or deadly weapons on The Episcopal Church of the Holy Cross premises or while performing The Episcopal Church of the Holy Cross duties off the premises.
3. Immoral, immature, or indecent conduct; soliciting persons for immoral purposes or aiding and abetting any of the above.
4. Disrespectful conduct on The Episcopal Church of the Holy Cross premises: gambling, fighting, coercion, intimidation or threats against supervisors or other employees, vulgarity, abusive treatment or discourtesy to a congregational member, visitor, or fellow employee or volunteer.

5. Insubordination – refusing to obey an order or directive of a supervisor.
6. Theft or misappropriation of property or money belonging to The Episcopal Church of the Holy Cross, congregational members, fellow employees, or visitor.
7. Excessive or unexcused absenteeism or tardiness.
8. Making or publishing false, vicious, or malicious statements concerning an employee, supervisor, supplier, congregational member, or visitor of The Episcopal Church of the Holy Cross.
9. Falsifying a time card or any other church record.
10. Destruction or abuse of The Episcopal Church of the Holy Cross or employee property.
11. Conduct and statements contrary to the best interests of The Episcopal Church of the Holy Cross.
12. Unauthorized removal of equipment, property, or documents from The Episcopal Church of the Holy Cross premises.
13. Failure to observe safety rules and/or failure to use or wear required safety equipment.
14. Inability or unwillingness to perform duties to The Episcopal Church of the Holy Cross standards.
15. A general disregard for the policies and procedures set forth in this handbook or in subsequent The Episcopal Church of the Holy Cross publications.
16. Possession of pornographic material at The Episcopal Church of the Holy Cross at any time.
17. Possession of material that advocates violence towards any group of people.

The foregoing list is not exhaustive but serves to illustrate the type of conduct that will not be tolerated. The Episcopal Church of the Holy Cross reserves the right to discipline employees for other infractions not listed above.

In the event of a first violation of any policy or procedure (other than any violations requiring immediate discharge), the employee is to be verbally counseled by their supervisor or the Rector. The supervisor or Rector will call the problem to the attention of the employee, listen to the employee's view of the situation, discuss a method of solving the problem, and give examples of expected behavior. A written summary of this conversation may be placed in the personnel file. Verbal counseling is often sufficient to restore proper behavior.

In the event the employee fails to correct the problem after verbal counseling, and/or fails to comply with other Church policies or procedures, another discussion with the employee will be held by the supervisor and/or the Rector. Again the reason for the rule and need for compliance will be explained. At that time the employee will be given a written warning and a copy will be placed in the employee's personnel folder. The warning will inform the employee of the possible consequences, including discharge, should the employee fail to correct the problem. The employee will be asked to sign the written warning. The signature acknowledges that the employee has received the warning, not necessarily that he/she agrees with it. If the employee refuses to sign the Notice, a notation to that effect will be placed on the form and signed by the supervisor and/or the Rector.

All warnings must be reported immediately to the Vice President for Personnel and the Personnel Committee.

In the event there is another similar action or a new infraction of a policy or procedure, the employee may be terminated.

Nothing stated in this policy changes the fact that employment with the Church is at-will and at the mutual consent of the employee and the Church. Accordingly, either the employee or the Church may terminate the employment relationship at will, with or without cause or prior notice.

## **PROBLEM SOLVING PROCEDURE**

### **Open Door Policy**

It is the policy of The Episcopal Church of the Holy Cross that a problem solving procedure shall exist to allow for the prompt and orderly resolution of problems and differences arising between a supervisor and an employee.

Suggestions for improving the Church Office are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or the treatment you are receiving. Your good-faith complaints, questions and suggestions also are of concern to the Church. We ask that you take your concerns first to your supervisor, following these steps:

- 1) Within a week of the occurrence, bring the situation to the attention of your immediate supervisor who will then investigate and provide a solution or explanation. After the discussion with the immediate supervisor where the immediate supervisor has no authority over the issue being addressed, the employee shall have the option to present the issue to the Rector.
- 2) If the problem persists, you may put it in writing and present it to the Rector who will investigate and provide a solution or explanation. It is recommended that you bring the matter to the Rector as soon as possible after you believe that your immediate supervisor has failed to resolve the matter.

This procedure, which we believe is important for both you and the Church, cannot result in every problem being resolved to your satisfaction. However, the Church values your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation or reprisal.

## **TERMINATION OF EMPLOYMENT & EXIT INTERVIEWS**

All employees of the Church are employed on an at-will basis. The employment of any individual may be terminated by either party at any time with or without cause or notice.

When an employee terminates their employment, the Church requests two (2) weeks written notice, and possibly more, depending on the employee's level of responsibility. See your Status of Employment report for any stipulations other than stated here.

In compliance with Federal and State wage and hour laws, employees who terminate voluntarily, having given 72 hours' notice, will be paid upon termination, otherwise, within 72 hours. Employees, who are terminated involuntarily, with or without notice, will receive their final paycheck immediately upon termination. Final paychecks shall include payment for all hours worked, in addition to any earned, unused vacation. Upon termination of employment, all compensation shall cease the last day of service rendered as specified in the Personnel Policies.

## EXIT INTERVIEWS

Whenever possible, an exit interview will be conducted with terminating employees. Exit interviews are conducted by the Rector. The purpose of an exit interview is to provide employees with their final paychecks, in addition to other paperwork the Church is required to provide to employees on their last day of employment. The meeting ensures that all aspects of the final arrangements are understood by the employee and that any outstanding obligations to the Church are satisfactorily settled prior to the employee's departure. It also provides an opportunity for the employee to communicate their views on the Church, their position, employee relations, and training needs.

### REVISION RECORD

- Approved by vestry 8-24-04
- Combined resources; Faith Lutheran Church, Episcopal Diocese of CT, and Episcopal Diocese of Olympia