



COLUMBIA UNION CONFERENCE  
of Seventh-day Adventists



# EMPLOYEE HANDBOOK

Updated January 2022

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## INTRODUCTION

**T**HANK YOU for being a part of the Columbia Union Conference office employee team. The Seventh-day Adventist Church is a global movement, whose mission is to teach, preach, heal, disciple and baptize in every part of the world in Jesus' name.

At the union level, it is our goal to encourage members of our church family to *experience the mission* by sharing Christ's message of hope and wholeness and preparing people for His soon return.

In our office, we strive to provide an enjoyable Christian work environment where each of us, as representatives of Jesus and the Seventh-day Adventist Church, can find fulfillment and joy in contributing effectively and efficiently. We do that by serving and working cooperatively together to accomplish our mission and goals.

Special thanks to those who diligently worked to update this important document. We appreciate your time, effort and teamwork in this endeavor.

*Columbia Union Conference Executive Officers*

*January 2022*

## PURPOSE

This handbook covers those persons employed by the Columbia Union Conference headquarters in Columbia, Maryland. The handbook is intended to comply with the various federal and state laws governing Howard County and the State of Maryland. In the event any provision of this handbook, or the application thereof, to any person or circumstance shall be illegal the remainder of the handbook and the application of such provision to such person or circumstance shall not be affected, provided that the illegal provision shall be modified to the extent necessary to comply with the applicable federal or state law as to that person or circumstance. The purpose of this handbook is to set before each employee the basic policies that affect the employer-employee relationship. The Columbia Union follows the North American Division (NAD) Working Policy very closely. In some instances, there is room for local interpretation and adjustment, as voted by the Columbia Union Executive Committee (see definition page). Policies have as their main purpose the fair treatment of all employees. In order to achieve consistency, interpretation of policy is in the hands of the administrative officers. Any exceptions or deviations from these policies must be authorized by ADCOM (see definition page) or the CU Executive Committee, whichever is appropriate. All policies are subject to change. When changes occur, employees will be appropriately notified.

This handbook is a general guide and reference of the benefits, policies, procedures, and regulations under which we all work. Additional information is available through the Human Resources Office.

The contents of this handbook are not intended to be, nor do they constitute, any contract of employment, agreement, or promise with the employee. Employment with the Columbia Union Conference is "at will;" either the Columbia Union or the employee may terminate the employment relationship at any time and for any reason, with or without cause.

While the organization strives to communicate these policies and benefits effectively to its employees, please read this handbook carefully, as it will be the responsibility of the employee to comply with policies, rules and procedures, and to request benefits for which they may be eligible. If there are questions concerning material in this handbook, please contact Human Resources.

## HISTORY

The Columbia Union Conference of Seventh-day Adventists was established in 1907 to coordinate the Church's work in the Mid-Atlantic states of Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and the District of Columbia. Today nearly 150,000 members worship in over 800

diverse congregations within eight local conferences. We support these conferences administratively as well as two healthcare networks, a liberal arts university, a health sciences college, a dozen community services centers, book and health food stores and a radio station, WGTS 91.9 FM. Each year we sponsor dozens of programs and projects that help to alleviate human suffering—locally and globally—and provide healing and hope. As part of the larger, worldwide Adventist family of 21 million believers, we strive daily to develop a closer relationship with Jesus Christ, to become more like Him, and to serve others as He did. The heart of our mission is to help others realize the hope and wholeness found in experiencing a personal relationship with a living God and loving Savior, and to nurture them in preparation for His soon return.

## MISSION

We encourage members to experience the mission by sharing Christ’s message of hope and wholeness and preparing people for His soon return.

## VALUES

We pray and strive to embrace and embody:

Christlikeness | Unity | Respect | Excellence | Equality | Integrity | Service

## CALL TO ACTION MOTTO

“Experience the Mission”

## DEFINITIONS

**Administrative Committee (ADCOM)** - The administrative committee is made up of the president, executive secretary, treasurer, vice presidents, undertreasurer and department directors.

**Administrative Assistant** – Provide assistance to vice presidents, department directors, and associates.

**Associate Director** - Person assisting in any given department and is second only to the director.

**Director/Supervisor** - Person in charge of a department.

**Employee Titles** - Certain employees of the Columbia Union may be referenced differently than in the North American Division Remuneration Scale Policy Book. However, these references are not intended to supersede the General Conference Salary Scale definitions.

**Executive Assistant**- Provides assistance to the union president, executive secretary and treasurer.

**Executive Committee** - The governing body of the Columbia Union Conference. This committee is comprised of the union officers, VP for Education, conference presidents, and selected pastors and lay persons.

**Exempt Personnel** - Employees who are exempt from the minimum wage and overtime pay requirements of the Fair Labor Standards Act.

**Key Operator** – Individuals who handle specific responsibilities.

- a. 3<sup>rd</sup> Floor Copier & Workroom Supplies – Executive Assistant to the President
- b. 1<sup>st</sup> and 2<sup>nd</sup> Floor Copiers & Workroom Supplies – Executive Assistant to the Treasurer
- c. Postage Machine – Executive Assistant to the Treasurer
- d. Folding Machine – CURF Staff
- e. Staff Mailboxes - Secretariat
- f. Workroom Printers – IT Department
- g. Mail Sorting - Receptionist

**Non-exempt Personnel** - Employees (support staff) who are subject to the minimum wage and overtime-pay requirements of the Fair Labor Standards Act. Non-exempt personnel are entitled to receive overtime-pay for authorized hours worked in excess of forty (40) hours per work week. Accurate time records of all hours worked must be maintained for non-exempt employees. In order to keep these records, the Columbia Union requires that non-exempt personnel record all working time on the time clock.

**Remuneration Factor** - The basic factor (100%) upon which all employee remuneration (wages) is based. This is set by the North American Division Committee.

# GENERAL INFORMATION

## A-Z – WHO TO SEE FOR...

1. Conference Room Reservations – Secretariat
2. Employee Benefits – Human Resources
3. Hiring Procedures – Human Resources
4. Office Supplies
  - a. Individual Departments
  - b. Bulk Office Supplies (Copy Paper, Kitchen/Restroom Supplies) Plant Services Manager
5. Payroll
  - a. Non-Exempt – Sr. Accountant (Treasury)
  - b. Exempt – Undertreasurer (Treasury)
6. Retirement Processing – Secretariat
7. Staff Mailboxes – Human Resources
8. Workroom Printers, Computer Troubleshooting and Phones – IT Department

## ANIMALS

Animals should not be brought into the office at any time except for service animals providing assistance to disabled individuals.

## ANNUAL OFFICE EVENTS

While other obligations may preempt attendance at an occasional union event, participation in office functions are strongly encouraged.

1. Administrative Assistants Day - A special appreciation luncheon is provided by the Columbia Union and a half day (4.75 hours) is provided to be used anytime within the current year.

2. Birthdays - Full time employees will have their birthday off as a paid holiday. The employee may select any day during the month of his/her birthday. The employee should seek approval from his/her supervisor regarding the day selected.
3. Birthday Celebrations - During each calendar quarter, a celebration is held during office hours to honor those who have birthdays during that quarter. The dates are set by Administration.
4. Camp Meeting – Any employees electing to attend camp meeting on a weekend, will be reimbursed mileage. If staying for more than one day, they will receive one-day per diem and one night’s lodging.
5. Christmas Party - In December, a Christmas party is held at which the office staff share together a meal and entertainment in the spirit of the season.
6. Holidays - An annual calendar for each year's holidays is provided to all employees. When a holiday falls on a weekend, either the previous Thursday or the following Monday will be allowed. Because a given holiday may fall on a weekend or adjacent to a weekend, the Columbia Union Administration may, at its discretion, adjust the number of days observed during any given year.
  - Approved Days** - The Columbia Union Conference recognizes the following holidays:  
 \*See Columbia Union Annual Calendar provided by the Office of Secretariat for more details

|                        |                            |
|------------------------|----------------------------|
| New Year’s Day         | Independence Day           |
| Martin L King, Jr. Day | Labor Day                  |
| Presidents’ Day        | Thanksgiving Eve (1/2 Day) |
| Memorial Day           | Thanksgiving Day           |
| Juneteenth Day         | Christmas Day              |
7. Summer Outing - Time is set aside for the office staff and families to participate in an indoor or outdoor activity (i.e. Hershey Park or Sight and Sound). Employees who elect not to attend the activities are expected to work.

## BILLING

Invoices - Some departments have items that are sold to schools, conferences, churches, and individuals.

If such items are not paid for in advance, billing information must be supplied to the Treasury Department. This is done by completing an invoice form obtained from the Treasury Department. The invoice form should be completed and returned to Treasury as soon as possible.

## BREAK ROOM

The Columbia Union provides a break room and utensils for the employee to eat lunch at the office. The employee is not to remove utensils from the break room. Employees are expected to do their part in keeping the break room clean and neat. Food items should be marked with the employee’s name and never left in the refrigerators longer than one week. Dishes should be rinsed and placed in the dishwasher, not left in the sink. The table should be wiped off after use.

## CARE AND KEEPING OF WORK AREAS

The following care should be given when using equipment and supplies in the workroom areas:

1. Postage Machine - Postage tapes should be kept neatly stacked in the cabinet under the machine. Items are not to be set on the scale, except for weighing;

2. Cabinets - Cabinets are usually stocked and organized. If part of a supply is used, the remainder should be put back in the proper place;
3. Binding Machine - After using the binding machine, the paper holes should be cleaned out and the area left clean;
4. Copy Paper - If other than white paper is used in any of the copy machines, the part not used should be removed and returned to the proper place back in the designated cabinet. White paper should be left in the main paper tray;
5. Folding Machine – After using the folding machine please check to see if there is any remaining material and remove it;
6. Paper Shredder - Sometimes this machine allows paper to fall on the floor. Users are to leave this area clean and neat, and if the shredder bag is full, replace it with an empty bag.

## **CHECK REQUESTS FOR PAYMENT OF INVOICES**

Checks are ordinarily issued after receipt of an invoice for goods or services. Check request forms are provided by the Treasury Department to facilitate payment of invoices or reimbursements. Departments receiving an invoice for payment must review the invoice carefully for errors. Once determined that it is ready for payment, the invoice must be signed by the department director and/or supervisor and submitted to the Treasury Department for payment. The employee submitting the invoice must fill out the check request form identifying the payee, address, description of payment, department name/number and account number (if known).

## **CHECK REQUESTS WITHOUT RECEIPTS OR OTHER BACKUP**

In order to ensure that there is proper documentation for advances and purchases, all checks written as an employee travel advance or other requests of that nature will be charged to the employee's accounts receivable until receipts are turned in to the Treasury Department. If the backup is lost, the employee should speak to the Undertreasurer or associate treasurer.

## **CHECK WRITING**

The Treasury Department makes every effort to write checks in a timely manner. A 24-hour notice is required for all check requests. Rush checks will only be written under extreme situations. The request must be approved by the department director and/or by the Undertreasurer or associate treasurer.

## **CHILD CARE**

Parents should make arrangements for the care of their children outside the union office. Bringing a child into the workplace should happen only on rare occasions.

## **CONFERENCES**

There are eight conferences within the Columbia Union: Allegheny East, Allegheny West, Chesapeake, Mountain View, New Jersey, Ohio, Pennsylvania, Potomac.

## CONTINUING EDUCATION

Columbia Union Conference salaried employees, and hourly employees who have worked at the Columbia Union Conference for at least five years, may be granted assistance on the expense of continuing education.

1. **Requested by Columbia Union Conference** - Employees who are requested by the Columbia Union Conference to pursue a graduate degree in order to better qualify themselves for their current or projected job assignment shall be assisted on the cost of tuition and fees.
2. **Requested by Employee** - Employees who request authorization to pursue a graduate degree in order to better qualify themselves for their present job assignment or for some future denominational responsibility may be assisted on the cost of the tuition and fees, provided ADCOM concurs that the graduate degree is needed, and approves the request.
3. **Level of Assistance** – To be recommended by the Executive Officers to ADCOM.
4. **Application Procedure** - Applications for graduate study programs shall be submitted to the President and must have the favorable recommendation of the employee's department director. The application shall include the information regarding the course of study desired, the institution to be attended, the course load, the class schedule, the estimated cost per term, and the estimated time required to obtain the degree.
  - a. The application will be evaluated by the Executive Officers before being submitted to ADCOM. In that evaluation the following factors will be taken into consideration:
    - i. Employee's current job performance.
    - ii. Employee's length of service with Columbia Union Conference and other denominational organizations.
    - iii. Employee's potential for benefiting from study program.
    - iv. Importance of graduate degree to employee's present job assignment.
    - v. Potential future benefit of the employee's graduate study to the denomination.
    - vi. Employee's relationship with the Church.
5. **Written Agreement** - There shall be a written agreement between the employee and the Columbia Union Conference regarding any approved graduate study program. The agreement shall include statements regarding:
  - a. The specific course to be taken.
  - b. The extent of time off which will be allowed.
  - c. The amount of future service obligation.
6. **Scheduling** - Employees taking approved graduate study programs are expected to schedule classes outside of office hours as far as possible.
7. All graduate study requests will be dependent on Columbia Union's financial ability.

