

# Highland Lutheran Church Employee Handbook – First Draft 12/14/2017

## 1. INTRODUCTION

Welcome! We are so pleased that you have chosen to join the team here at Highland Lutheran Church (HLC)! You are joining a team whose mission is to glorify God as a community being transformed by Jesus Christ. We believe that our everyday operations should be based on this mission and implemented through a commitment to excellence in all that we do.

As a church community, we are dependent upon the prayers and gifts of God's people, and therefore, our conduct must, in as much as possible, be in conformity with *our Biblical Foundation*. *“And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit.”* (2 Corinthians 3:18) As such, each employee should carry out their responsibilities in a way that reflects the core values of HLC: *Biblical Truth; Relentless Grace; Authentic Community; Compassionate Service, and Engaging Mission.*

It is our sincere desire that you enjoy a lasting relationship with HLC, and that you always be aware of the value of your individual effort to the ministry and to the Kingdom of God. We believe that your involvement with HLC can be more than a job or position; you will have many opportunities to make a positive difference in the lives of people both within the church and within the greater community in which we serve. We hope that you take those opportunities and enjoy the satisfaction they bring. We wish you much success in your assignment and hope that your employment here is a meaningful and rewarding experience.

### *1.1 Purpose of this Handbook & Right to Amend*

This HLC Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by HLC employees as a condition of their employment. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with HLC. It applies to all employees of HLC.

HLC reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, we shall conform to current company policy. This Handbook may be revised only

in writing by action of the HLC Council. The Council is defined in HLC's Constitution & Bylaws.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees. As with any growing organization, it will be necessary from time to time to make changes in practices and policies. When changes to this Handbook occur, you will be provided with an update. Please keep your Handbooks up-to-date.

If there is a conflict between the provisions, benefits, and policies in this Handbook and those set forth in the terms of an employee's contract, the terms of the contract shall prevail.

This Handbook is subject to interpretation by the HLC Council. Their interpretation shall be final and binding in all respects.

### ***1.2 At-Will Employment***

Employment at HLC is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any oral statements by anyone at HLC to the contrary. No HLC representative has the authority to change this at-will employment relationship.

No offer of employment and no statement or representation in the Handbook or in any other HLC publication, or made by any HLC employee should be construed as a promise or guarantee of employment. Furthermore, no provision in this Handbook or any other employment policy statement changes the terms of this at-will employment policy.

### ***1.3 Condition of Employment***

HLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in HLC's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

## 2. WORKPLACE COMMITMENTS

### *2.1 Equal Opportunity Employment*

HLC is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law (to the extent that such law applies to HLC). This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

As a religious organization, HLC is permitted, does prefer, and expressly reserves the right to prefer employees or prospective employees on the basis of religion and/or creed to establish policies and procedures in conformity therewith.

HLC complies with the Americans with Disabilities Act ("ADA"), as applicable. HLC is committed to providing reasonable accommodations to qualified employees and applicants, as required by the ADA and other applicable laws and regulations. The employee should notify HLC upon application of any such disability and his or her immediate supervisor if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

### *2.2 Non-Harassment Policy/ Non-Discrimination Policy*

HLC desires that all its employees treat each other with dignity and respect. The work environment should be free from unlawful harassment and all forms of discrimination, intimidation, exploitation, and harassment on the basis of race, color, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law (to the extent that such law applies to HLC).

"Harassment" is unwelcome, annoying, or offensive conduct directed at an employee such as threats, demands, requests, pursuit, teasing, abuse, taunts, insults, heckling, or other similar action. Violation of this policy may result in discipline, up to and including termination of employment.

Examples of the conduct we prohibit include:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to sex, race, or other protected classifications above.
- Written or graphic material brought to, displayed, or circulated in our workplace that denigrates or shows hostility or aversion toward an individual or group because of their sex, race, disability, or other protected classifications above.

- Intimidating, hostile, derogatory, contemptuous, or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, race, disability, or other protected classifications above.
- Using company resources (such as voicemail, email or internet access) to obtain, deliver, forward, circulate, or store inappropriate, pornographic, or offensive materials.

