

# American Baptist Churches USA

## Office of the General Secretary Employee Handbook

Effective January 1, 2020

(Revision 2019-10-14)



# ABOUT THIS HANDBOOK and DISCLAIMER

We prepared this Handbook to help employees find the answers to many questions that they may have regarding their employment with ABCUSA. Please take the necessary time to read it.

We do not expect this Handbook to answer all questions. Supervisors and Human Resources services also serve as a major source of information.

Neither this Handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. ABCUSA adheres to the policy of employment at will, which permits ABCUSA or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No ABCUSA representative other than the General Secretary may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this Handbook, such as benefit plan descriptions, are also described in separate ABCUSA documents. These ABCUSA documents are always controlling over any statement made in this handbook or by any member of management.

This Handbook states only general ABCUSA guidelines. ABCUSA may, at any time, in its sole discretion, modify or vary from anything stated in this Handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the General Secretary.

This Handbook supersedes all prior handbooks.

**SPECIAL NOTE:** Staff assigned to Human Resources may change. The use of the term “Human Resources Director” in this handbook refers to the staff person assigned to HR oversight; if this position is vacant, the reference should be interpreted as the Associate General Secretary for Finance, the General Secretary, or the BGM President, in that order. As of Fall 2019, ADP provides human resources consulting for ABCUSA and OGS.

*Approved by the Executive Committee of the Board of General Ministries on*  
**[November 2019].**

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## Section 1 - Governing Principles of Employment

### 1-1. Introduction – Greetings from the General Secretary

For employees who are commencing employment with American Baptist Churches USA (ABCUSA) and the Office of the General Secretary (OGS), and on behalf of the Board of General Ministries (BGM), let me extend a warm and sincere welcome. For employees who have been with us, thanks for your past and continued service. Our employees provide the services that our partners and churches rely upon, as they seek to share the Good News of the Gospel throughout our continent.

### 1-2. Equal Employment Opportunity

ABCUSA is an Equal Opportunity Employer and provides compensation, benefits, training, promotion and all other conditions of employment without regard to one's race, color, religion, gender, national origin, physical disability, age, or status as a disabled or military veteran, except in those cases where religion may be a bona fide occupational qualification. Where religion is a bona fide occupational qualification, ABCUSA will not discriminate because of one's race, color, gender, national origin, physical disability, age, or status as a disabled or military veteran.

***Accommodations for Individuals with Disabilities:*** ABCUSA will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the ABCUSA's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.

Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact the Director of Human Resources to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. ABCUSA then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, and as appropriate, identify other possible accommodations, if any. The employee will be notified of ABCUSA's decision within a reasonable period. ABCUSA treats all medical information in a confidential manner.

ABCUSA will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on ABCUSA's mission and operations. If you wish to request such an accommodation, please speak to the Director of Human Resources.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Director of Human Resources. ABCUSA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Director of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### **1-3. Non-Harassment**

It is ABCUSA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Director of Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

### **1-4. Sexual Harassment**

It is ABCUSA's policy to prohibit harassment of any employee by another person on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the ABCUSA. It is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Improper conduct also may include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Director of Human Resources. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### **1-5. Tobacco-Free, Drug-Free and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect ABCUSA property, and to ensure efficient operations, ABCUSA has adopted a policy of maintaining a workplace free of tobacco, drugs and alcohol. Smoking tobacco products, or using vaping devices, are not permitted in ABCUSA's workspace, or within 20 feet of building entrances and exits.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on ABCUSA premises, while on ABCUSA business (whether or not on ABCUSA premises) or while representing the ABCUSA, is strictly prohibited. Employees and other individuals who work for ABCUSA also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. This restriction applies to drinking of alcohol at business meetings and related ABCUSA social outings.

Violation of this policy will result in disciplinary action, up to and including discharge.

ABCUSA will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any ABCUSA employee, including themselves.

## 1-6. Workplace Violence

ABCUSA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to ABCUSA and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

**Prohibited Conduct:** Threats, threatening language or any other acts of aggression or violence made toward or by any ABCUSA employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto ABCUSA premises.

**Procedures for Reporting a Threat:** All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If ABCUSA determines, after an appropriate good faith investigation, that someone has violated this policy, ABCUSA will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices.

## Section 2 – Operational Policies

### 2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees:** Employees who regularly work at least 37.5 hours per week who were not hired on a short-term basis.

**Part-Time Employees:** Employees who regularly work fewer than 37.5 hours per week who were not hired on a short-term basis.