## DÉCOR

The Columbia Union encourages its employees to decorate their offices in a way that is pleasing to each individual, as far as possible. The union asks that any decoration be tasteful, professional, and in harmony with the Adventist identity. Below are some specific guidelines relative to decorations.

1. Anything mounted on the wall must use the approved wall-hanging device. The Maintenance department is recommended to install the device.
2. Nothing at all is to be hung on doors or glass walls and windows.
3. Family photos are allowed to be placed on office furniture surfaces, but not hung on walls.
4. Wall hangings must be size-appropriate, neutral in color, and framed.
5. Nothing of a political nature should be placed in the office, including but not limited to pictures of presidents, flags, slogans, political party identifiers, etc.
6. Plants may be brought in, but each employee must maintain his or her own plants. A water-proof container under the plant is required. If the plants are not maintained, the union will ask that they be removed.
7. There shall be no painting or placement of decals, stencils, bumper stickers or other similar type wall applications.
8. Calendars should be placed on desks and not hung on the walls. Those who have tack boards may use them to hang calendars.
9. Administration reserves the right to ask any employee to revise his/her decorating scheme should it not conform to these standards.
10. All décor must be in harmony with Seventh-day Adventist standards.

## DEPARTMENTAL BUDGETS

Each department is assigned a budget based on the needs of that department, as discussed with the union treasurer. It is incumbent upon each director to operate within that budget.

## EMPLOYEE MEETINGS

1. President's Cabinet – Periodically, usually quarterly, Administration calls the vice presidents and Undertreasurer together for a meeting in order to update them on issues, discuss plans and projects to be implemented in the future, and to solve problems that may have arisen.
2. ADCOM – Periodically, usually quarterly. ADCOM meets to approve credentials, travel requests, benefit exception requests, hiring (some categories of employees) and other agenda items.
3. Support Staff Meeting – Periodically, non-exempt staff are called together by the Human Resources department or the Undertreasurer for job enhancement programs, including continuing education in job-related areas, or other topics as needed.
4. Staff Meeting – Periodically, usually quarterly, meetings are scheduled by Administration for all employees of the Columbia Union. Attendance is required.

## EQUIPMENT

Requests for equipment purchases should be made in writing to the department director and submitted to the IT Department and the Treasury Department. Items that cost less than \$2,500 are considered to be a departmental expense and need not be submitted to Treasury. All equipment remains the property of the Columbia Union.

## EQUIPMENT REPAIR

Requests for the following equipment repair should be made to the following individuals:

1. Telephone –Information Technology (IT) staff;
2. General office equipment – Key operator (see definition);
3. Computers – IT staff;
4. Copy machines – Key operator (see definition); and
5. Audio/Visual equipment – IT staff

## FLORAL ARRANGEMENTS

The Office of the President arranges to send flower arrangements for various occasions to employees and their immediate family members, and/or to our conference office departmental/administrative counterparts and their immediate families. All other floral purchases will be at departmental expense.

## INCLEMENT WEATHER

Because the safety of our employees is of prime concern, allowance is made for extra travel time or office closings as outlined below.

Flextime is not applicable to the inclement weather policy.

1. Delayed arrival for work will be determined on the following conditions:
  - a. If schools in **Howard County, are closed for the day** due to inclement weather, workers will be given up to two hours to arrive at work. This delay is meant to allow adequate time to arrive safely if needed. Arrival before 10 a.m. will not constitute overtime or comp time.
  - b. If a two-hour delay is announced for the opening of school, workers will be given up to a one-hour delay in reporting to work.
2. Office closings will be determined as follows:
  - a. If the **Howard County Government closes due to inclement weather, the office will be closed**.
3. When the office is closed for inclement weather the employee will be required to work from home, unless otherwise noted.
4. Any time off not covered by the inclement weather policy on the day it is in effect, may be considered as:
  - a. paid leave time;
  - b. Inclement weather days may not be substituted for pre-planned paid leave days.
  - c. Accommodations made with the direct supervisor.
5. Early departures or total closings:

Except for the conditions described in paragraph 2 above, the Undertreasurer, in consultation with one of the executive officers, will be responsible for making the decision for early departure of workers from the office, or a total closing of the office. Personnel will be appropriately notified.

## INVENTORY

An inventory is an important aspect of obtaining an accurate financial statement. All departments that keep a supply of items to sell must take an inventory as of December 31 of each year. Items on the inventory must be priced at cost and not the selling price, which is usually a little higher than cost. Material that does not move from the shelves should, after consultation with the director, be taken off the inventory records and discarded.

## JURY DUTY

For those employees who are required to be absent from work because of jury duty, the Columbia Union will pay the employee for the resulting absences at the employee's regular rate. Employees are expected to work as much as their schedule allows in connection with jury duty. Any stipend paid by the government can be kept by the employee and is not required to be turned in to the union.

Employees should contact their supervisors promptly after receiving notification to appear for jury duty. Employees should provide their supervisors a copy of all appropriate documentation, including a copy of the jury summons or subpoena no later than the next working day after the employee receives such documentation. Employees should also provide a copy of the certificate of service, statement of exemption, and receipt for jury service fees issued by a court upon the conclusion of any jury service. Employees should advise their supervisors once the jury duty is complete.

## KEYS

Keys are assigned to each employee and are not to be given to non-employees. Keys are obtained from the Human Resources Department and must be signed for to verify receipt. Exterior doors in the building are attached to the alarm system. Anyone entering or leaving the premises after hours should become acquainted with the alarm instructions in the General Information section under Security Procedures.

All keys must be returned to the Human Resources Department when an employee ceases employment with the Columbia Union.

## LUNCH PERIOD

The Columbia Union allows its non-exempt employees to take a 30-minute uninterrupted lunch break (*clocking out NOT required*). Any employee working six (6) hours or more will have a 30-minute lunch period. The lunch break may not be taken at the beginning or end of the workday to alter the employee's arrival or departure times. The lunch break is a daily break and may not be skipped or accumulated over time.

## MAGAZINES

Credentialed and commissioned ministers, and others specifically approved by the Union Secretary, receive a free subscription to Ministry.

## MAILING PROCEDURES

1. Incoming Mail - Mail is delivered to the office Monday through Thursday. It is sorted and distributed into the departmental boxes in the mailroom on the second floor.
2. Outgoing Mail - Outgoing mail for the day must be ready to go any time before noon., unless otherwise noted, Monday through Thursday.

- A. Postage machine - The key operator (see definition) will provide operating instructions. For detailed information, the employee is to contact the key operator.
  - B. Employees are never to send metered mail with the incorrect date imprinted on it.
  - C. Mistakes - If a metered label is made incorrectly and cannot be used, the employee is to leave it by the postage machine so that someone else may use it.
3. Postal Rates - The postage scale is kept up to date for current changes. When the office is notified of postal fee changes, proper steps are taken to update the scales and the postal information charts. For international mail, employees are to follow the instructions on the postage meter. The website [www.usps.com](http://www.usps.com) is available for more information.
4. Overnight Mail Service - Envelopes and mailing forms for quick mailing services such as USPS Express Mail, UPS and FedEx are in the cabinets in the second-floor workroom. For FedEx, the letter/package should be ready by no later than 3 p.m. and placed in the outgoing mailbox. FedEx will not deliver to a post office box, so a street address must be written on the package with the phone number of the addressee.
5. United Parcel Service (UPS)
- A. Processing is handled at the computer in the second-floor workroom. Employees are to see the key operator for instructions.
  - B. Packages and large envelopes containing a quantity of mail will usually cost less to send by UPS than via the U.S. Postal Service, however, please check the "Best Way" tab on the postal machine to guide you on the fastest and most cost-effective way on sending your packages.
  - C. Neither FedEx nor UPS will deliver to a post office box, so a street address is required on the package with the phone number of the addressee.
  - D. Deadline for UPS pickup is 3:30 p.m.
6. Insured/Certified/Registered mail supplies are in the second-floor workroom.

## MAINTENANCE

A combination of plant services employees and/or contract workers will perform maintenance and janitorial services for the office. The plant services employees handle maintenance items and outdoor work. He/she also makes emergency trips to pick up supplies, transports supply to meeting places for seminars, and makes airport runs to pick up individuals arriving for office business. The Maintenance Manager will also assist with heavy boxes, shipping, and moving equipment around the office. Employees are encouraged to do their part in helping with cleanup.

## MEETING ROOMS

Secretariat is responsible for the meeting room schedules (except for the Education and Religious Liberty Conference Rooms). Scheduling should be done online using Outlook. Below are the guidelines to schedule conference rooms, which are only available for union business purposes.

1. Meeting organizers are to submit an online room reservation “New Meeting” request. Access this feature through the Outlook calendar. That request will include the specified date and time block, including setup and cleanup time, and the preferred room name.
2. Click on “New Meeting” in the left column at the top of the page.
3. Click on “Room Finder” on the right side of the screen to find the available spaces listed by entity and room name.
4. In the note portion of the request, please **copy and paste to include all the following** information for consideration:
  - Meeting title –
  - Department host –
  - Meeting start and end time –
  - Number attending –
  - Out-of-office guests? Y/N
  - Technology to be used, i.e., Computer, projector, mic, etc. ***pls list*** –
  - Janitorial services –
  - Meal(s) served? Y/N
  - Caterer name –
  - Mealtime –
  - Number for meal –
  - Meal location –
  - Contact person (meeting scheduler) –
  - Phone extension –
5. Meeting space assignments will be based mainly on the number of people expected and the type of equipment needed. This concept assures that the larger spaces are kept for larger groups, that the larger spaces do not have to be cleaned unnecessarily, and that there’s not unnecessary wear and tear on the spaces.
6. Meeting spaces within a department may be used by that department, but the spaces are not reserved exclusively for that particular department.
7. Request approval or denial will be posted automatically in the requester’s personal calendar. PLEASE DO NOT EMAIL INVITATIONS TO THE MEETING until you receive a confirmation email that the request was accepted. This is because your initial submission is a request and not guaranteed.
8. When the dining room is needed, the organizer should use only an area large enough to accommodate the size of the group, not the entire room. The organizer also must clean the kitchen and dining room after use.
9. Please inform the Plant Manager well in advance if any furniture rearranging, garbage removal, or temperature adjustment is needed. The time of approval would be the ideal opportunity.
10. Secretariat will be happy to address any problems or concerns regarding the process.

## NOTARY PUBLIC

Notary services are provided by the Columbia Union and are primarily for office use but are also available for personal business of employees. Notaries are located in the following departments: Legal, Treasury, and the Columbia Union Revolving Fund.

## OFFICE EQUIPMENT/MACHINES

1. Fax Machine – The fax machines are integrated into the copy machines located on the first- and third-floor workrooms.
2. Copy Machines – Located in all workrooms, the copy machines can only be accessed by an individual or department code. When completing a job using other than white paper, unused

paper is to be returned to the shelf and the machine restocked with white paper. Supplies such as paper, staples, and toner cartridges are kept close to each machine. Staples and toner cartridges will be added by the Key Operator, as needed. The key operator is to be advised when paper is depleted. If the machine needs service, employees are to contact the Key Operator.

## OFFICE FACILITY

The office facility is for business use. If the business use is after hours then the department is responsible for all areas used (i.e. dining room, kitchen, restrooms, meeting rooms, etc.).

All scheduling for facility use should be done through the Secretariat Office.

All guests should remain in the area being used by the department. No guests should be in other areas of the building without an employee escort.

## OFFICE HOURS

The office works a 38-hour week. Regular work hours are Monday-Thursday 8:00 a.m. to 6:00 p.m. The Office is open to the public 8:00 a.m. to 5:00 p.m. Flextime may be applicable beyond the aforementioned hours as defined in this handbook.

## OFFICE SUPPLIES

Supply orders should be submitted through the key operators in each department (see Appendix).

The key operator keeps an inventory of paper supplies in all workrooms.

When planning a large mailing, the affected department should notify their key operator if extra supplies are needed and allow adequate time for the delivery of supplies.

## PARKING

Parking is provided for all employees. The Columbia Union attempts to provide a secure facility, but parking is at the risk of the employee. Vehicles should not be left on the lot overnight without notifying the Plant Services Manager via email.