With respect to sexual harassment, examples of the conduct we prohibit include:

- Vulgar or sexual comments, jokes, stories and innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- Displaying, accessing or circulating in the work place (including via internet or email) sexually suggestive photographs, cartoons, graffiti, jokes, and the like.
- Unwelcome and repeated flirtations, requests for dates and the like.
- Subtle pressure for sexual activity, including unwelcome but apparently sanction-free sexual advances.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or express promise of rewards or preferential treatment.
- Solicitation or coercion of sexual activity, dates, or the like by the implied or express threat of punishment.
- Sexual assault.
- Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex regardless of whether the remarks themselves are sexual in nature.
- Retaliation against an employee for refusing sexual or social overtures, for complaining in good faith about sexual harassment, or for cooperating in good faith with the investigation of a complaint.

Harassment, particularly sexual harassment, can be difficult to define. Misconceptions abound. For this reason, we strongly urge you to use our harassment reporting policy without worrying about whether the conduct involved would be considered harassment in a legal sense. If you consider the conduct to be harassment, report it. This policy is intended to assist HLC in addressing not only illegal harassment, but also any conduct that is offensive and inappropriate.

### ***Where to Report Harassment or Discrimination***

Employees who feel that they have been subjected to conduct violating this policy (by an employee, student, parent, or person affiliated with HLC) should promptly report the matter to either the Pastor or the Council President.

If the Pastor or the Council President is involved in the alleged harassment or discrimination, then the employee should notify the Staff Support Committee (referred to henceforth as SSC).

We strongly urge you to report all incidents of harassment, discrimination, or other inappropriate behavior as soon as possible. We want to provide you with a pleasant and productive working environment, but we can't do that if these issues are not brought to our attention. Please join us in our efforts to make HLC an enjoyable place to work for all employees.

### ***Procedure for the Investigation of a Complaint of Harassment or Discrimination***

The following procedures should be used in the investigation of a harassment or discrimination complaint. These procedures apply only to complaints filed under this section of the Handbook and do not apply to other sections and/or subsections of this Handbook.

- a. Upon receipt of a complaint, the Pastor or Council President should immediately notify the SSC. The SSC will lead and direct an investigation, if appropriate. The SSC will notify the officers of the Church Council, and the Pastor and council officers will determine the course of action.
- b. If the allegation of harassment or discrimination involves the Pastor or the Council President, the SSC is to be directly notified. The SSC will lead and direct an investigation, if appropriate. The SSC will notify the officers of the Church Council, and the SSC and Church Council officers will determine the course of action.
- c. If the investigation confirms the allegations, prompt corrective actions should be taken, up to and including termination of employee(s) found to be responsible. Corrective action will depend upon the circumstances, including the gravity of the offense. We will take whatever action we deem necessary to prevent an offense from being repeated.
- d. HLC may take disciplinary action, up to and including termination, in any case where a false or frivolous complaint was not submitted in good faith.
- e. HLC will take reasonable steps to keep the identity of the complainant confidential except to the extent necessary to complete its investigation.

However, HLC cannot guarantee anonymity of an individual making a complaint. HLC reserves the right to notify appropriate government and denominational officials as the circumstances warrant.

### ***Prohibition of Retaliation***

Any form of retaliation against a person filing a complaint or who has participated in an investigation of possible unlawful harassment or discriminatory conduct violates this policy. HLC may take disciplinary action, up to and including termination, in any case where a person was retaliated against or where a false or frivolous complaint was submitted in bad faith.

If you believe you have been retaliated against for reporting discrimination or harassment, you must report this concern to us using the above reporting policy.

### ***2.3 Alcohol and Controlled Substances***

Employees are prohibited from possessing, using, selling, being under the influence of, and/or distributing alcohol, marijuana, and/or controlled substances on church property or during work hours. HLC treats medical marijuana the same as any other illegal drug. Unless required by state law, HLC will not accommodate the use of medical marijuana; this policy applies to controlled substances at all times.