**Short-Term Employees:** Employees who were hired as Intentional/Interim Ministers, for a specific short-term project, on a short-term freelance assignment, per diem or temporary basis. Short-Term Employees are not eligible for ABCUSA benefits but are eligible to receive statutory benefits.

Employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Exempt employees do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### 2-2. Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with ABCUSA, as part of the OGS staff. Service begins on the day you become a full-time or part-time Employee of OGS.

Length of service is used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with ABCUSA provided their last day of service was within 180 days of again becoming an active employee. Service with ABC national partners, American Baptist regions, churches or other ABC organizations will not be considered when determining 'length of service. Human Resources will discuss this issue with any rehired employee upon hire.

### 2-3. Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number and other relevant information. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing the Director of Human Resources of any changes and of any specialized training or skills he or she

may have acquired, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

#### **2-4. Working Hours and Schedule**

ABCUSA normally is open for business from 8:00 am to 4:15 pm, Monday through Friday, with a 45-minute lunch break. To accommodate the needs of our ministry, on occasion we may need to change individual work schedules on either a short-term or long-term basis. Employees will be provided rest periods as required by law. Employees may only work at home under limited circumstances and with the express permission of their Supervisors. Associate General Secretaries, who often live out of state and travel extensively, work at home under the supervision of the General Secretary.

#### **2-5. Timekeeping Procedures**

Employees must record their actual time worked for payroll and benefit purposes. Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management. Non-exempt employees may not start work until their scheduled starting time.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

#### **2-6. Overtime**

Like most successful organizations, we experience periods of extremely high activity, that may require additional work from employees. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization.

Non-exempt employees who work overtime will be compensated at the rate of one and one-half times his/her normal hourly wage for work in excess of forty (40) hours each week, unless otherwise required by law. For purposes of calculating overtime, the workweek begins at 12 a.m. on Monday and ends at 12 a.m. on the following Monday.

## 2-7. Travel Time for Non-Exempt Employees

**Overnight, Out-of-Town Trips:** Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled workdays (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

**Out-of-Town Trips for One Day:** Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; (ii) meal periods; and (iii) participation in voluntary activities such as worship or local sight-seeing.

**Local Travel:** Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

**Commuting Time:** Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable. If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

## 2-8. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for ABCUSA. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability;
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health or dental insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 403(b) or another pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If an employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact the Director of Human Resources.

## **2-9. Your Paycheck**

The employee will be paid semi-monthly for all the time worked during the past pay period. Payroll stubs itemize deductions made from gross earnings. By law, ABCUSA is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Payroll Manager immediately so ABCUSA can resolve the matter quickly and amicably.

## 2-10. Direct Deposit

ABCUSA uses direct deposit for all salary transactions. Authorization forms are available from the Payroll Manager.

## 2-11. Salary Advances

ABCUSA does not permit advances on paychecks or against accrued paid time off.

## 2-12. Performance Review

ABCUSA endeavors to review performance on a regular basis. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by the General Secretary, with input from senior management.

In addition to formal performance evaluations, ABCUSA encourages employees and supervisors to discuss job performance on a frequent and ongoing basis; best practice suggests monthly.

## 2-13. Grievance Procedures

A dispute between an employee and his or her employing organization becomes a grievance when the employee feels he or she is treated in a way that violates a law, policy, practice, or rule. It is expected that both staff and supervisors will make every reasonable effort to resolve any grievance informally, through careful listening and discussion. If a grievance is not settled through informal discussion, an employee may follow this formal grievance procedure:

**Step 1:** The employee (grievant) writes a grievance memo, which includes: (a) a description of what happened that led up to the grievance; (b) a description of the law, policy, practice or rule that was violated; (c) how this violation negatively affected the grievant; and (d) and what remedy the grievant requests. The grievant sends copies of the memo to his or her immediate supervisor, the Director of Human Resources and the General Secretary. The grievant must send the grievance memo within ten (10) working days of the event out of which the grievance arose. If this time limit is not met, the grievance is considered closed.

**Step 2:** The grievant's immediate supervisor must respond to the memo within seven (7) working days after he or she receives the grievance memo. The supervisor's response must be in writing and addressed to the grievant. The supervisor sends copies

of the memo to the grievant, the Director of Human Resources and the General Secretary. If the supervisor does not respond to the grievant within seven (7) working days after the supervisor receives the grievance, the grievant may immediately move the grievance to the attention of the General Secretary. Note: It is the grievant's responsibility to check the supervisor's office schedule to determine "receipt" date.