## PERSONAL APPEARANCE

Columbia Union employees play an important role in presenting to visitors and coworkers a positive image of conservative, Christian professionalism. Attire, personal grooming, and overall professional appearance reflect commitment to Christian values. Employees are expected to dress in a business professional manner that is normally acceptable in a conservative, professional work environment. Personal appearance policy implementation is the responsibility of the immediate supervisor and/or Human Resources Department.

## PERSONAL CASH ADVANCES

Personal cash advances are available for emergency needs with approval from the treasurer. The full advance repayment will be spread across the employees next three (3) pay periods. If it is seen that an employee is seeking too many advances, the employee will be counseled to find a way to live within his/her income.

## PERSONAL USE OF OFFICE RESOURCES

1. Copy Machine - Employees are not charged for incidental copying. If more than ten (10) copies are made at a time, employees are charged \$.05 per black-and-white copy and \$.10 per color copy. Payment should be made in the Treasury Department.
2. USPS/UPS/FedEx - When using for personal packages, an employee is to enter their employee ID. Payment for personal use will be charged to the employees individual account by the Treasury Department to be deducted from the employee's wages. The employee is responsible for any problem that may arise with shipment.
3. Office Supplies - Occasional use of inexpensive office supplies are permitted, but for extensive use of supplies and more costly items, a report should be turned in to the Treasury Department, as well as payment for supplies.
4. Postage - Each employee is asked to pay for any personal use of postage by using their employee ID code. Payment for personal use of postage will be charged to the employees individual account and processed by the Treasury Department.

## PETTY CASH

The Treasury Department has a limited amount of petty cash on hand to use as reimbursement for small receipts, advances when employees are asked to purchase things like food items for luncheons, or to make change, etc. When asking for a cash advance to purchase an item, a written request must be completed. When the purchase has been made, a receipt must be returned to Treasury.

## SECURITY PROCEDURES

### Alarm System/Security

Security system operating instructions will be provided to employees, as needed. Employees are expected to be familiar with the procedures to avoid false alarms. The information for the security system is confidential and must not be shared with non-employees, including family members. If the alarm goes off, please contact the Plant Services Manager at 301-535-9963.

### Guests/Visitors

All guests must enter through the main front entrance. Upon establishing identity and reason for the visit, the receptionist will release the front door lock to welcome the guest. After filling out the guest logbook and receiving a guest badge, the guest will wait in the lobby while the receptionist notifies the employee of the guest's arrival. The employee should escort the guest to the desired destination and back to the lobby to check out. The guest pass should be visibly worn at all times and returned to the receptionist upon leaving premises.

### Safety

The risk manager provides safety and security procedures (for tornado, fire, etc.) to all employees. Safety drills are performed throughout the year.

## SEMINARS

Occasionally an employee may need training to learn specific tasks. In such instances, the department director should request authorization for the employee to attend a one-day seminar in the area. Time spent attending the seminar will be considered working time. The request should be made to the Human Resources Department and funds for the expense will come from the departmental budget. The employee should report per diem for lunch expense on his/her worker's report.

## SOCIAL MEDIA AND SOCIAL NETWORKING

The employee's online presence reflects the Columbia Union Conference at all times. Actions captured via images, posts, or comments can reflect that of the organization. Therefore, the Columbia Union Conference has adopted the following social media and social networking policy. The absence of, or lack of explicit reference to a specific site, does not limit the extent of the application of this policy. Where no policy of guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor of Human Resources if you are uncertain.

1. Social media activities are prohibited from interfering with daily work commitments.
2. Personal blogs should have clear disclaimers that the views expressed by the author of the blog are the author's alone and do not represent views of the employer. Be clear and write in first person. Information published on blog(s), whether personal or professional, comply with the employer's confidentiality and disclosure of confidential information policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the Columbia Union Conference, other employees, customers, partners, and competitors.
4. Without express consent, do not reference confidential information relating to Columbia Union Conference's clients, departments, or customers.
5. Avoid writing any recommendations or referrals for friends/associates that may appear as an endorsement from the Columbia Union.
6. Respect copyright laws, and reference or cite sources appropriately and obtain necessary permissions. Avoid plagiarism online as well.
7. Unless being used for the purpose of engaging in concerted, protected activity, Columbia Union Conference logos and trademarks, and the logos and trademarks of the various departments may not be used without written consent.
8. Columbia Union Conference proprietary information, which includes but is not limited to financial or other confidential information, is not to be discussed or referred to on internet sites, even in private messages between site members who have authorized access to the information.
9. Unless the employee is engaging in social networking for the specific purpose of promoting the Columbia Union Conference or engaging in concerted, protected activity, employees should refrain from listing the organization on any blogs, social networking, or other non-business-related internet sites.
10. All use of public material needs to conform to Christian standards of propriety.

## TELEPHONE USE

1. Business – Care and courtesy in using the telephone creates, to a large extent, the image of the Columbia Union staffs. Each caller should feel welcome and important. The following are guidelines for proper employee telephone use.
  - A. Answer pleasantly and promptly;
  - B. Identify yourself by department and name;
  - C. Maintain a helpful attitude and a pleasant tone of voice;
  - D. Take careful notes and pass on information promptly to persons concerned;
  - E. Learn to use the equipment efficiently in order to transfer calls, hold calls, forward calls, arrange for conference calls, etc.;
  - F. Voicemail messages should be checked often, and the employee should follow through on the caller's needs;

2. Personal – Personal calls during working time should be kept to a minimum. Friends and relatives should be informed that the employee is to be called at the office only for emergencies and calls should be kept as brief as possible. Personal long-distance calls should be charged to the employee's own long-distance service and not on the union's phone system.

## TERRITORY

The Columbia Union Conference of Seventh-day Adventists includes all or portions of these seven states and the District of Columbia: Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia, and Washington D.C.

## VOTING

During the November General Election (presidential), employees will be allowed up to two (2) hours to vote with pay during business hours. Voting at any other election will be counted as personal time.

## WORSHIP

Worship is generally held on Monday mornings at 9:00 a.m. and generally lasts about thirty (30) minutes. The devotional thought should be short, uplifting, encouraging and positive for everyone. Presenters are to avoid deep theological subject matter, politics or political references of any kind, church controversy, or other distracting, controversial, or divisive subjects.

Worship is considered a part of the workday. **Attendance is expected.** The worship schedule is assigned by the Office of the President. If assigned responsibilities cannot be met, proper arrangements must be made beforehand by the scheduled department or employee.

# EMPLOYMENT

## Background Screening and Child Protection Training

All employees are required to complete the online background screening through Sterling Volunteers and must maintain their clearance every three years.

All applicants who accept a conditional job offer are required to complete the online child protection training and authorize a background screening through Sterling Volunteers before employment begins.

## Conditions of Employment

The Columbia Union strives to maintain a highly qualified staff. Personnel selection is based on the following qualifications: character, church status, aptitude, education, training, experience, ability, integrity, adaptability and ability to perform job functions (with or without accommodation). Minimal qualifications are:

1. **Church Membership** - Membership in the Seventh-day Adventist Church, through baptism or by profession of faith, unreserved commitment to its objectives, and a personal relationship with Christ.
2. **Church Teachings** - Careful adherence to Bible based teachings and standards of the church by exemplifying standards of personal conduct which would at a minimum preclude:
  - a. Chemical/substance abuse such as:
    - I. use of alcoholic beverages and tobacco
    - II. illegal possession and/or misuse of drugs
  - b. Use of profanity
  - c. Immoral conduct including but not limited to adultery, fornication, and homosexuality
3. **Lifestyle** - Personal conduct demonstrated in a lifestyle which is expected of Seventh-day Adventists and by thoughtful attention to personal example and influence in grooming, dress and the avoidance of extremes.
4. **Work Performance** - Ability to successfully perform the work and tasks to which one is assigned.
5. **Professional Standards** - Careful adherence to the highest professional and ethical standards in integrity and confidentiality.
6. **Loyalty** - Willing and consistent loyalty and cooperation.
7. **Stewardship** - Exemplary witness in faithful stewardship, as Biblically defined, in personal finance, tithe, time and talents (See the section on tithing).
8. **Commitment** - Unreserved commitment and fidelity to Christian service for all employees and to ordination vows for ministers.
9. **Personal Finances** - Management of personal finances enabling one to live within one's regular income and assure the payment of all just obligations on a timely basis.
10. **Conflicting Interests** - Avoidance of conflicting interests and enterprises.
11. **Prescribed Procedures** - Compliance with prescribed procedures for resolving conflicts, disputes, complaints, and grievances.
12. **Employee Handbook** - Compliance with the regulations of the Columbia Union as set forth in the Employee Handbook and policies of the Seventh-day Adventist Church.
13. **Background Screening** (Sterling Volunteers)

## CONFIDENTIAL INFORMATION

In some positions, much of the information available to the employee must be treated as confidential. An employee should recognize such situations and must not give information to family, friends, or strangers unless authorized to do so by the appropriate administrator.

## CONFLICT OF INTEREST

All employees of the Columbia Union have a duty to be free from the influence of any conflicting interest when representing the organization in negotiations or dealing with third parties and are expected to deal with all persons doing business with the organization without favor or preference to third parties or personal considerations.

A conflict of interest arises when an employee has such a personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment exercised on behalf of the organization. The employee is to consider only the interests of the organization, always avoid questionable practices, and faithfully follow the established policies. A statement of acceptance of the policy on conflict of interest may be presented annually to certain Columbia Union employees. The statements shall be signed and made available to the responsible auditors.

## CREDENTIALS AND LICENSES

Employees in the categories listed below shall be accredited by the Columbia Union Conference through the issuance of a credential or license as indicated under each category. No person shall be issued a credential or license for more than one category at a time. (Credentials and licenses are issued from the Office of the Secretariat.)

1. Ministerial Employee
  - A. Ministerial Credential - To ordained ministers.
  - B. Ministerial License - To non-ordained employees who are on the path toward ordination.
  - C. Commissioned Minister Credential - To ministerial employees who have been classified previously as a licensed commissioned minister and serve in full-time positions normally occupied by an ordained minister prior to the adoption of this policy.
  - D. Commissioned Minister License - To ministerial employees not on the path to ordination who serve as an institutional chaplain or commissioned minister with denominational service time of less than five years.
2. Non-Ministerial Employees
  - A. Administrative Ministries Credential - To union officers, departmental directors, and associate directors. These employees should have significant experience in denominational service, usually not fewer than five years, and demonstrate proficiency in the responsibilities assigned. Remuneration shall be at approximately the maximum for the specific category on the denominational wage scale.
  - B. Administrative Ministries License - To union officers, departmental directors, and associate directors with fewer than five years in denominational service.
  - C. Missionary Credential - To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for the category on the denominational wage scale. These include regular full-time hourly and some salaried staff.
  - D. Missionary License - To employees with limited experience (less than five years), including regularly employed office employees.
3. Teaching Employees
  - A. Commissioned Ministry of Teaching Credential – To educators with a life-long commitment to and significant experience in the Seventh-day Adventist ministry of education, usually not few than 6 years, with demonstrated proficiency in assigned responsibilities.
  - B. Commissioned Ministry of Teaching License – To licensed/certificated educators with no fewer than 3 years of satisfactory service, who have demonstrated a commitment to long-term service in the Seventh-day Adventist ministry of education, who support the

fundamental beliefs of the Church, and are in regular standing in the Church, and who practice a Seventh-day Adventist lifestyle.

- C. Ministry of Teaching License – Generally to entry-level teachers or teachers initiating their work into the Seventh-day Adventist ministry of education.

## Discipline and Termination Procedures

The purpose of disciplinary procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to assist employees in achieving optimum performance. The procedures outlined herein are for guideline purposes only and may be changed or omitted by the employer.

1. **Causes for Discipline** – Causes for discipline may include but are not limited to the following:
  - a. Violation of conditions of employment, including job performance.
  - b. Violation of published policies and procedures.
  - c. Failure to comply with any reasonable job-related request by a supervisor.
  - d. Causing employee unrest by airing complaints in lieu of following established complaint and grievance procedures.
  - e. Failure to keep accurate records in the prescribed manner or submit valid reports.
  - f. Failure to abide by the published guidelines for timekeeping, including regular clocking in and out.
2. **Procedures for Employee Discipline** – There are four steps that supervisors should follow when policies, regulations and guidelines in this handbook are ignored or violated:
  - a. **Verbal Warning** – A verbal warning by the immediate supervisor shall be directed to the involved employee. Successive verbal warnings shall be documented in the employee's file.
  - b. **Written Warning** – A written warning will be sent to the employee which contains the following information:
    - i. An outline of the problem area(s),
    - ii. Description of corrective action to be taken within the prescribed time frame,
    - iii. Further action which will occur if improvement is not noted within this time frame. The letter shall be given to the employee and a copy shall be placed in the employee's file.
  - c. **Evaluation** – At the end of the noted time frame, another session will be conducted between the supervisor and employee to discuss results since the initial counseling session. If desired improvement has not been made the HR Director shall be informed.
  - d. **Probation** – The Human Resources Committee shall take action placing the employee on probation. Another session with the employee will be held in which the employee is advised of the probationary action. A letter will follow from the Human Resources Committee Chairman confirming the probationary status and will be placed in the employee's file.
  - e. **Discipline** – The Human Resources Committee may choose an appropriate level of discipline, based on the severity of the offense, including, but not limited to, verbal warnings, written warning stated above, administrative leaves with or without pay and employment termination.
3. **Basis for Termination** – Any cause for discipline which is not corrected may lead to termination. Causes may include, but are not limited to, the following:
  - a. Violation of conditions of employment.
  - b. Violation of published employment policies and regulations.
  - c. Failure to practice the fundamental teachings and standards of the Seventh-day Adventist Church.
  - d. Remarriage without Biblical grounds.