A “controlled substance” means any drug or substance, the use, distribution or possession of which is controlled by criminal statute or regulation. Violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

Employees must inform their immediate supervisor when taking any medication that may affect the employee’s job performance or create a safety risk for others. The proper and lawful use of medication prescribed by a licensed physician should not constitute a violation of this policy.

### ***2.4 Immigration Reform and Control Act***

In compliance with federal law, HLC is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Use of falsified documentation or documentation not belonging to the applicant shall result in termination.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed eligibility prior to expiration of that period to remain employed by HLC.

### ***2.5 Grievance Procedure***

In an effort to encourage positive working relationships among employees, HLC encourages employees to address grievances concerning work-related issues with their immediate supervisor.

If the employee and his or her supervisor cannot solve the grievance, or if the employee is dissatisfied with the supervisor's decision, the employee may submit a written grievance to the SSC. If the employee is unwilling or unable to prepare a written grievance, he or she may contact the SSC to assist the employee in preparing a written grievance. The SSC should discuss the grievance with the supervisor and employee and render a decision. If the employee remains dissatisfied, the employee may appeal to the Council Officers. The Council Officers' decision shall be final.

## **3. EMPLOYMENT CLASSIFICATION**

Nonexempt Employees are those considered nonexempt employees under the Federal Labor Standards Act and the Washington Minimum Wage Act. Nonexempt Employees are entitled to receive a minimum wage and the payment of overtime for hours worked in excess of forty (40) hours in a workweek. The workweek at HLC begins at 12:00am on Sunday and ends at 11:59pm on Saturday.

Exempt Employees are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act and the Washington Minimum Wage Act. Generally, Pastors are Exempt Employees.

Full-Time Employees regularly work 40 or more hours per week on a year-round basis.

Part-Time Employees regularly work less than 40 hours per week.

Temporary Employees are generally hired for a specified period of time and are not eligible for any benefits.

Other employee classifications may exist depending upon the position. For more information about your particular employee classification, consult the benefits (or addendum) section of this document, as applicable to your position.

## **4. COMPANY POLICIES AND PROCEDURES**

### ***4.1 Child Abuse and Neglect Reporting Procedures***

HLC recognizes that Washington law requires certain persons to report suspected abuse or neglect to government officials and it encourages employees to fully comply with Washington reporting requirements. In the event of any conflict between these policies and Washington law, the employee should be guided by and comply with Washington law.

#### ***Definition of Abuse and Neglect***

For purposes of reporting child abuse and neglect, Washington law defines a child as a person under the age of 18. Washington law defines abuse or neglect as “sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child’s health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.” RCW 26.44.020.

#### ***Internal Reporting Obligations***

Employees and volunteers who have reasonable cause to believe that abuse or neglect has occurred must discuss the matter with their Pastor within 24 hours and prior to reporting to government officials, if possible. The report must be made verbally and in writing. If the Pastor is not available, the employee or volunteer must report their suspicion to the SSC.

#### ***External Reporting Obligations***

Any employee or volunteer who, in a supervisory role for HLC, has reasonable cause to believe that a child has suffered abuse or neglect is required by Washington law (RCW 26.44) to report child abuse or neglect to the proper law enforcement agency, provided the abuse or neglect was caused by a person:

1. Whom he or she regularly supervises,
2. Who is employed by, contracted by, or volunteers for HLC, and
3. Who regularly has unsupervised access to a child or children or who coaches, trains, educates, or counsels a child or children.

Washington law requires that all reports required to be made under RCW 26.44 must include the name of the accused if known, be made verbally, be made immediately, and be made within 48 hours.

In all cases, the employee or volunteer must report the incident pursuant to the internal reporting procedures. The Pastor may or may not report the incident to local police or other appropriate government officials, pursuant to the clergy-penitent provisions allowed in RCW 5.60.060 (3).