**Step 3:** The grievant has the right to advance the grievance to the General Secretary when either of the following two (2) conditions are present:

- 1) *When the immediate supervisor does not respond to the grievant's memo within seven (7) working days after receipt.* The grievant may write the General Secretary and indicate that the immediate supervisor did not respond to the grievance; and request that the General Secretary address the grievance. The General Secretary must respond to the grievant's memo within five (5) working days after he or she receives it.
- 2) *When the immediate supervisor responds to the grievant, but his or her response is unsatisfactory.* The grievant must notify the immediate supervisor that his or her response was not satisfactory, and request that the General Secretary address the grievance. The General Secretary must respond to the grievant's memo within five (5) working days after he or she receives it. The decision of the General secretary is final, with no appeal.

The grievant must provide this notification within five (5) working days after receiving the immediate supervisor's response. If this time limit is not met, the grievance is considered closed.

**Step 4:** If the staff member's grievance is with the General Secretary of the organization, the original grievance memo should be given to the Director of Human Resources. Only in matters directly involving allegations against the General Secretary, the grievant has the right to advance the grievance for final arbitration to the Executive Committee of the ABCUSA Board of General Ministries (BGM), if the General Secretary does not respond to the grievant's memo within five (5) working days after receipt, or the General Secretary responds to the grievant, but his or her response is unsatisfactory. The grievant must provide this notification within five (5) working days after receiving the General Secretary's response. If this time limit is not met, the grievance is considered closed.

The time limits listed in any step may be extended only when both the grievant and the recipient agree to do so, and state this agreement in writing. Send a copy of this extension agreement to HRD.

## **2-14. Record Retention**

ABCUSA acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ABCUSA and its employees and

possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the General Secretary to inform him/her of potential or actual litigation, external audit, investigation or similar proceeding involving ABCUSA that may have an impact on record retention protocols.

## 2-15. Job Postings

ABCUSA is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, a job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. ABCUSA reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

## Section 3 - Benefits

### 3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is ABCUSA's policy to provide a combination of supplemental benefits to all eligible employees. These benefits include paid time-off benefits, such as vacations and paid sick days and holidays, insurance and other voluntary plan benefits.

The descriptions of the insurance and other plan benefits highlight certain aspects of the applicable plans for general information only. Details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. The provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans. In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

ABCUSA retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement. While ABCUSA intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Head of Human Resources.

### 3-2. Paid Holidays

ABCUSA has a generous allotment of paid holidays. The approved annual holiday schedule can be obtained from your supervisor. When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are assigned to work on a holiday will have the opportunity to elect an alternate day off. The alternate should be selected in consultation with the employee's supervisor and should be within the same pay period as the holiday.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday and the day will not be deducted from accrued and available vacation time. If a holiday falls within a jury duty or bereavement leave or sick leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

In addition to the above holidays, ABCUSA closes its building at year's end, between Christmas and New Year's Day. These days off are considered paid holidays.

### 3-3. Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

Full-time employees accrue up to twenty (20) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year. Part-time employees' vacation is pro-rated based on hours worked. Beginning with the first day of the 20<sup>th</sup> year of consecutive service, full-time employees will accrue an additional five (5) days of vacation per year representing a total of twenty-five (25) days of vacation per year.

For all employees – exempt and non-exempt, part-time and full-time – vacations should be planned and taken during the year accrued. Accrued and unused vacation time up to a maximum of five (5) days can be carried over to the following calendar year

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, ABCUSA reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests of more than three (3) consecutive workdays must be submitted to an employee's supervisor at least two (2) weeks in advance of their requested vacation dates. Vacation may be used only in full-day increments. Accrued, unused vacation is paid out upon separation. Advanced but unaccrued vacation will be deducted from your final paycheck, to the extent permitted by law.

### 3-4. Sick Days

Full-time employees are eligible to receive up to twelve (12) paid sick days each year. If an employee will be out of work due to illness, he or she must call in and notify his or her supervisor as early as possible, but at least by the start of the workday. If the employee calls in sick for three (3) or more consecutive days, he or she will be required to provide their supervisor with a doctor's note on the day he or she returns to work.

While sick days are intended to cover only an employee's own illnesses, if required by applicable state or local law, sick days may be used to care for a family member's illness or for any other reason required by applicable state or local law.

Paid sick days are accrued on a pro-rata basis throughout the year. Employees may carry over accrued and unused sick days up to a maximum of 15 days. This is to allow a 'sick day bank' in the event of a serious illness requiring additional time of recuperation. Employees must communicate with their supervisor and the Director of Human Resources in the event of such an illness.

Advanced but unaccrued sick days will be deducted from the final paycheck, to the extent permitted by state law.