- e. Habitual tardiness and/or absenteeism.
  - f. Misappropriation or misuse of organizational funds or other assets.
  - g. Unauthorized possession or use of property belonging to the organization or other individuals.
  - h. Inadequate effort to fulfill a job assignment or unsatisfactory performance.
  - i. Committing, aiding, advocating, or being convicted of, a felony.
  - j. Supporting, or being involved with, activities that are in conflict with the teachings and objectives of the Seventh-day Adventist Church.
  - k. Persistent disregards, or violation of, sound principles of Christian interpersonal relationships, or inability to maintain cordial relations with fellow employees.
  - l. Refusal to accept a transfer or justified reassignment
  - m. Attitude detrimental to the objectives and philosophy of the Columbia Union.
  - n. Falsification of records, time reports or expense reports.
  - o. Insubordination.
  - p. Misuse of confidential information.
  - q. Failure to return a faithful tithe.
4. **Procedures for Terminating Employees**
- a. **Opportunity to Resign** – If disciplinary or corrective measures have failed to remedy the situation, and if termination seems to be necessary, the employee may be given the opportunity to initiate resignation.
    - i. If the employee feels that written conditions of employment or published regulations, policies, or procedures have been inequitably applied in the impending dismissal, the employee may use the established grievance procedure. If the employee wishes to use this procedure, intention must be stated in writing to the Union Secretary within five working days of receipt of written notice of proposed dismissal. Notice shall be delivered in person or by registered mail with return receipt requested.
    - ii. If the employee does not resign or does not initiate a grievance procedure, the matter will come back to the appropriate committee for final action.
5. **Gross Misconduct** – In the case of a serious violation of conditions of employment or a major infraction of policies and regulations, such as gross misconduct, the action of the appropriate committee to terminate the employee's services is final. In such cases an employee may not be given an opportunity to resign. Prior notice and warnings need not be given. Dismissals for gross misconduct may be for, but not necessarily limited to, the following acts:
- a. Vandalism
  - b. Act of immorality or indiscretion
  - c. Disorderly conduct and profanity
  - d. Gross neglect of duty
  - e. Dishonesty
  - f. Use of tobacco in any form and/or alcoholic beverages
  - g. Illicit use of drugs
  - h. Permitting or requiring hourly employees to work without clocking or otherwise recording all hours worked. (Applies to supervisory employees and require a written warning before termination.)
  - i. Possession of firearm, explosive or other weapon devised for bodily harm.
6. **Settlement** – Should an employee be dismissed; the Columbia Union Conference will give a minimum of two weeks' notice (except in the case of dismissal for gross misconduct). The Columbia Union at its own discretion may pay the dismissed employee in lieu of notice. The employee who is dismissed for gross misconduct will receive the full remuneration that he or she has earned to the time of discharge and applicable termination settlement.

## EMPLOYMENT AT WILL

The employee recognizes an employment at will relationship and the employee may terminate the position at any time for any reason subject to the notice requirements given elsewhere in the Employee Handbook. The employer has the same rights as the employee for terminating the employment of the employee. The provisions of the Employee Handbook do not constitute a contract of employment nor are they covenants. No representative of the employer, other than the Human Resources Committee and/or ADCOM, has any authority to enter into any agreement with the employee for any specified period of time, or to make any agreement contrary to the foregoing. The provisions of the Employee Handbook are guidelines only and may be changed or deleted by the employer.

## EMPLOYMENT CLASSIFICATION

For payroll purposes, each employee is classified according to the position he/she fills. The classifications are listed below. Benefits may apply to certain classifications.

1. **Regular, Full-Time** - Employees are considered as regular and full-time when assigned a regular position, working a scheduled minimum of 38 hours a week (1976 hours annually) or working full-time on a salaried basis, and after having been in current denominational service for at least three months. Employees who work full time are considered eligible for the following benefits\*: health care assistance, tuition assistance (exempt employees only), paid leave or vacation, holiday pay, bereavement leave pay, jury duty pay, continuing education/graduate studies financial assistance, yearend holiday bonus, etc.
2. **Regular, Part-Time** - Employees (including students) are considered as regular and part-time when assigned a regular position, working on a scheduled basis of less than 38 hours a week after having been in current denominational service for at least three months. Employees classified as such may be eligible for the following benefits on a pro-rated basis\*: paid leave or vacation, healthcare assistance if working 30 hours or more per week, and year-end holiday bonus. The following may be paid if they fall on a regular scheduled workday: holiday pay, bereavement leave pay, jury duty pay, etc.
3. **Temporary Full-time** - Employees (including students) are considered as temporary and full-time when filling a temporary position, working on a scheduled basis of 38 hours a week. Employees classified as such may be eligible for the following benefits\* *if* their assignment is for more than three consecutive months: paid leave or vacation, holiday pay, bereavement leave pay, jury duty pay, year-end holiday bonus, etc.
4. **Temporary Part-time** - Employees (including students) are considered temporary part-time, when filling a temporary position, working on a scheduled basis of less than 38 hours per week. Employees classified as such are not eligible for benefits.

\*This list of benefits may be amended as deemed appropriate by the Human Resources Committee.

## EQUAL EMPLOYMENT OPPORTUNITIES

The Columbia Union Conference of Seventh-day Adventists is an unincorporated religious association with headquarters located in Columbia, Maryland. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling laws. The Columbia Union Conference does not discriminate with regard to race, national origin, gender (except in positions requiring ordination), color, age, marital status, veteran status or disability that does not inhibit performance of essential job functions. This is reflected in Columbia Union Conference practices and

policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In harmony with the above statement, the Columbia Union Conference of Seventh-day Adventists complies with the Americans with Disabilities Act. This act gives civil rights protection and equal opportunity to qualified individuals with disabilities in all employment practices, including job application procedures, hiring, advancement, compensation, training, termination and other terms, conditions, and privileges of employment. An individual is considered to have a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

## EVALUATION/ENTRY STATUS PERIOD

In order for a new non-elected denominational employee to have an opportunity to become acquainted, the first ninety (90) days of employment will be an entry period during which time the employee's performance will be carefully evaluated. This time will assist in learning methods and procedures that will allow employees to demonstrate ability, as well as become adjusted to the people with whom they work. At the end of the entry period, a formal performance evaluation may be conducted. The employee may be asked to participate to set future goals for himself/herself and/or the future status with the Columbia Union. Employment during the entry period continues to be an employment-at-will relationship.

## FLEXTIME PROGRAM

While it is expected that non-exempt employees be present in the office during business hours, the Columbia Union Conference has adopted a flexible work schedule program for hourly employees known as flextime. This program allows up to one-hour deviation from regular starting and stopping office hours with no less than one-half hour for lunch. The departmental director should determine whether flextime scheduling is an option for the employees in his/her department. Should it be determined that it is not possible to implement the program because of the nature of the work performed by the department, limited size, heavy travel schedules, response from the field, or other business-related reasons, the employee(s) of the department should be informed of this decision. If flextime scheduling is not adopted in the department or requested by the employee(s), standard work hours will be followed.

If flextime is approved by the departmental director, the employee must submit a work schedule to the director for approval. Forms are available in Treasury or Human Resources. A copy of the schedule must be sent to payroll and copy retained by the supervisor. The time schedule needs to be closely followed for proper functioning of the department. If a change in the schedule is requested by either the director or the employee, a new form must be completed and approved with a copy given to payroll and a copy given to the supervisor. Changes can be made on a quarterly basis.

## FRAUD POLICY

1. **Background:** The corporate fraud policy is established to facilitate the development of controls that will assist in the detection of, prevention of, or, if necessary, corporate response to any fraudulent activity against the Columbia Union Conference or its affiliates. It is the intent of the union to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development and management of these controls.
2. **Scope of Policy:** This policy applies to any irregularity, or suspected irregularity, involving

employees, board members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the union.

3. **Policy:** Union management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team, including Administration, directors, and associates, will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to a union officer. He/she will arrange for any subsequent investigation of any affected area, whether internal or external, in consultation with legal counsel.

4. **Actions Constituted Fraud:** The terms “defalcation,” “misappropriation,” and other “fiscal irregularities” refer to, but are not limited to:
  - a. Any dishonest or fraudulent act;
  - b. Misappropriation of funds, securities, supplies, or other assets;
  - c. Impropriety in the handling or reporting of money or financial transactions;
  - d. Profiteering as a result of insider knowledge of company activities;
  - e. Inappropriate use of employment position or status to influence another into action that results in personal gain or benefit (conflict of interest);
  - f. Disclosing confidential and proprietary information to outside parties;
  - g. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the Columbia Union without prior authorization;
  - h. Damage, destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment and/or any similar or related irregularity.

*Exceptions: By virtue of board/committee memberships for organizations not directly affiliated with the Columbia Union, employees may receive board gifts from time to time. Also, the Columbia Union may receive generic gifts of marginal value from certain vendors that may be assigned for the benefit of one or more employees individually or collectively.*

5. **Specific Threats:** The following is a partial list of fraud threats to which the union may be exposed and what is in place to avoid such threats from occurring.
  - A. Outright theft of major equipment or money
    - Cash and other funds are kept in a locked location or vault. Only authorized personnel have access.
    - Separation of duties where no single individual initiates, implements, and concludes transactions by him/herself (i.e., three separate individuals collect checks, receipt checks, and deposit checks)
    - Marking and logging of major equipment
    - Annual evaluation of registered equipment
    - Annual, formal, full GCAS audits are performed, and independent audits as required

- B. Improper, misleading, or intentional misstatement of accounting records
  - Annual, formal, full GCAS audits are performed, and independent audits as required
  - All operating journal vouchers are independently checked and stamped by the under-treasurer
  - Every effort is made to maintain a separation of duties where no single individual initiates, implements, and concludes transactions by him/herself. (i.e., three separate individuals collect checks, receipt checks, and deposit checks)
  
- C. Conflicts of Interest
  - All management, board members, and certain other employees, sign conflict of interest statements annually and identify, if applicable, any conflict. If one should arise, it is evaluated by management and the individual is asked to recuse him/herself from any decision-making relating to that conflict.
  - It is made clear to all employees that they are prohibited from using their title, union employment, or influence due to union employment, as coercion or other improper influence to cause another individual(s) to act in any way for personal benefit. Doing so may result in discipline up to and including termination of employment.
  
- D. Access to or disclosing confidential information
  - Sensitive information is stored in locked files or vaults away from easy access.
  - Employees are counseled that in most departments of the union confidentiality is an issue. Violation of confidentiality may result in discipline up to and including termination from employment.

6. **Other Irregularities:** Irregularities concerning an employee's moral or ethical behavior may or may not constitute fraud but should nevertheless be reported to union Administration.

7. **Employee Fraud Awareness:** It is the intent of the union to educate all employees in the awareness and prevention of fraud. In an effort to keep an ongoing culture of fraud prevention in the workplace, the union is involved in the following:

- A. Pre-employment screening
  - All employees are subject to background checks, reference checking, and personal interviews during consideration of the applicant and/or following a conditional employment offer.
  
- B. Fraud awareness training
  - Union Administration will arrange for fraud training for all employees on a periodic basis. This may include inviting law enforcement officials, fraud or fraud audit experts, or similar fraud authorities to conduct training presentations to our employees.
  
- C. Fraud Policy included in Employee Handbook
  - This fraud policy is included in the employee handbook provided to every employee and new hire. These policies are reviewed annually and updated by the Columbia Union Administration, as required.
  
- D. Consequences for confirmed fraud

- Any confirmed instance of fraud may result in immediate termination and likely prosecution.

8. **Investigation Unit:** Should a claim of fraudulent activity be such as to warrant further investigation, it is the responsibility of union Administration to appoint an investigation unit. This unit will consist of no less than five (5) and no more than nine (9) individuals. A majority of these individuals must come from current members in good standing of the union Executive Committee. The remaining individuals may be called upon at the discretion of union Administration. Members of union Administration shall be non-voting invitees of the Investigation Unit.