Employees or volunteers with mandatory reporting obligations under Chapter 26.44 RCW are not relieved of their obligations by simply reporting the incident to HLC personnel.

#### ***4.2 Confidentiality***

One basic rule of church ministry is the confidential relationship between the church leaders (pastors) and people (congregants). It is imperative for all employees to respect the privacy of others. Any conversations, care session, correspondence, file material, or internal transaction of the church should not be unnecessarily discussed or made public. Knowledge about people gained because of employment relationships shall be closely guarded. Breach of this confidentiality may be just cause for disciplinary action up to and including termination. It is not a breach of confidentiality to discuss such matters with a pastoral superior. Notwithstanding, Pastoral staff are specifically exempted from divulging confidences or confessions and no part of this policy is intended to waive or abrogate this privilege.

HLC employees may have a moral and legal obligation to inform certain individuals or government agencies about information. Employees should not promise absolute confidentiality.

#### ***4.3 Code of Professional Conduct***

As a religious organization, HLC expects its employees to exemplify Christ-like behavior, whether at work or otherwise. HLC reserves the right to determine whether an employee's conduct violates these standards in its sole and absolute discretion. Below are some general behavioral expectations of HLC employees.

#### ***Ethics and Conduct***

HLC maintains high standards of business and moral ethics. No deliberate action to violate scriptural principles will be tolerated. It is imperative that our actions and expressed attitudes be in conformity to the Spirit of Christ. Even minor or ambiguous instances of misconduct can prove ruinous for a ministry that depends on community confidence and public trust. HLC has an enormous stake in service to our community and

with our synod; it is essential we conduct our affairs with integrity in all phases of operation. Employees' relationships with each other must reflect courtesy and respect.

HLC employees are expected to exemplify biblically-based behavior and protect the reputation of HLC in both word and deed. Certain offenses may be a basis for disciplinary action and/or termination, including but not limited to the following:

1. Gambling
2. Misuse of alcohol
3. Use of marijuana or illegal drugs
4. Reporting to work under the influence of alcohol, marijuana or illegal drugs
5. Immoral conduct or indecency
6. Making false, vicious, or malicious statements about the church, Pastors, staff members, or individuals who consider HLC their church
7. Theft

### ***Personal Lifestyle***

When making employment decisions, HLC reserves the right to prefer employees or prospective employees who have accepted Jesus Christ as their personal Lord and Savior and whose lives are a consistent reflection of the lifestyle patterned for them by Jesus Christ. Employees engaging in personal behavior that HLC determines in its sole and absolute discretion to be adverse to that pattern is a violation of HLC's behavioral standards. Employees are encouraged to refrain from any type of outside activity that could raise questions and/or bring discredit to HLC or its religious mission including, but not limited to, its Pastor or employees.

### ***Distribution***

HLC employees may not disclose or distribute any of its mailing or member lists to non-employees without authorization from the Office Manager or Pastor. Upon discharge, employees shall return all such lists.

### ***Fundraisers on Campus***

In our efforts to remain compliant with the Revised Code of Washington (RCW) and to maintain our tax-exempt status, the Pastor must approve all fundraising activities on the HLC campus. Fundraisers cannot provide direct personal or for-profit income.

### ***Contact with the Media***

All media inquiries regarding HLC and its operations must be referred to the Pastor or his designee. No employees, unless specifically designated by the Pastor, are authorized to make those statements.

#### ***4.4 Personal Appearance***

An employee's appearance contributes to the morale of other HLC employees and affects the image that HLC strives to portray to the community. HLC expects employees to present a modest and clean appearance in keeping with its mission, goals, and statement of faith. Employees shall comply with requests of HLC if said employee's dress or appointments are deemed in violation of this policy.

#### ***4.5 Pay Periods & Reimbursements***

HLC's pay periods are on the 1<sup>st</sup> through the last day of each month. Generally, HLC's payday is the last day of each month.

#### ***Expense and Mileage Reports and Check Requests***

HLC maintains an accountable, qualified expense reimbursement plan for eligible employees & volunteers. Pre-approval may be required for such purchases. HLC generally provides reimbursement for approved mileage for eligible employees at the then-current IRS approved rate.