### **3-5. Paid Maternity/Paternity Leave Benefits**

Paid maternity/paternity benefits can be claimed by full-time employees who have worked at the ABCUSA for at least 12 consecutive months. Following the birth of a child or the adoption of an infant, eight (8) consecutive weeks of paid maternity/paternity benefits will be granted to eligible employees. In the event of a female employee who herself has given birth, an additional six (6) weeks of paid parental leave will be offered the employee. Employees may use accrued and unused vacation time to extend the maternity/paternity leave.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the "Leaves of Absence" section of this handbook for more information.

### **3-6. Lactation Breaks**

The ABCUSA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

The ABCUSA will make reasonable efforts to provide employees with the use of a room for the employee to express milk in private. This location may be the employee's private office or a small conference room. The ABCUSA may not be able to provide additional break time if doing so would seriously disrupt the ABCUSA's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

### **3-7. Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to the employee. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow ABCUSA procedures may affect the ability of the employee to receive Workers Compensation benefits. The Supervisor is responsible for reporting the incident to the Director of Human Resources.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-8. Jury Duty**

ABCUSA realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide their supervisor proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to make every effort possible to postpone jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law.

### **3-9. Bereavement Leave**

We know the death of a family member is a time when employees wish to be with their families. If the employee is a full-time employee and loses a close relative, he or she will be allowed paid time off of up to 5 days to assist in attending to his or her obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling, in-laws or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled workdays following the day of death. Employees must inform their supervisors prior to commencing bereavement leave. In administering this policy, ABCUSA may require verification of death.

### **3-10. Voting Leave**

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. It is the responsibility of the employee to notify his/her supervisor at least two days prior to the voting day.

### **3-11. Insurance Programs**

Full-time employees may participate in the ABCUSA's health insurance (medical, dental and vision) programs. Under these plans, eligible employees are those who work at least 30 hours/4 days per week. Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Employees who elect to participate in ABCUSA-sponsored health insurance programs do share in the monthly premium costs. For details on available plan designs and premium costs refer to the annual enrollment documentation available from Human Resources.

### **3-12. Long-Term Disability Benefits**

When an ABCUSA employee needs to be out on an extended medical leave, the employee should communicate with his or her immediate supervisor and the Human

Resources Director. In some instances, employees may be eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the ABCUSA and the insurance carrier. LTD benefits are incorporated into the comprehensive benefit provided by ABCUSA through MMBB.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-13. Short-term Disability Salary Continuation**

ABCUSA provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits. Employees will be required to submit medical certification as requested by ABCUSA. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested. ABCUSA short-term disability benefits are a combination of extended paid sick days and in conjunction with MMBB benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees anticipating an extended leave of absence for health/medical reasons should consult the Human Resources Director for more details.

### **3-14. Employee Assistance Program**

ABCUSA provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

### **3-15. Employee Referral Awards**

The ABCUSA encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 6 months of service and the employee is still an employee of the ABCUSA, the employee is eligible to receive a monetary award. The reward is currently a gross amount of \$50 for regular part-time hires and \$100 for regular full-time hires.

### **3-16. Retirement Plan**

Eligible employees are able to participate in the ABCUSA's retirement plan. ABCUSA partners with MMBB to provide retirement benefits. ABCUSA provides a generous 16% of employee salary as a monthly premium to MMBB. The majority (approximately 13%)

goes to the fully vested employee account with MMBB; the balance offsets life and disability insurance and MMBB fees. Plan participants may also make pre-tax contributions to the ABC Member Contribution Plan. MMBB enrollment and payroll deductions are required. Consult Human Resources for additional details.

### **3-17. Years of Service 'Thank You Retirement' Gift**

In recognition and with appreciation for dedicated service, employees who retire from ABCUSA will receive a cash gift on their final pay according to the following schedule:

At least 5 full years of service, but less than 10 full years, the equivalent of 2 weeks salary.

At least 10 full years of service, but less than 15 full years, the equivalent of 3 weeks salary.

At least 15 full years of service, but less than 20 full years, the equivalent of 4 weeks salary.

In cases employee has twenty or more years or more full years of service, the equivalent of 5 weeks salary.

### **3-18. Continuing Education and Training**

ABCUSA recognizes the importance of on-going training and education of its full-time ministerial and professional staff. Therefore, ABCUSA will provide opportunities for continuing education for its employees. Educational and training opportunities include:

1. On-the-job training and cross-training. All employees eligible to participate.
2. On-site training opportunities provided to entire employee group or department. Costs incurred by ABCUSA and approved by General Secretary. All employees are eligible to participate.
3. For full-time employees of ABCUSA: Training and educational opportunities for a full-time employee. Requests for training and/or educational opportunities should be made in writing and submitted to the employee's supervisor and Human Resources Director. Request should include purpose of the training/educational opportunity as well as all anticipated expenses. Approval must be obtained prior to registration. A maximum of \$500 per employee per year will be available, unless otherwise agreed to in employee's compensation package. Travel and lodging expenses will be charged against the departmental budget, if request is approved.