9. **Investigative Responsibilities:** It is the responsibility of union Administration to manage any investigation of suspected fraudulent acts as defined in the policy and to appoint an investigative unit. If the investigation substantiates fraudulent activities have occurred, a report will be issued to the appropriate parties, employees, boards and committees.

Decisions to prosecute or refer the examination results to law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and union Administration, as will final decisions on disposition of the case. Reports shall be made available for review by the union Executive Committee.

10. **Suspected Fraud:** Any employee who suspects dishonest or fraudulent activity shall notify union Administration immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

11. **Confidentiality:** Reported information relating to possible fraudulent activity is held in confidence except as needed for proper investigation, corrective action and prosecution.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the union from potential civil or other liability.

12. **Authorization for Investigating Suspected Fraud:**

Members of the Investigation Unit will have:

- a. Free and unrestricted access to all union records and premises, whether owned or rented; and
- b. The authority to examine, copy, and/or remove all or any portion of the contents of files, computers, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

13. **Reporting Procedures:** Great care must be taken in the investigation of suspected improprieties or irregularities to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

- A. An employee who discovers or suspects fraudulent activity will contact union

Administration immediately. The employee or any other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Investigation Unit or union legal counsel as appointed by Administration. No information concerning the status of an investigation will be disseminated. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the misappropriation," or any other specific reference.

- B. The reporting individual shall be instructed as follows:
- Do not contact the suspected individual in an effort to determine facts or demand restitution.
  - Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by union Administration, the Investigation Unit, or union legal counsel.
14. **Termination:** If the investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by designated representatives from the Human Resources Department, legal counsel, personnel committee, or other designated individuals or committees before such action is taken. The Investigation Unit does not have the authority to terminate an employee. The decision to terminate an employee is made by union Administration. Should the Investigation Unit believe the decision by union Administration to be inappropriate based on the facts presented, the facts will be presented to the union Executive Committee for a final decision.
15. **Administration:** The union treasurer is responsible for the administration, revision, interpretation, and application of this policy. The policy is reviewed annually by the treasurer in consultation with union Administration.

## HARASSMENT

1. **Working Environment** – The Columbia Union Conference values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Union. The Columbia Union Conference also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.
- a) Develop a harassment policy and complaint procedure;
  - b) Designate an officer to serve as the individual to whom complaints of harassment can be made in addition to an employee's departmental director;
  - c) Supply each employee with a copy of the harassment policy and complaint procedures; and Have each employee acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file.
2. **Employee Personal Conduct**—Employees of Columbia Union Conference organizations are to exemplify the Christ-like life and should avoid all appearances of wrongdoing. They should not engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, must not be displayed anywhere on the premises of the Columbia Union Conference or its organizations, or while

representing the Columbia Union Conference in any capacity. Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their gender, race, color, national origin, age, or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.

3. **Sexual Harassment**—Sexual harassment is a form of harassment that involves unwelcomed sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:

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

4. **Improper Conduct**—Improper conduct by the employer, co-workers and, in some instances, non-employees include, but is not limited to:

- a) Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;
- b) Unwelcomed sexual flirtation or propositions;
- c) Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body);
- d) Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by the Columbia Union Conference or its organizations sexually suggestive pictures, drawings, cartoons or objects or other erotica;
- e) Threats or demands for sexual favors;
- f) Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);
- g) Demeaning or degrading comments about an individual's appearance.
- h) Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability;
- i) Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age, or disability; or
- j) Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

5. **Reporting Incidents** - Employees who believe that they have been harassed should immediately take the following steps:

- a) Make it clear that such conduct is offensive and should be stopped immediately; and
- b) Report the incident to the immediate department director or to the designated officer of the organization to whom complaints can be made. The initial report should be followed by a written statement describing the incident and identifying potential witnesses.

6. **Third-Party Reports**—Employees who are aware of incidents of potential workplace harassment toward others are to report such incident to their department director or the designated officer to whom complaints can be made.

7. **Investigation** – Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

8. **Discipline** – A violation of this policy may result in discipline, up to and including dismissal from employment.
9. **Prohibition of Retaliation** – The Columbia Union Conference prohibits retaliation against employees complaining of harassment.

## HIRING

Employees are not considered officially hired, work may not begin, and paychecks cannot be issued, until the following forms have been completed to initiate payroll and personnel records. This includes but is not limited to:

### Required Forms

- a) I-9 Employment Verification
- b) W-4 Federal Tax Withholding Form
- c) State Tax Withholding Form
- d) Health Care Plan Enrollment
- e) Direct Deposit
- f) LTD/Basic Life Insurance Form
- g) Sterling Volunteers Background Screening
- h) Work Permit (those under 18)
- i) Employee Acceptance of Columbia Union Handbook Form

## INFORMATION TECHNOLOGY – ACCEPTABLE USE POLICY

**Purpose** – The objective of this policy is to define standards of conduct when accessing and using computer resources made available by or through the Columbia Union Conference (hereafter referred to as the Columbia Union).

**Application** – Computer resources affected by this policy include, but are not limited to, computers, copiers, fax machines, networks, software, computer files, electronic mail, voice mail, and the Internet and/or Intranet, that are made available by and through the Columbia Union (collectively referred to as “information technologies”). This policy applies to all Columbia Union employees with Columbia Union owned or personally owned computers, workstations and smartphones used to connect to the Columbia Union network.

### Policy

1. **Right to Monitor** – The Columbia Union reserves the right to monitor the use of all information technologies owned by the Columbia Union at any time and without notice.
2. **Network Privacy** - Employees have no expectation of privacy while using Columbia Union information technologies. Employees may connect personal devices to the Columbia Union network or internet but should be aware that all internet usage may be monitored without warning or consent.
3. **Email and Electronic Document Policy** – All emails and electronic documents produced by employees in the course of their work are the property of the Columbia Union. Files, data and email that are work related must be created and maintained on Columbia Union systems. Employees must refrain from using personal email or other accounts for Columbia Union work.
4. **E-Discovery Compliance** – The Columbia Union is required to comply with e-discovery laws in the event of a legal proceeding or investigation. Should these circumstances arise, all Columbia Union information technologies and data storage systems will be searched for any relevant information and forwarded to the appropriate authorities for examination. Employees should

be aware that any personal or private information stored on any of the Columbia Union's information technologies will be included in this search.

5. Password Policy – Columbia Union employees are required to use strong and different passwords on all computer systems, websites, databases, and external systems used for work. The same password shall not be used on two different systems. Strong passwords should include the use of uppercase and lowercase letters, numbers, symbols, and be at least 8 characters or greater in length. The use of passphrases instead of passwords is strongly encouraged. Employees are also strongly recommended to use a password manager such as LastPass, 1Password, or Dashlane to help manage their passwords for work. Using a web browser to manage passwords is not recommended. Additionally, multifactor authentication (MFA) should be used whenever available.
6. Computer Systems Security – Employees are responsible for the security of any computer system they are logged into. Employees are required to lock or logout of any computer system when they can no longer control or monitor that computer system.
7. Smartphone Agreement – Any employee who uses a smartphone that connects to Columbia Union networks or data (such as email, contacts, calendars, or files) must enable security features on their smartphone to prevent the inadvertent release of information. Acceptable security features should lock the device so it cannot be picked up and used easily if found by someone else. PIN numbers, biometrics, and lock patterns are some examples of acceptable security features. The Columbia Union reserves the right to remote wipe data on any smartphone connected to the Columbia Union network. Any employee who loses a smartphone that was connected to the Columbia Union network is required to immediately report this loss to Columbia Union Information Technology Services staff.
8. Acceptable Use of the Network – The Columbia Union expects all employees to use the Columbia Union's information technologies for business purposes. Employees may use Columbia Union information technologies for personal use during work hours provided that the personal use...
  - a. Does not interfere with the performance of the employee's job duties and obligations.
  - b. Does not violate this policy or any other Columbia Union policy.
  - c. Does not interfere with the operation of the Columbia Union's information technologies.
  - d. The employee recognizes that there is no expectation of privacy in the personal use of the Columbia Union's information technologies.
9. Prohibited Uses of the Network – The following activities are strictly prohibited. This is by no means an exhaustive list but attempts to provide a framework for identifying activities that are unacceptable on Columbia Union information technologies.
  - a. Excessive personal use of the Columbia Union's information technologies.
  - b. Using information technologies to violate the Columbia Union's *Confidentiality Policy*, including but not limited to the disclosure or dissemination of confidential information and/or trade secrets of the Columbia Union to any third party without express authorization.
  - c. Violating the rights of any person or Columbia Union protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Columbia Union.

- d. Unauthorized copying or receiving of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Columbia Union or the end user does not have an active license.
- e. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- f. Intentionally introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- g. Revealing your account password to others or allowing use of your account by others to include family and other household members when work is being done at home, except Columbia Union authorized personnel or when authorized for the performance of regular duties.
- h. Using information technologies to engage in any conduct that violates any federal, state, or local law, or any of the Columbia Union policies, including but not limited to, using the Columbia Union's information technologies to engage in any form of harassment, or accessing or transmitting any obscene or pornographic material through the Columbia Union's information technologies.
- i. Any personal commercial or business use for profit not related to the Columbia Union or work activities.
- j. Obtaining and/or using another user's passwords without their knowledge and consent.
- k. Attempting to gain access to files and resources to which you have not been granted permission.
- l. Making copies of another user's files or e-mails without their knowledge and consent.
- m. Stealing, vandalizing, or obstructing the use of computing equipment, facilities, or documentation.
- n. Installing any software on your computer without the express or written consent of ITS and a supervisor.
- o. Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).

**Violations of Policy** – An employee aware of any activity by another employee that is in clear violation of this policy is required to notify their department head and ITS immediately. If you are unsure as to an activity's appropriateness, consult with ITS. Any employee who uses the Columbia Union's information technologies in an inappropriate manner will be subject to discipline, up to and including discharge.

## LOCAL CHURCH RESPONSIBILITIES

Each employee is encouraged to be active in his/her local church, without those activities encroaching on work responsibilities. The Columbia Union is commissioned to efficiently serve the needs of all the conferences and cannot focus on the needs of a particular church or conference.

## MOONLIGHTING

Employees should not hold other employment nor engage in other activities which are not compatible with the full and proper discharge of the duties and responsibilities of the position held. Human Resources Committee or the Executive Officers, in consultation with the immediate supervisor, shall determine whether outside activities are interfering with the employee's efficiency and contribution.

## OVERTIME

Employees are expected to complete their work during the regular work week. On rare occasions, overtime work may be necessary. On these occasions, written approval from the supervisor is required. Non-exempt employee work hours over forty (40) in a work week will be paid at time and a half. Holidays, vacation, and sick time are not counted as working hours for determining overtime.

## PERFORMANCE EVALUATIONS

All elected and appointed staff will participate in a performance review twice a quinquennium. All other employees will participate in a performance review on an annual basis. The performance evaluation form is located in the Human Resources Department.

## RESIGNATION OF EMPLOYMENT

Employees should submit a written notice of intention at least two weeks before their planned departure date. This notice should be given to the immediate supervisor, who will immediately pass it on to the Human Resources Department.

1. Exit Interview - A resigning employee is expected to report to the Human Resources Department to make arrangements for accrued vacation and short-term sick leave time, outstanding loans, computer/devices, all office keys, and a forwarding address.
2. Health Care Card - The last day of employment will be reported to Adventist Risk Management for termination of medical benefits.

## RÉSUMÉ

The Columbia Union does not accept résumés as applications for employment. To be considered an applicant, the candidate must submit a completed union application. Applications for employment are available through the Columbia Union Human Resources Department.

## SELF SUPERVISION

Since the officers and department directors are out of the office much of the time, many employees whose functions are primarily in the office often work without close supervision. Employees are expected to conscientiously observe office hours, work diligently and refrain from visiting with fellow employees or visitors for extended periods, doing personal work or spending time in other non-productive activities.

## TERMINATION SETTLEMENT

For eligibility requirements, see NAD Working Policy Y 36.

## TIME CLOCK

In order to keep the accurate records required by law for non-exempt personnel, the Columbia Union uses a time clock. Each non-exempt employee should clock in when arriving in the morning and clock out at closing time. In addition, each worker should clock out when leaving the office, except when on official business. Time must be verified by the employee and treasury personnel at the end of each pay period. No employee should clock in or out for another employee. Falsifying time clock records, or clocking in/out for another employee, will result in discipline, up to and including immediate dismissal.