#### ***Hours Worked***

All employees have an allotted number of daily/weekly hours that they are to work. It is understood that no employee is to work more than their allotted hours without prior approval from the Pastor. Employees will be compensated for the hours that they work.

#### ***Compensatory Time***

Eligibility: Pastor & Office Manager

Philosophy: In keeping with the biblical rhythm of work and rest HLC recognizes the need at times to allow eligible staff compensatory time ("comp time"). The intent of HLC is to respect those who labor in the church (1 Thess. 5:12) and ensure that they are keeping a healthy balance between work/ministry and the rest of life.

Practice: Compensatory time can be taken following a heavy season of ministry, when one's regular day off is also a recognized holiday, or under special circumstances. No staff is to take comp time without the permission of his or her Pastor. Generally the comp time should be taken within two weeks of the trigger event.

Notice: Ministry is more than full-time employment. It should not be thought, for example, that simply because some work is needed to be done on a Saturday, a staff member is due a compensatory day. Further, comp time isn't meant to be used in lieu of vacation time or sick time. That is, if the intended time off is vacation, vacation time should be used, and if the intended time off is due to an illness, sick time should be used.

## ***4.6 Company Property***

### ***HLC Property***

All HLC technological equipment, including but not limited to computers and software, are for the business and ministry operation of HLC. These supplies, equipment, and services must not be used for personal business without the consent of the Pastor.

### ***Inspection of HLC Property***

HLC reserves the right to question employees and other persons entering and leaving HLC property, and to inspect any packages, parcels, purses, bags, backpacks, or other possessions carried to and from HLC property.

Offices, desks, files, computers (including, but not limited to, software, internet, and email systems and email messages), telephones (including, but not limited to, telephone voicemail files), lockers and other property owned, leased, or used by HLC and provided for use by its employees are HLC property. As such, HLC reserves the right to search all HLC property, including, but not limited to, any employee's office, desk, files, computers, computer files, internet logs, email system, and lockers. When using HLC email accounts, employees shall have no expectation of personal privacy.

### ***Personal Communication on HLC Assets***

Personal telephone calls received by HLC during business hours must be confined to those that are absolutely necessary and must be kept to a minimum. Personal phone calls not only consume time, but also tie up limited telephone lines and may delay important ministry calls. Employees should make every effort to limit personal calls to break times. Personal long-distance phone calls must not be charged to HLC. HLC cannot guarantee the confidentiality of personal phone calls received using HLC equipment, and employees using HLC equipment to make personal phone calls have no expectation of privacy.

### ***Voicemail***

HLC's telephone and voicemail system is designed to aid in daily ministry operations. It is important that employees respond to each message received in a timely manner or forward the message to the individual who can best handle the caller's request. No assumption of privacy of voicemail data is implied or expressed.

### ***Mail***

Any mail received or returned to this address without an individual sender's name will be opened for the purpose of identifying and locating the sender. Employees' personal mail must not be received at HLC.

### ***Keys***

Upon initial employment, the employee may be issued keys to certain areas of the campus. Keys are for the employee's use only for HLC business and must not be copied or loaned to any individuals who don't have current criminal background checks on file. Any employee found copying a key, using a key for personal business or giving a key to unauthorized persons may be subject to disciplinary action, up to and including termination of employment. If a key is lost or destroyed, the employee is responsible to notify the Office Manager as soon as possible. Upon leaving employment with HLC, the employee must return the key.

### ***Computer Passwords***

HLC computers are password protected. Each employee is responsible for all activities on a computer under his or her password. Sharing password information is prohibited and may be grounds for disciplinary action, up to and including termination.

As with any data stored or transmitted on HLC computer systems, passwords are the property of HLC. Upon termination of employment, all passwords used by the affected employee must be documented and verified as valid before the employee's final paycheck is issued.