## Section 4 - Leaves of Absence

### 4-1. Personal Leave

If employees are ineligible for any other ABCUSA leave of absence, ABCUSA, may grant a personal leave of absence without pay under certain circumstances. A written request for a personal leave should be presented to the employee's supervisor and Human Resources at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Personal leave runs concurrently with any ABCUSA-provided medical/disability leave of absence.

The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Usually, a leave of absence may be granted for a period of up to eight (8) weeks. A personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted.

During the leave, employees will not earn vacation or sick days. ABCUSA will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to ABCUSA in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave. Failure to advise the supervisor and Human Resources of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the ABCUSA will be considered a voluntary resignation of employment. Upon completion of the personal leave of absence, the ABCUSA will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not always guaranteed.

### 4-2. Medical Leave

ABCUSA hopes for nothing but health and safety for its employees and their families. However, we recognize that illnesses can impact us. ABCUSA follows the federal Family and Medical Leave Act (FMLA) guidelines. Employees requesting medical leave should contact their supervisor and the Head of Human Resources immediately upon anticipation of the need for a medical leave. The FMLA entitles eligible employees to take job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- 1) Twelve (12) workweeks of leave in a 12-month period for:
  - the birth of a child and to care for the newborn child within one year of birth
  - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
  - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- 2) Twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA leaves are generally without pay, except where otherwise defined. However, in the event the FMLA leave is for a "serious health condition that makes the employee unable to perform the essential functions of his/her job," the following provisions for salary continuation are available:

- Employee will use all available Sick Days
- Once Sick Days are depleted, ABCUSA will extend compensation for the balance of the first 90 days of the approved medical leave.
- If employee/medical professional anticipates the medical leave will last beyond 90 days, the employee must contact MMBB to begin application for long term disability insurance.
- ABCUSA compensation will end after the 90-day period.

Medical leave runs concurrently with any ABCUSA-provided medical/disability leave of absence. During the leave, employees will not earn vacation or sick days. ABCUSA will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the ABCUSA in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify supervisor and the Human Resources Director of the expected return date. This notification should be made at least one week before the end of the leave. Failure to advise the supervisor and Human Resources of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the ABCUSA will be considered a voluntary resignation of employment.

Upon completion of the leave of absence, the ABCUSA will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not always guaranteed.

### 4-3. Military Leave

Employees called into active military service or enlisted in the uniformed services will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

### 4-4 Sabbatical Leave

ABCUSA affirms the value of a periodic sabbatical leave for its ministerial and administrative leadership. We recommend that all leaders within the ABCUSA adopt a life-long plan for ongoing and intentional vocational growth. ABCUSA allows eligible employees to take a paid sabbatical leave to focus on professional development for a specified period of time. Employees eligible and approved for sabbatical leave will be held accountable for the activities or materials they choose to conduct or create during this leave. All intellectual property created during an employee's sabbatical leave will be deemed property of ABCUSA.

**Eligible employees:** The General Secretary, full-time Director and Associate General Secretary level employees will be eligible for a sabbatical leave after the completion of a minimum of seven (7) consecutive years of service. These employees may apply, in writing, to take a sabbatical leave for six (6) weeks with full pay or a sabbatical leave of twelve (12) weeks at 50% pay. Eligible employees may combine up to four (4) weeks of accrued and unused vacation days in order to extend their sabbatical leave.

Eligible employees should seek approval for a sabbatical at least six (6 months) ahead of proposed start of the sabbatical leave by submitting a letter to the General Secretary, describing the reason for the sabbatical and its anticipated activities. Employees on approved sabbatical leave will receive salary pay, retirement and medical insurance benefits. Proposed sabbatical activity reimbursements must be approved by the General Secretary prior to the start of the sabbatical.

After an employee has completed sabbatical leave, the seven-year cycle of eligibility begins anew. Time off taken for approved Family Medical and Leave Act (FMLA) leave will not be counted against the employee when determining eligibility or "continuous service."

## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

ABCUSA endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the ABCUSA's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing ABCUSA property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of ABCUSA's Tobacco, Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of ABCUSA's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on ABCUSA property.
11. Willful or careless destruction or damage to ABCUSA assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of ABCUSA's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of ABCUSA's policy.