## TITHING

1. **Rationale** - Tithing is a basic biblical principle which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and his Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.
2. **Models** - Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church workers a fidelity to basic principles which is unequivocal. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.
3. **Review** - Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs of the Church, becomes a condition of employment for all employees. Consequently, at the time of employment, each individual shall be informed in writing of this requirement, which includes the expectation of faithfulness in tithing. Tithing practices may be subject to an annual review.
4. **Concern** - If it is determined that an employee is not faithfully tithing, the President or his or her designee shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help him or her understand that he or she is following a course that is harmful to his or her relationship with his or her Creator.

## EMPLOYEE BENEFITS

### ALTERNATIVE MEDICAL REIMBURSEMENT

As an enhancement to medical benefits the Columbia Union provides reimbursement for alternate medical care according to the following guidelines.

1. Extended Stay Treatment Programs (1–3-week programs i.e. Wildwood/Weimar)
  - a. The employee must get pre-approval from their supervisor, the UnderTreasurer, and Human Resources, and must have been employed for at least 18 months.
  - b. The full cost of the program including accompanying spouse – the maximum covered cost is \$5,000 per individual per visit.
  - c. The lesser of 50% of airfare or actual mileage/lodging reimbursement.
  - d. The benefit is available to employees not more than once every three (3) years.
  - e. Paid Leave – The Union will pay for 50% of the days off work with a maximum of one and half weeks (6 days). Any time off that exceeds this maximum will be taken as paid leave by the employee.

➤ In addition to the regimented program, cost includes all lab expenses and prescribed herbal supplements while in attendance at the facility of choice.
2. A. General, Naturopathic and/or Health Practitioners Prescribed/Procedures – prescription required for reimbursement.
  1. Vitamins
  2. Supplements

3. Essential Oils

B. Fitness & Health Management

1. Diet Program Fees (i.e. Weight Watchers, Jenny Craig (Food not covered))
  2. Fitness Memberships – gym, exercise, and fitness related programs
  3. Exercise Tracker (i.e. Fitbit)
- Allowance up to \$1,500 per family
  - Permanent part-time employees with healthcare, are eligible for 75% of the alternative medicine.
  - NOT COVERED: NAD Healthcare Plan co-pays, vision, dental, prescription, massage/acupuncture or any other healthcare covered item. Over the counter medicines and personal health items.

## ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

The Union provides AD&D coverage through the Adventist Risk Management Inc. according to the following guidelines, to elected staff who travel extensively.

All other employees may arrange for coverage on a payroll deduction basis.

### Schedule of Benefits

1. \$300,000 principal sum for death or dismemberment, applicable to workers who travel extensively.
2. Optional coverage is available for wife and dependents, at employee expense.
3. The insurance is 24-hour broad form-type coverage.
4. Coverage begins as of the first of the month following receipt of application by Adventist Risk Management, Inc.
5. Death and dismemberment cases shall be treated in accordance with the standard schedule of benefits usually applied to claims arising out of accidents.
6. In case of accidental death, the benefit shall accrue to the heirs.
7. The Treasury and Human Resources Department shall be responsible for conveying to Adventist Risk Management, Inc. the pertinent data required regarding those employees who travel extensively for whom accidental death and dismemberment coverage is approved.

## ADOPTION EXPENSE

Full-time employees may be granted assistance of 75% of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to three times the current monthly remuneration factor. This assistance shall be limited to one allowance per child and two allowances per family.

## ANNUAL INCREMENTS

If an employee has not reached the maximum for the applicable wage category, he/she is eligible for an annual increase in salary until the maximum is reached. This increase is usually given in January.

## AUTO INSURANCE

Employees who regularly drive their personal automobiles on behalf of a denominational entity shall carry limits on liability and other coverage as recommended by the denomination. The limits are:

|                             |                     |
|-----------------------------|---------------------|
| * Bodily Injury Liability   | \$250,000/\$500,000 |
| * Property Damage Liability | \$50,000            |
| Medical Payments            | \$5,000             |
| Comprehensive               | \$100 Deductible    |
| * Collision                 | \$500 Deductible    |
| Uninsured Motorist          | Statutory           |

\* Optional \$300,000 single-limit policy is acceptable

### Assistance

The eligible employee shall present his/her auto insurance bill to payroll (which must include coverage amounts and premium cost) semi-annually or annually, whichever matches the coverage period. It must be for the vehicle that is used most for business travel. An unmarried denominational employee, if eligible, shall receive assistance on one automobile only. Married denominational employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.

- Unmarried Annual Maximum (Single Vehicle Eligibility)-\$1,440
- Married Annual Maximum (Two Vehicle Eligibility) -\$2,038

If the employee has two vehicles that are used for business travel, assistance shall be calculated on the vehicle with the highest premium rate. Coverage on both vehicles must meet the requirements listed above.

### Accidents

In the event a claim is filed on a covered vehicle, the employee will be responsible for the first \$50 of the collision or comprehensive deductible, and the remainder of the deductible will be paid by the union. If the employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to union for any amounts previously paid by the employer above the first \$50 of the deductible.

## AUTO LOAN

See Undertreasurer and NAD Working Policy Y 21

## BASIC AND SUPPLEMENTAL LIFE INSURANCE

1. The Columbia Union provides basic life insurance benefits for all eligible full-time employees and their eligible dependents.
2. Eligibility - An employee survivor benefit, as determined, shall be paid to the survivor(s) of full-time denominational employees who die while in active service or who are still on the denominational

payroll, and/or to the survivor(s) of the spouse thereof, or a benefit for a dependent as defined in the Health Care Assistance Policy.

3. Employee Without Surviving Spouse/Children - Benefits paid on behalf of a deceased employee shall be paid according to a beneficiary succession to accomplish the purpose of this fund. The beneficiary succession shall be: the surviving spouse, the surviving children, the surviving parents, the surviving brothers and sisters, then the estate of the deceased employee. This beneficiary succession may be specifically changed by the employee by application to the fund administrator.

The following is a summary of the benefits provided. For full policy disclosure, please see the plan administrator.

### **Basic Life Benefit Options**

The following benefit options are summarized below:

\*Standard Plan

To the designated beneficiary:

|           |           |
|-----------|-----------|
| Employee  | \$100,000 |
| Spouse    | \$ 50,000 |
| Child     | \$ 10,000 |
| Stillborn | \$ 750    |

\*The excess premium beyond \$50,000, paid by the employer becomes taxable income to the employee.

### **Supplemental Life Insurance**

Employees on a voluntary basis may supplement their survivor benefit amounts by participating in the supplemental life insurance program for themselves and their families through payroll deductions. Applications are available through the Human Resources Department.

## **BEREAVEMENT LEAVE**

Each full-time employee will receive paid leave of one work week (four days) upon the death of an immediate family member. This includes travel time. This includes:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. Spouse                      | 4. Brother/sister (including in-laws) |
| 2. Children                    | 5. Grandparents (including in-laws)   |
| 3. Parents (including in-laws) | 6. Grandchildren                      |

The leave will be increased by one additional week if the employee is the one handling the business affairs of the deceased.

## **CHRISTMAS GIFTS - Employees**

The Columbia Union may grant an annual holiday gift. This gift shall not exceed three percent (3%) of the remuneration factor rounded up to the nearest five dollars (\$5.00 US). Part-time employees shall receive 50% of the above amount.

## COMMUNICATION ALLOWANCE

Administrators, departmental directors, associate directors, assistant directors, and certain other employees are eligible to receive the communication allowance. This is charged to the departmental budget and a this benefit designated for the employee only. For reimbursement, the employee should subtract any family members from the bill. Reimbursement is provided for the following – when reported on the monthly expense report:

1. Phone accessories;
2. Phone plan services such as internet, email, etc.;
3. Internet service;
4. Reimbursement of cell phone purchased should be made in consultation with the department supervisor and the UnderTreasurer

## COST-OF-LIVING – Annual Increases

The annual meeting of the Columbia Union Conference Committee may authorize a cost-of-living increase without relation to the remuneration level or annual increments.

## DISABILITY INCOME PLAN

All regular full-time denominational employees working an average of at least 35 hours per week shall be eligible to participate in the Employee Disability Income Plan commencing with the first day of employment. See NAD Working Policy Y 33 for coverage requirements.

## FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave of Absence policy of the Columbia Union Conference, effective August 5, 1993, and as amended by the National Defense Authorization Act (NDAA) amendments (effective January 16, 2009), outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection.

1. Definition - A family and/or medical leave of absence shall be defined as an approved absence of an eligible employee for up to either twelve (12) or twenty-six (26) weeks (for specified military-related leave described below), and within a twelve (12) month-period under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:
  - A. Birth of an employee's child (up to 12 weeks);
  - B. Placement of a child with an employee for adoption or foster care (up to 12 weeks);
  - C. Need for an employee to care for a child, spouse, or parent who has a serious health condition (up to 12 weeks);
  - D. When an employee is unable to perform the functions of his/her position because of a serious health condition (up to 12 weeks);
  - E. Because of "any qualifying exigency" arising out of the fact that a covered military servicemember (spouse, son, daughter or parent), serving in the National Guard and

Reserves, is on active duty or called to active-duty status in support of a contingency operation (up to 12 weeks);

"Qualifying exigencies" generally include:

- 1) Short notice deployment;
- 2) Military events and related activities;
- 3) Childcare and school activities;
- 4) Financial and legal arrangements;
- 5) Counseling;
- 6) Rest and recuperation;
- 7) Post-deployment activities; and
- 8) Additional activities agreed to by the employing organization and the eligible employee.

- F. For eligible military caregiver of a military servicemember, to care for the covered service member with a serious illness or injury incurred in the line of duty on active duty (up to 26 weeks).
2. Scope - The provisions of this policy shall apply to all qualifying family, exigency, military caregiver and/or medical leaves of absence approved for eligible employees for the reasons described in NAD Policy E 83 05.
  3. Paid and Unpaid Leave – Family, qualifying exigency, military caregiver and/or medical leaves of absence shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of the Columbia Union Conference, the employees will be required to use those accrued benefits to provide compensation during all or any part of the twelve (12) or twenty-six (26) weeks leave. If the employee's paid benefits are exhausted, the remainder, if any, of the family or medical leave will be unpaid. The use of accrued benefits will not extend the duration of a family or medical leave.
  4. Eligibility - To be eligible for leave under this policy, an employee must be employed in the United States, must have been employed by the employer for at least twelve (12) months in total, must have worked for the employer at least 1250 hours during the twelve (12) month-period immediately preceding the commencement of leave, and where applicable, must be a family member of a covered servicemember. For purposes of eligibility, all full-time teachers of an elementary or secondary school system or institution of higher education, or other educational establishment or institution, and all exempt employees, are deemed to meet the 1250-hour test unless the employer can demonstrate that the employee did not work 1250 hours during the previous twelve (12) months.

All denominational employees within the United States who meet the above eligibility requirements, regardless of the size of the employer or location of the work site, are eligible for family and medical leave. Church employees outside of the United States shall also meet any requirements for leave under their jurisdictions.

5. Reinstatement - An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, or one which requires substantially equivalent skill, effort, responsibility, and authority.
  - A. Determination - The determination of how any employee of an elementary or secondary school is to be restored to an equivalent position upon return from Family and Medical Leave of Absence leave must be made on the basis of established Columbia Union Conference or school board, conference, or board of education policy. Such policy must be in writing, must be made known to the employee prior to the taking of Family and Medical Leave of Absence, must clearly explain the employee's restoration rights upon return from leave, and must provide substantially the same protections as provided by the Family and Medical Leave of Absence for reinstated employees.
  - B. Exemption from Family and Medical Leave of Absence Policy - The employer may choose to exempt certain salaried, highly compensated "key" employees from this requirement and not return them to the same or similar position.
  - C. Completion of Leave - Once leave has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work.

6. Basic Requirements and Conditions of Leave

- A. Certification - The employer will require medical certification to support a claim for leave for a qualified employee's own serious health condition or to care for a seriously ill child, spouse or parent or servicemember.

The employer may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the employer and the employee.

- B. Fitness for Duty Certification - All returning employees will need to obtain a job-related fitness for duty certificate from the attending physician or health care provider prior to his/her return to work if the Family and Medical Leave of Absence leave taken was based on the employee's own serious health condition. If a safety concern exists, a fitness for duty certification may also be required where the employee has taken intermittent leave.
- C. Temporary Alternative but Equal Position - If medically necessary for a serious health condition of the employee, his/her spouse, child, parent or service member, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the employer may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.

- 1) When an instructional employee (one whose principal function is to teach and instruct students) of an elementary or secondary school requests intermittent or reduced leave for planned medical treatment for more than twenty (20) percent of the total number of working days in the period during which the leave would be used, the employer may require the employee to elect either to:
  - a. Take leave for a particular duration of time which is not greater than the duration of the planned treatment; or
  - b. Be transferred to an equivalent alternative position.
- 2) Exempt employees will not be docked for Family and Medical Leave of Absence of less than one day.