### ***Electronic Mail (Email)***

The email system, like other HLC property, is provided for business purposes. It is understandable that employees may occasionally send and receive personal email. Employees should limit time spent on personal emails to lunch and break periods. Any type of harassment or foul, inappropriate, or offensive message is prohibited. Email may not be used for solicitations.

Violation of this policy may result in disciplinary action, up to and including termination of employment, and application of the harassment and discrimination policies.

HLC expressly reserves the right to enter, search, and/or monitor the email system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees have no expectation of privacy when using HLC's email system.

### ***Internet***

Internet access is to be used primarily for ministry and business-related purposes, i.e., to communicate with members and suppliers, to research relevant topics, and to obtain information useful to the operation of HLC. Employees must conduct themselves honestly and appropriately on the internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others.

Using HLC computers or equipment to visit, view, or subscribe to an inappropriate internet site or service (the appropriateness shall be determined solely by HLC), may result in discipline, up to and including termination of employment. Use of HLC computers for gambling, or viewing lewd or pornographic materials, is specifically prohibited.

For business purposes, HLC expressly reserves the right to enter, search, and/or monitor the employee's use of the internet without advance notice and consistent with applicable state and federal laws. Employees have no expectation of privacy when using HLC's property to access the internet.

### ***Network Security***

HLC has installed security systems to enhance the safety and security of HLC's networks. Employees shall not attempt to disable, defeat, or circumvent any security protocols. Violation of this policy may result in disciplinary action, up to and including termination of employment.

### ***Encryption***

While the security measures taken to ensure the safety and security of HLC's electronic assets will suffice for most employees, there may be instances where more rigorous measures are necessary (or required) to protect the integrity of data on the network. Employees shall contact the Pastor or network administrator with these additional requests. Employees are prohibited from installing any form of third-party encryption software without prior approval of the Pastor or network administrator. If third-party encryption software is required, the password to the encryption scheme must be given to at least one other staff member.

## **5. ATTENDANCE POLICIES**

### ***5.1 Hours***

The Pastor may set office hours, if any, for all staff.

### ***5.2 Attendance and Punctuality***

If an employee is going to be late for work or absent, they must notify their supervisor as soon as possible, but at least 30 minutes before the start of the workday.

When a supervisor learns that one of their employees is going to be absent, they shall communicate with the rest of the staff.

### ***5.3 Out-of-Office Errands***

Employees who are requested to run errands for HLC or have appointments scheduled

off campus are expected to go directly to and from HLC without personal appointments. Employees must not use this work time for personal reasons.

#### ***5.4 Breaks and Meal Periods***

Non-exempt employees shall take a thirty (30) minute lunch break, which does not count as hours worked, for every five hours worked in a day. Non-exempt employees who work three or more hours longer than their normal work day shall take an additional thirty (30) minute lunch break at least 30 minutes prior to or during the overtime period, which does not count as hours worked. A “normal work day” is the shift the employee is regularly scheduled to work.

In addition, non-exempt employees must take a rest break of ten (10) minutes for every four hours worked. If a non-exempt employee works a full day and is entitled to two rest breaks, he or she should take one break in the morning and one in the afternoon. However, when the nature of the work allows employees to take intermittent rest periods equivalent to 10 minutes for each four hours worked, scheduled rest periods are not required.

The ten-minute breaks are not intended to add to the lunch break or to shorten the workday and are included as hours worked. In order to ensure compliance with all applicable laws, non-exempt employees may not work through their lunch break.

#### ***5.5 Outside Employment***

HLC employees who have other jobs (in addition to their position at HLC) are to report that information to their supervisor and shall disclose such outside employment upon application for employment with HLC. Other employment or business ownership is prohibited from interfering with an employee’s attendance or performance at HLC. HLC reserves the right to determine whether such outside employment constitutes an interference with the employee’s duties and to require reduction or discontinuance of such outside employment as a condition of continued employment with HLC.