Note that all employees are employed at-will, and ABCUSA reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The ABCUSA will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, ABCUSA will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **5-2. Punctuality and Attendance**

ABCUSA expects excellent attendance from all employees. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify their supervisor as soon as possible, but no later than the start of the workday. Employees are required to state the reason for the absence and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with ABCUSA.

## **5-3. Use of Communications and Computer Systems**

ABCUSA's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other ABCUSA policy. This includes the voice mail, texting, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the ABCUSA systems.

ABCUSA may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, if and when ABCUSA deems it appropriate to do so. The reasons for which ABCUSA may obtain such access include but are not limited to, maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that ABCUSA operations continue appropriately during an employee's absence. Employees requiring such access should contact the Human Resources Director.

Further, ABCUSA may review Internet usage to ensure that such use with ABCUSA property, or communications sent via the Internet with ABCUSA property, are appropriate. The reasons for which the ABCUSA may review employees' use of the Internet with ABCUSA property include, but are not limited to, maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that ABCUSA operations continue appropriately during an employee's absence. ABCUSA may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

ABCUSA's policies prohibiting harassment, in their entirety, apply to the use of ABCUSA's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since ABCUSA's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

#### **5-4. Use of Social Media**

ABCUSA respects the right of any employee to maintain a blog or web page or to participate in social networks. However, to protect ABCUSA interests and ensure employees focus on their job duties, employees must adhere to the following guidelines.

Employees may post on a blog, web page or social network during work hours when the post is directly related to the employee's job responsibilities. Personal posts may be done during work breaks.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social network or similar site or on someone else's, if the employee mentions ABCUSA and expresses either a political opinion or an opinion regarding ABCUSA's actions that could pose an actual or potential conflict of interest with the ABCUSA, the employee is required to include a disclaimer. The disclaimer statement should specifically state that the opinion expressed is his/her personal opinion and not ABCUSA's position. This is necessary to preserve ABCUSA's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networks. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. ABCUSA policies apply equally to employee social media usage.

Failure to follow these guidelines may result in discipline, up to and including discharge.

## 5-5. Personal and Company-Provided Portable Communication Devices

ABCUSA-provided portable communication devices (PCDs), including cell phones and laptops, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications which may be found in ABCUSA-provided portable communication devices.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through ABCUSA's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is an ABCUSA-provided or personal device, employees must comply with applicable ABCUSA guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, ABCUSA information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent it is practical; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of ABCUSA information. This is the only way currently possible to ensure that all ABCUSA information is removed from the device at the time of termination. The removal of ABCUSA information is crucial to ensure compliance with the ABCUSA's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or an ABCUSA-issued device, ABCUSA's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

**Portable Communication Device Use While Driving:** Employees who drive on ABCUSA business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use"

includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. Texting and e-mailing while driving are prohibited in all circumstances. Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

#### **5-6. Camera Phones/Recording Devices**

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, employees may only use photographic equipment (cameras and cell phones) on ABCUSA's property or while performing work for ABCUSA, in accordance with the behavioral guidelines outlined throughout this handbook.

The use of voice recording devices anywhere on ABCUSA property, including to record conversations or activities of other employees or management, or while performing work for the ABCUSA, is also strictly prohibited, unless the device was provided to you by the ABCUSA and is used solely for legitimate business purposes and with the consent of those to be recorded.

#### **5-7. Inspections**

ABCUSA reserves the right to require employees while on ABCUSA property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on ABCUSA or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to ABCUSA or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

#### **5-8. Use of Tobacco Products**

Smoking, including the use of chewing tobacco, e-cigarettes and vaping, is strictly prohibited on ABCUSA premises and in all ABCUSA vehicles. Nicotine patches and gum are acceptable. This policy applies to both employees and visitors.

#### **5-9. Personal Visits and Telephone Calls**

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees must register the visits of personal guests in the logbook located in the front reception area.

#### **5-10. Solicitation and Distribution**

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing his/her work tasks for ABCUSA. Solicitation of any kind or distribution of literature by non-employees on ABCUSA premises is prohibited at all times. Approval for solicitation and/or distribution should be obtained from the General Secretary or the Human Resources Director.

#### **5-11. Bulletin Boards**

Important notices and items of general interest are continually posted on our bulletin board. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at ABCUSA. To avoid confusion, employees should not post or remove any material from the bulletin board. Approval to post notices on bulletin boards should be obtained from the General Secretary or the Human Resources Director.