*NOTE: Leave for a particular duration means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed and may include one uninterrupted period of leave. The entire period of leave taken will count as Family and Medical Leave of Absence leave.*

- D. Spouses Employed by the Same Employer - Spouses who are both employed by the same employer and are requesting family, qualifying exigency, military caregiver or medical leave for the same qualifying event are entitled to the aggregate of time each can individually take for the birth, adoption, or placement of a child for foster care and for the care of a sick parent or a parent-in-law, for exigency or military caregiver leave.
7. Status of Employee Benefits During Leave of Absence - While an employee is on leave, the employer will continue the employee's health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
- A. Employee Pays to Opt in Eligible Dependent(s) - If the employee pays to opt in eligible dependent(s) and/or a spouse, then while on paid leave the employer will continue to make payroll deductions. While on unpaid leave, the employee must continue to make this payment which must be received from the employee as directed by the employer. If the employee does not continue these payments, the employer may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.
  - B. Benefit Entitlements - Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

## HEALTH CARE BENEFITS

Columbia Union Conference offers a choice in healthcare plan benefits to all full-time employees and their eligible dependents. For purposes of healthcare coverage, the following definitions are applicable.

### Full-time employee:

- employee who works a minimum of 30 hours per week;

Eligible dependent:

- spouses who are unemployed;
- children who are biological or legally adopted children of the employee and /or the employee's spouse;
- children for whom the employee and/or employee's spouse are appointed by court order as legal guardian;
- employee's stepchildren;
- all such children described above are eligible until they reach age 26;
- children age 26 or older who are totally and permanently disabled as defined by the plan.

For an explanation and a complete summary of benefits, refer to the Health Care Assistance Plan document located on the Ascend to Wholeness website.

## HOME LOANS

Mortgage Loans are offered to Columbia Union Conference employees on the following terms:

- 1) Eligibility
  - a) Mortgages will be granted to Officers, Vice-Presidents, Directors, Associate Directors, and Assistant Directors
  - b) Employee home loans will be for eligible employees who are purchasing a home as their primary residence or refinancing an existing outside loan.
  - c) Refinance – Employees who request to refinance an outside loan with the Columbia Union may be limited to borrowing \$100,000 additional funds, added to the loan balance to be refinanced, not to exceed 90% of appraised value.
  - d) Additional Borrowed Funds – Employees who currently have mortgage loans with the Columbia Union who wish to borrow additional funds secured by their home are limited to borrowing an additional \$100,000, not to exceed 90% of appraised value.
- 2) First mortgage real estate (home) loans shall be secured by a recorded first mortgage or deed of trust.
- 3) Loans are issued and will be approved as funds are available.
- 4) Loans are unassumable and payable in full when the borrower ceases to be an employee of the Columbia Union Conference, retires, or ceases to occupy the property as a personal dwelling.
- 5) The borrower is to pay all transfer costs, including those at maturity or settlement of the loan. The borrower is to pay the premium on a title insurance policy protecting the Columbia Union Conference Association interest in the property.
- 6) Terms of payment for first mortgage loans shall be based on a maximum amortization of 30 years to include principal and interest. Monthly payments will be payroll deducted and will include principal, interest, and real estate taxes. The portion for real estate taxes will be placed in an escrow account (non-interest-bearing account).
- 7) Maximum first mortgage loan cannot exceed 90% of appraisal value of property and/or a required 10% down payment is required.

- 8) Interest rates will be determined using [www.bankrate.com/mortgages/mortgage-rates/maryland](http://www.bankrate.com/mortgages/mortgage-rates/maryland). The interest rate will be discounted by .75% of the average rate noted in the above site (rounded to the nearest ¼%)
- 9) All new home loan applications will be reviewed by the In-House Loan Committee and ratified by the Board of directors.

## HONORARIUM PROTOCOL

1. **Anytime** an honorarium is provided, the recipient MUST fill out a W-9 form. Forms are available in Treasury. Treasury will not write any honorarium checks without a completed W-9 form.
2. Columbia Union employees do not typically qualify to receive an honorarium from the Columbia Union. An exception will require prior approval from an officer.
3. For a denominational employee: \$100-\$300 for one (1) presentation, up to \$500 for two (2). \$100-\$250 each for three (3) or more presentations. For a non-denominational employee: negotiated contract. Payment will be made after services are rendered.

## HOUSING - Exempt Employees

1. Employee-Owned Housing - When employees purchase housing, they accept the full responsibility involved in home ownership. Employees who work at the Columbia Union office are expected to have their primary place of residence within close geographical proximity to the office, unless by special arrangement with Administration.
2. Parsonage Allowance - Where a parsonage allowance is granted to the employee under existing government regulations, the maximum amount of said allowance shall be stipulated annually by the Columbia Union Executive Committee.

## HOUSING EXPENSE/DUPLICATE – Exempt Employees

1. Initial Assistance - When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he/she is required to pay housing expenses both at his/her former location and at his/her new location an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.
2. Unusual Circumstances - In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to above was no more than one hundred (100) percent of an appraisal provided by an independent appraiser, up to an additional three (3) months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.
3. Extreme Circumstances - If the employee has not been able to sell the home after having received an allowance for six (6) months because of extreme circumstances, the allowance may be continued

for a further period of up to six (6) months if the asking price for the said home is not more than ninety-five (95) percent of the appraisal during this period.

4. Amount - When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to one hundred (100) percent of the cost factor (housing /utilities/property tax of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the employee was eligible at the former location. Fifty (50) percent of any rental income shall be deducted from the allowance.
5. Sharing of Loss on Sale - In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first thirty (30) days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that, in lieu of spending all the duplicate housing allowance provided in the Columbia Union Conference working Policy Y 16 06, items 1 through 4, the property may be placed for sale at less than one hundred (100) percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed-upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.
6. Purchase of Employee's Home - If in the course of transitioning an employee from one location to another the employing organization decides that it is in its best interest to acquire the home where the employee currently lives in order to facilitate the relocation of the individual to the new job assignment, the employing organization may exercise that option with the approval of the governing committee and, where applicable, the association or corporation. The home shall be appraised by a third party, and the price will be set excluding realtor fees.
7. Coordination of Benefits - The employing organization should discuss the options available to the employee and should avoid the unnecessary multiple application of the provisions of this policy.

## LUGGAGE ASSISTANCE

Officers, directors, associates, and assistants who travel regularly may receive an annual luggage allowance; Officers up to \$450; Vice Presidents and Undertreasurer up to \$400; Directors & Education Associates up to \$350; other Associate & Assistant Directors up to \$300 per year for luggage assistance. Luggage is defined as suitcases, briefcases, computer cases, and carry-on pieces. Two (2) years may be combined together for a maximum reimbursement of double the amount of your annual maximum in one year. This will be non-taxable to the employee.

## MOVING ALLOWANCE AND ARRANGEMENTS

The Columbia Union may pay the necessary moving expenses for exempt employees who are called to work in the Columbia Union from outside a 50-mile radius of the Columbia Union office area. Employees are responsible for packing their own possessions.

1. Travel Expense - Hotel expense, per diem, and one hundred percent (100%) of the regular mileage allowance for up to two cars, may be paid when moving a new employee to the new place of employment.

2. Other Moving Expense - A flat amount rounded up to the nearest \$10 to cover packing and other moving costs is as follows:

|            |                              |
|------------|------------------------------|
| Employee - | 16.5% of Remuneration Factor |
| Spouse -   | 16.5% of Remuneration Factor |

A single parent with dependent children may be granted thirty-three percent (33%) of remuneration factor as a moving allowance.

Intern - Individuals accepted into the Business Internship Program are not eligible for benefits under the moving allowance policy, unless by special arrangement with administration.

3. Automobile Registration and Excise Tax - Employees who are called to another state and who are required to pay duplicate excise/sales tax, license, and certification/inspection fees may report such expense on one car if the car is registered within ninety (90) days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.

## PAY PERIODS/EMPLOYEE REPORTS

1. Hourly employees are paid every two (2) weeks. Payroll Adjustment Form should be turned into the Payroll office on the Monday morning following the end of the pay period when the time cards are verified. Vacation time, sick time, holidays and approved administrative time off from work and any prior approved hours worked away from the office should be recorded on the timecard. All travel expenses should be reported on the payroll adjustment form. Payroll is done by automatic deposit on Wednesday following the close of the pay period. **NOTE:** If a holiday disrupts the normal pay schedule, payroll will be made one day BEFORE the normal pay day. Report forms can be obtained from the Payroll office or the second floor workroom.
2. Salaried employees are to submit their workers' reports on the 20<sup>th</sup> of the month (see Payroll Calendar) and are paid on the 25<sup>th</sup> for the full month. If weekends or holidays disrupt the normal pay schedule, the Payroll office will inform the employee of the date the report is due. If the 25<sup>th</sup> falls on a weekend or holiday, payday will be on the preceding Friday. All travel expenses should be listed on the worker's report. Vacation and sick time should be included on the report. Departmental expenses should not be placed on the report. Report forms can be obtained from the Payroll office.

## PERSONAL EFFECTS INSURANCE (PEB)

The Columbia Union carries PEB insurance on exempt employees who are asked to travel extensively in meeting their responsibilities. This insurance covers items carried by the employee, according to NAD Policy.

## RETIREMENT PLAN

Certain employees may be eligible to receive retirement benefits. For eligibility, employees are to see NAD Working Policies Z and Y 46. See Human Resources for further information.

## SICK TIME OR DISCRETIONARY TIME (Paid Leave)

This Sick Leave Policy shall apply to non-exempt denominational employees excluding those in health care institutions.

1. **Sick and Safe Leave** - Upon employment, an employee (non-exempt and exempt) accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.
  - A. An employee is allowed to use earned sick and safe leave under the following conditions:
    - To care for or treat the employee's mental or physical illness, injury, or condition;
    - To obtain preventative medical care for the employee or the employee's family member;
    - To care for a family member with a mental or physical illness, injury, or condition;
    - For maternity or paternity leave; or
    - The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.
  - B. A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.
  - C. Employees are permitted to use earned sick and safe leave in increments in certain amounts established by their employer. Employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. An employer may deny leave in certain circumstances.
2. **Components** - The Columbia Union Conference has adopted the plan of combining the short-term sick leave and vacations into a Paid Leave Plan. Paid leave time begins to accrue from date of employment and is automatically accumulated into the employee's paid leave bank.

Hours placed in the paid leave bank which have been transferred from another denominational/nondenominational organization, or which have been placed in the bank through reconstruction of prior lost or non-transferred leave, will be available for paid leave purposes only and are not to be interpreted for years of service credit.
3. **Maximum Accrual** - The maximum hours that may be carried forward each January cannot exceed 266 hours. During the course of the year employees are permitted to accrue in excess of 266 hours. If an employee, who has accrued more than 266 hours, transfers, terminates or retires during the year, the full hours shall be transferred to the next denominational employer or be paid in full. However, as of December 31 of each year the hours must have been reduced to 266, or the excess hours will be transferred to the employee's extended sick leave bank.
4. **Usage** - The paid leave bank may be used for vacations, holidays, illnesses, work-related injuries or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. The maximum paid leave to be used at any one time is four weeks, with the exception of FMLA leave.

5. **Maximum Hours** - The maximum paid-leave hours that a Columbia Union Conference employee can earn in a 12-month period is up to 152 vacation hours (4 weeks) plus 45.50 short-term sick leave hours, or a total of 197.50.
6. **Scheduling** - Paid Leave time should generally be taken during the year it is earned. It should be scheduled in counsel with the Supervisor or Department Director.
7. **Emergency Reserve** - Employees are encouraged to maintain an emergency reserve in their paid leave bank. If the reserve of paid leave time is depleted, additional time off will be without remuneration.
8. **Extended Sick Leave** - Accrued paid leave time which exceeds 266 hours (7 weeks) as specified under 3 above shall be credited automatically to the employee's extended sick leave bank, up to a maximum of 1,000 hours. To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized the provision above shall begin on the day of admittance to the hospital.

Exclusions - Extended sick leave does not apply to:

- a. Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employer's disability laws.
- b. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
- c. Any period when incarceration is the cause of absence from work.
- d. Accrual of Extended Sick Leave - Extended sick leave time may be accrued up to a maximum of 1000 hours (26 weeks). Extended sick leave may not be transferred to the short-term bank.
- e. Not Convertible to Paid Leave - Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.
- f. Portability - At the time of termination or transfer, short-term sick leave may be paid to the employee. Accrued time shall not be transferred to the new denominational employer; however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the employer or to the employee for extended sick leave hours.
- g. Part-time Work After Illness - An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick-leave bank as long as hours of accrued sick-leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue in accordance with NAD Working Policy E 83 until the employee has been released by his/her physician to return to full-time employment.