#### **5-12. Confidential Company Information**

During the course of work, an employee may become aware of confidential information about ABCUSA's business, including but not limited to information regarding ABCUSA finances, services, products, new product development, software, marketing strategies, suppliers, national partners, churches, clergy or members of our denomination. An employee also may become aware of similar confidential information belonging to ABCUSA's partners and clients. It is extremely important that all such information remain confidential. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of ABCUSA staff may be subject to disciplinary action up to and including termination.

Employees may be required to sign an agreement reiterating these obligations in instances where highly sensitive information is involved.

### 5-13. Conflict of Interest and Business Ethics

It is ABCUSA's policy that all employees avoid any conflict between their personal interests and those of the ABCUSA, to ensure that ABCUSA's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the ABCUSA. It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does or is seeking to do, business with ABCUSA, by any employee who is in a position to directly or indirectly influence either ABCUSA's decision to do business, or the terms upon which business would be done with such ABCUSA;
2. profiting personally, through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the ABCUSA.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the ABCUSA to your supervisor.

**Ministry or Work Performed for Other ABC-Related Organizations:** Work performed for the benefit of any ABC-related organization by staff is considered part of staff's regular work responsibilities, and therefore not subject to extra compensation, fees or the like. However, there may be situations where projects are so large in scope that special consideration is necessary. In these special circumstances, the employee should discuss the project with his or her immediate supervisor.

**Honoraria and Consulting Fees:** Staff speaking engagements or consultation with ABC-related organizations and churches are considered job related. Any honoraria and fees received must be turned in to the employing organization and will be recorded as contributions. Any exception to this practice must be approved by the General Secretary. Staff speaking engagements or consultation with non-ABC organizations and churches, and any resultant honoraria and fees, are personal matters if performed outside the course and scope of normal job responsibilities and conducted on personal time. Such assignments must not represent any possible conflict of interest for the staff. No office time, equipment, supplies or support services may be used.

**Writing Fees and Royalties:** Staff do not receive writing fees or royalties for any assignments which relate to the regular performance of job responsibilities, such as writing that is the result of normal program development or a writing project approved by the immediate supervisor, ABCUSA, or another ABC-related organization. Any work product developed within the regular performance of job responsibilities is the property of ABCUSA. Approved writing projects are treated as part of the staff's regular work responsibility, and therefore, staff may use office time, equipment, supplies, and support services to complete approved projects.

When writing projects are not related to staff's job responsibilities and are not recognized as projects of ABC-related organizations, staff is at liberty to negotiate writer's fees and/or royalties. All non job-related assignments must be completed outside the course and scope of staff's regular job responsibilities. Staff may not use office time, office space, equipment, supplies or support services when working on such projects. Any exceptions must be approved in advance by the General Secretary.

#### **5-14. Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of ABCUSA's intellectual property, such as audio/video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge. ABCUSA is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

#### **5-15. Health and Safety**

The health and safety of employees and others on ABCUSA property are of critical concern to ABCUSA. ABCUSA intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on ABCUSA's premises, or in a

product, facility, piece of equipment, process or business practice for which the ABCUSA is responsible should be brought to the attention of management immediately.

Periodically, ABCUSA may issue rules and guidelines governing workplace safety and health. The ABCUSA may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

#### **5-16. Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, ABCUSA has the right to refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties will be separated by reassignment or discharged from employment, at the discretion of ABCUSA.

All parties to any type of intimate personal relationship must inform management. If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. ABCUSA generally will attempt to identify other available positions, but if no alternate position is available, ABCUSA retains the right to decide which employee will remain with the ABCUSA.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

#### **5-17. Employee Dress and Personal Appearance**

Business casual is the most common attire for employees of ABCUSA, except on occasions when staff are welcoming dignitaries and visitors, and the occasion calls for formal attire. Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear safety equipment/clothing. Please contact your supervisor for specific guidance regarding acceptable attire for your position.

## **5-18. Publicity/Statements to the Media**

All media inquiries regarding the position of ABCUSA as to any issues must be referred to the General Secretary or the Director of Communications. Only these persons are authorized to make or approve public statements on behalf of ABCUSA. No employees, unless specifically designated by the Director of Communications or the General Secretary, are authorized to make those statements on behalf of ABCUSA. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the ABCUSA must first obtain approval from the Director of Communications or the General Secretary.

## **5-19. Operation of Vehicles**

All employees authorized to drive ABCUSA-owned, leased or rented vehicles, and personal vehicles in conducting ABCUSA business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

ABCUSA-owned or leased vehicles may be used only as authorized by management. An employee must have a valid driver's license in his or her possession while operating a vehicle off or on ABCUSA property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

## **5-20. Business Expense Reimbursement**

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Treasurer/Finance department along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

The Treasurer/Finance department is available to address any specific questions related to acceptable business expenses.

## **5-21. References**

ABCUSA will respond to reference requests through the Human Resources Director or the General Secretary, or staff they delegate for the reference. ABCUSA will provide general information concerning the employee such as date of hire, date of discharge,

and positions held. Requests for reference information must be in writing, and responses will be in writing.

## 5-22. If You Must Leave Us

Should an employee decide to leave the ABCUSA, we ask that he or she provide a supervisor with at least two (2) weeks advance written notice of departure. Thoughtfulness will be appreciated. All ABCUSA property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of ABCUSA's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the ABCUSA, (through payroll deduction, if lawful) for any lost or damaged ABCUSA property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status. Employees who resign are requested to participate in an exit interview with Human Resources, whenever possible.

**Extended Medical Coverage (COBRA):** Congress passed the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) to protect employees from losing medical coverage when their employment ceased. Church organizations do not need to comply with this Act (as they were specifically excluded from its coverage). ABCUSA voluntarily complies with the provisions of COBRA in order to ensure the continued well-being of staff and their covered family members.

Staff currently covered by ABCUSA's health insurance plan may elect to continue this insurance coverage after their employment ceases. (Note: this protection is not offered for any employee terminated due to their gross misconduct.) In addition, the employee and any family members currently covered under the employee's insurance plan each may elect to continue coverage for any of the following qualifying events: if the employee dies; if the employee is terminated, resigns, or has his or her work hours reduced where such coverage is no longer a benefit; if the employee legally separates or is divorced from his or her spouse; if the employee becomes eligible for Medicare; or if a dependent child becomes ineligible for health coverage due to either reaching the maximum age for dependent coverage or losing student status required for dependent coverage.

Depending on the qualifying event, staff or their currently covered family members may be eligible to purchase extended medical coverage for either 18 or 36 months, as long as the cost for such insurance coverage is paid by the employee or family member electing continued coverage. Continuing coverage is identical to the coverage received from ABCUSA; therefore no physical examination is required. Eligibility for COBRA coverage ceases when the former employee becomes eligible for coverage under a new group health insurance policy. Staff or their currently covered family members should contact the Human Resource Director for further information.

**Layoff Benefit:** When ABCUSA must reduce staff size, eliminate a position; or restructure the organization, which renders an employee's services as no longer needed, that employee will be laid off. Layoff benefits do not apply to staff who retire, become disabled, go on leave, resign, or are terminated.

When an employee is laid off, ABCUSA provides a supplemental layoff benefit. This layoff benefit is funded and administered by ABCUSA because the ABC does not participate in state unemployment programs. This benefit is a form of job insurance and is designed to protect an employee from total loss of income. ABCUSA reserves the right to request a signed release form from you in order for you to receive this benefit.

The weekly benefit amount is fifty (50) percent of the employee's gross pay (minus any federal, state, or other applicable taxes) up to a maximum of four hundred and sixty-one dollars (\$461.00) per week. Layoff benefits are normally paid according to ABCUSA's regular payroll schedule.

In order for an employee to receive the layoff benefit, the employee must be able to work and must be actively seeking other employment. ABCUSA requires proof of an active job search. The layoff benefit is not given for more than three (3) months, or twelve (12) weeks.

Any earnings the employee receives from any other source during the maximum three (3) month benefit period serve to reduce the layoff benefit by an equivalent amount. The layoff benefit ceases on the date the former employee becomes employed on a regular basis, or at the end of the benefit period, whichever comes first. It is the former employee's responsibility to inform the Human Resource Director when regular work is secured.

### **A Few Closing Words**

This handbook is intended to give employees a broad summary of things they should know about ABCUSA. ABCUSA, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the ABCUSA or its employment policies and practices.

## General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with ABCUSA. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the ABCUSA's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of ABCUSA's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the ABCUSA at any time.**

**I further understand that my employment is terminable at will, either by myself or the ABCUSA, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of ABCUSA other than the Human Resources Director may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the ABCUSA's Employee Handbook.**

Employee Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

*The signed original copy of this acknowledgment should be given to Human Resources and it will be filed in your personnel file.*

## Receipt of Sexual Harassment Policy

It is ABCUSA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the ABCUSA. It is to ensure that at the ABCUSA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to any member of management. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand ABCUSA's Sexual Harassment Policy.

Employee Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

*The signed original copy of this acknowledgment should be given to Human Resources and it will be filed in your personnel file.*

## Receipt of Non-Harassment Policy

It is ABCUSA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the ABCUSA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand ABCUSA's Non-Harassment Policy.

Employee Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

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

*The signed original copy of this acknowledgment should be given to Human Resources and it will be filed in your personnel file*