9. **Transfer** - When an employee transfers to another denominational organization, the Columbia Union Conference will transfer to the new organization unused hours remaining in the employee's Paid Leave Bank by making the necessary payment. Hours in the extended sick leave bank are excluded from this payment.
10. **Termination** - When an employee terminates employment, settlement will include unused hours remaining in the employee's Paid Leave Bank. Hours in the extended sick leave bank are excluded from this settlement.
11. **Retirement** - At the time an employee retires, settlement will include unused hours remaining in the employee's Paid Leave Bank unless service credit must be added to the employee's service record. Hours in the extended sick leave bank are excluded from this settlement.
12. **Pregnancy Leave**
  - a. **Provision** - Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy. Eligible employees requesting pregnancy leave are to request Family and Medical Leave of Absence leave (NAD Working Policy E 83). Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.
  - b. **Remuneration** - Beginning with the first day of pregnancy leave, regular remuneration shall be continued and shall be charged to the extended sick-leave bank until those accumulated hours have been exhausted. Accrued time in the paid-leave bank may also be used for pregnancy leave. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.
  - c. **Government Law** - Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.
  - d. **Post-Leave Employment** - An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits, and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.
  - e. **Paid and/or Unpaid Leave for the Birth or Care of a Child** - Employees are entitled to up to twelve (12) weeks of paid and/or unpaid leave for the birth or care of a child. However, once the physician has released the employee from medical care, should the employee wish to continue Family and Medical Leave of Absence leave, any paid leave from the extended sick-leave bank would be discontinued, but both male and female employees may access any applicable paid leave available to them (NAD Working Policy E 83 15).
13. **Parental Leave** – Eligible employees are entitled to a total of six (6) work weeks of unpaid parental leave during any 12-month period for the birth of a child of the employee, or the placement of a child with the employee for adoption or foster care.

## TRANSFER AND FAREWELL GIFTS

Employees who transfer to another denominational organization, resign, or retire may be granted a farewell gift, calculated as a percentage of the employee's remuneration rate rounded off to the nearest \$5.00, according to the following schedule of service in that organization:

| Remuneration Scale Percent | Percent Per Year         | Maximum Percent |
|----------------------------|--------------------------|-----------------|
| 102% and above             | 4.0% per year of service | 20%             |
| 98% to 101%                | 3.0% per year of service | 15%             |
| Below 98%                  | 2.0% per year of service | 10%             |

Employees who receive a termination settlement are excluded from this provision. This gift is taxable income.

## TRAVEL (TO/FROM AIRPORT)

When traveling between home and the airport and back home, there are at least three options or a combination of two of them.

1. Call for a taxi service (ex: Lyft, Uber) and report the cost on your expense report (Receipts requested)
2. Take yourself to the airport in your own transportation and park in extended parking. Fifty (50) miles each way to and from no matter which airport is used, plus the cost of parking your vehicle. (Receipt for parking required).
3. Have someone take you to the airport and pick you up. \$45.00 for taking you, \$45.00 for picking you up. (No receipt is required for reporting this method).

## TRAVEL EXPENSE

Most exempt employees will need an automobile to meet appointments in the exercise of their duties. It is up to each employee to maintain an automobile for such purposes. The Columbia Union pays mileage for business trips. Should an employee choose to rent a car in lieu of using his/her own car, he/she will be reimbursed for actual car rental and gas.

1. Budget - Each department is assigned a travel budget and should operate within the budget figure.
2. Area Travel Allowance – An area travel allowance is included in the monthly paycheck of qualifying Columbia Union staff members. Qualifying staff are given a flat monthly allowance to cover all travel within a 50-mile radius of the office or your home if the trip originates from there. This allowance is reported as taxable income.

Flat Travel Allowance – The Columbia Union Executive Officers, Vice-Presidents, and Undertreasurer receive a flat travel allowance. The amounts are reviewed and voted by AdCom.

3. Hotels - It is requested that the employee carefully select overnight accommodations. Rooms selected should be clean, comfortable, and safe. With care, such accommodations can usually be found at a moderate price. Any personal incidental charges on hotel bills such as personal phone calls, laundry, meals, etc., are the employee's personal responsibility.

4. Staying with Friends and Relatives - A modest payment may be granted to the host to cover expenses up to \$45.00 per night. So as not to embarrass those providing hospitality, the employee is not required to obtain a receipt. A gift of flowers, a book or a meal may be reported not to exceed the amount listed above. The name of the person given the funds should be put on the payroll report.
  
5. Per Diem – A daily travel allowance (per diem) is provided for authorized travel when the employee is absent from home overnight. This applies to the expenses of meal including tip(s), pressing, dry cleaning and laundry.
  - a. The full allowance is reportable for each day the employee is away from home overnight and purchases at least one meal.
  - b. When employees on an approved itinerary are accompanied by a spouse, the family per diem rate is applicable.
  - c. Employees may report the family per diem rate during the time that their spouse is assisting with an approved evangelistic series, even though the spouse's travel expenses, and remuneration are not being provided by the respective employer.
  - d. All tips other than meal are reportable expense.
  
6. Trailers and Campers - Employees on authorized trips who choose to drive campers, motor homes, or pull trailers may report, in lieu of hotel expenses, the following amounts:
  - a. Self-contained trailers \$60 per night
  - b. Non-self-contained trailers \$30 per night
 Plus, parking fees at campground for either trailer
  
7. Special Travel - Exempt Employees - For exempt personnel, any travel outside the Columbia Union is designated as special travel. Such meetings should be designated on the employee's worker's report. Any travel outside of the NAD must be approved by ADCOM.

## TRAVEL EXPENSE – Non-Exempt Employees

Occasionally a part-time or full-time employee may be asked, as part of his/her duties, to work at a location away from the office. The department may sponsor meetings at which time the employee is needed to register attendees or handle other duties. In such cases, travel expenses will be paid by the Columbia Union. Depending on the circumstances, actual cost of meals may be reported or a single per diem would be allowed. Meal tips are not reportable. However, other tips may be. The employee should keep a record of the miles driven, as the Columbia Union provides mileage reimbursement. Receipts should be turned in for hotels, public transportation, and parking. If travel is outside the normal office hours, the employee may report those hours as extra hours worked. The employee should keep a record of the actual time worked at the meeting site. The employee will not be paid less than the standard work hours while serving at the assignment. If more than the standard hours are worked, the employee will also be paid for those hours. Time worked outside the office should be recorded on the employee's timecard. Travel time is considered work time.

## TRAVEL - Spouse

SPOUSE TRAVEL POLICY - The following guidelines apply for out of union travel:

|                                       |                   |
|---------------------------------------|-------------------|
| Departmental Directors and Associates | One trip per year |
|---------------------------------------|-------------------|

Vice-Presidents and Under Treasurer  
Executive Officers

Two trips per year  
Three trips per year

When the spouse is accompanying the employee out of division, travel approval is needed by the Administrative Committee.

## TUITION ASSISTANCE

1. *Christian Education*— Employees are encouraged to support the Church’s philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and commitment to Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility that the children adopt a lifestyle that is not in harmony with the teachings of the Church.
2. *Eligible Employees*—Regular full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated EC-12 schools or liberal arts college/university levels, including a fifth year of college/university, or additional course study required to secure necessary credentials/certification.
3. *Students Eligible for Tuition Assistance*—To be eligible for tuition assistance the student must be:
  - a) An unmarried dependent of the employee.
  - b) Less than twenty-four years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
  - c) Eligible to be claimed as a dependent on the employee’s income tax return\* and meet one of the following requirements: the student must be born to, legally adopted by, the employee and/or spouse appointed under the guardianship or legal custody (not temporary custody) to the employee or is a stepchild by marriage.
4. *Assistance*—The employer for the eligible employee may provide assistance on tuition and all required fees as follows:
  - a. College and University – 70 percent for dormitory students, and 35 percent for those not in the dormitory. Starting junior year or 5th semester, 70 percent subsidy may apply to those students residing in university/college owned off-campus housing, excluding parents’ or relative’s house.
  - b. Academy – 70 percent for boarding students. 35 percent for day students
  - c. Elementary – Assistance at 35 percent, beginning with Kindergarten.

In cases where an employee’s church provides a subsidy to cover the differential between constituent and non-constituent tuition rates for elementary and secondary schools, the tuition assistance from the employer shall be based on the net tuition expense to the employee. Charges for private music lessons are only covered if the course is required for credit for the student’s major or minor.

5. *Professional Programs*—Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in Y 24 05-7.

6. *Limitation on Assistance*—Assistance shall be provided for a degree program for a maximum of ten semesters or fifteen quarters (or a combined equivalent).
7. *Summer Sessions*—Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in Y 24 05-7.
8. Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance is 35 percent.
9. *Attending Schools Outside the NAD*—Children independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college/university.
10. Adventist Colleges/Universities Abroad students receive 70% assistance based on the cost of tuition at the home campus where they are registered.
11. *Method of Payment*—Assistance for students shall be made directly to the invoicing school
12. *Division of Assistance*—When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.
13. *Exceptions*—This policy is intended to apply only to employees’ dependents who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows:
  - a. Attendance at privately operated Seventh-day Adventist schools approved by the conference.
  - b. A child, because of unique personal circumstances such as documented abuse or learning disabilities, may need to attend a non-Adventist school.
  - c. In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the Columbia Union Conference, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student’s union.
14. *Employees Disabled*—This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in Y 33. Assistance would be continued through the school year in which the employee’s elimination period occurs, but in no event, would it be carried more than one school year.

## UNEMPLOYMENT BENEFITS

The Columbia Union, as a religious organization, is exempt from the Unemployment Compensation laws. Employees are not eligible to collect such benefits.

## VACATIONS

Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

|                            | <u>Vacation Time per Year<br/>of Full-time Service</u> | <u>Time Accrued<br/>Per 38-hour Week</u> |
|----------------------------|--|--|
| During first 4-year period | 2 weeks  | 1.4575 hours                             |

|                             |         |              |
|-----------------------------|---------|--------------|
| During next 5–9-year period | 3 weeks | 2.1863 hours |
| After 9 years of service    | 4 weeks | 2.9151 hours |

Regular part-time employees shall accrue vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency. Vacation time shall not be advanced beyond what will be earned in the current year.

1. **Maximum Accrual**—Vacation time may only be earned and accumulated from year to year up to a maximum of one hundred fifty percent (150%) of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.
2. **Termination or Retirement** - At the time of termination from denominational employment or retirement, all accrued but unused vacation time shall be granted.
3. **Transfers** - When an employee is transferred from one denominational organization to another, accrued vacation time of up to one hundred fifty percent (150%) of vacation entitlement, including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.
4. **Vacation Requests** - A request for vacation should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor.
5. **Records** - Denominational employers shall keep the necessary records for vacation accrual and vacations taken.
6. **Vacation Time** - Vacation time should generally be taken in the year of accrual. Vacation may be used at such time or times when requested by the employee, approved by the supervisor, and authorized by the appropriate authority.

## WAGE SCALE

The Columbia Union Conference has set a wage scale for the various positions. The wage scale has minimums and maximums. The Columbia Union adheres closely to this wage scale. A new employee's wage factor will be set on this scale according to his/her training, experience, and years of service.

## WORKER'S COMPENSATION CLAIMS

The Columbia Union carries insurance for work-related injuries. All work-related injuries, no matter how minor, must be reported as soon as possible to the Human Resources Department. The employee will be advised on the procedure for filing a Worker's Compensation claim.

# APPENDIX

## 2022

1. Mileage Rate .42 cents per mile.

|             |                      |         |
|-------------|----------------------|---------|
| 2. Per Diem | Single               | \$54.00 |
|             | Fully Entertained    | \$19.00 |
|             | Worker & Spouse      | \$81.00 |
|             | Fully Entertained    | \$27.00 |
|             | Each Dependent Child | \$27.00 |
|             | Fully Entertained    | \$11.00 |

2. Purpose – A meal allowance is provided for authorized travel when the employee is away from the office during the day, but not the night.

a. If travel is within a 25-mile radius, a half-day per diem may be reported.

b. All other day trips are reported at full per diem rate.

3. Remuneration Factor Jan 1 – June 30, 2022 = \$4,635

Remuneration Factor July 1, 2022 – June 30, 2022 = \$4,963

5. Area Travel Rates (.42 per mile)

|                                  |            |
|----------------------------------|------------|
| Directors                        | 1000 miles |
| Associate Directors              | 900 miles  |
| Assistant Directors              | 800 miles  |
| Plant Manager                    | 500 miles  |
| Executive Officers               | Flat Rate  |
| Vice Presidents & Undertreasurer | Flat Rate  |

|              |          |        |
|--------------|----------|--------|
| 6. CURF Rate | Deposits | 1.25%  |
|              | Loan     | 4.25 % |