## **6. BENEFITS**

HLC provides certain benefits to eligible employees. These benefits may include, but are not limited to, the following:

- Participation in medical, dental, disability, and life insurance programs
- Paid sick leave
- Paid vacation leave
- Paid holidays

Eligibility and general descriptions of these benefits are more fully described in each corresponding section of this Handbook.

***6.1 Vacation Leave***

See Addendum \_\_\_\_\_

***6.2 Sick Leave***

See Addendum \_\_\_\_\_

***6.3 Holidays***

See Addendum \_\_\_\_\_

***6.4 Medical Insurance***

See Addendum \_\_\_\_\_

***6.5 Life Insurance***

See Addendum \_\_\_\_\_

***6.6 Workers' Compensation***

See Addendum \_\_\_\_\_

***6.7 Disability Insurance***

See Addendum \_\_\_\_\_

***6.8 Retirement***

See Addendum \_\_\_\_\_

***6.9 Continuing Education Reimbursement***

See Addendum \_\_\_\_\_

**7. LEAVE POLICIES**

***7.1 Family and Medical Leave***

***Eligibility***

Specifics are outlined in Pastor's employment contract.

***Reasons for and Duration of Family and Medical Leave***

Specifics are outlined in Pastor's employment contract.

### ***7.2 Jury Duty***

Employees will receive a paid leave of absence to serve on jury duty. HLC supports each employee in fulfilling his or her civic responsibilities by serving jury duty when required.

The employee shall give a copy of the summons to his/her supervisor before leaving for jury or witness duty. Since jury service is not a voluntary service, the employee will be paid his/her regular salary or in the case of non-exempt employees, the employee will be paid for his/her regularly scheduled hours. Payment for this leave of absence is contingent upon the employee submitting to the Treasurer any payment received by the local, state, or federal government in compensation for jury duty or witness testimony services.

### ***7.3 Military Leave***

HLC employees who perform military service are entitled to an unpaid military leave of absence from their position, subject to the limitations and restrictions set forth in federal and state laws and this policy. Upon receiving an assignment for military service, an employee should promptly provide notice, such as submitting a copy for military orders to the Pastor, at least thirty (30) days prior to the time the leave is to begin.

Accrued leave may be used to replace wages while on military leave. During the period of military leave, health benefits and leave accrual will continue as normal. For more information, contact the Treasurer.

Employees averaging over 20 hours of work per week and who are spouses of military personnel deployed or on leave from deployment during times of military conflict may take up to 15 days of unpaid leave from work per deployment. Spouses of returning military personnel whose deployment orders have ended are not covered. For more information, contact the Treasurer.

An eligible employee may be granted up to twenty-six weeks of unpaid leave time in any twelve month period in order for the employee to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces (including a member of the National Guard or Reserves) and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Leave must be supported by a certification related to active duty or call to active duty. Finally, the combined total of service member family leave and any other Military leave described above may not exceed twenty-six weeks in a single twelve-month period for any one employee.

#### ***7.4 Domestic Violence Leave***

An employee who is a victim of domestic violence, sexual assault, or stalking (or the family member of a victim) may take a reasonable amount of unpaid leave from work for legal or law enforcement assistance, medical treatment, or counseling. An employee must give advance notice, when possible. For more information, contact the Pastor.

#### ***7.5 Bereavement Leave***

Employees will receive up to five days paid leave for the death of a family member, as described in the Benefits Addendums. If additional leave (unpaid) is necessary, the affected employee is to contact the Pastor with this request. Each request will be handled on a case-by-case basis.

#### ***7.6 Paternity Leave***

A full-time employee completing ninety (90) calendar days of service shall be eligible for one week (5 days) of paid paternity leave to care for a newborn or newly adopted child.

#### ***7.7 Leave Without Pay***

If leave without pay is needed for family care or medical reasons, please refer to the "FAMILY AND MEDICAL LEAVE" section in this handbook. HLC generally discourages employees from taking leave without pay for convenience sake, or as a way to save vacation, sick or personal days, as it can create hardship for other employees who may be needed to fill in or take on additional responsibilities for the absent employee.

Any full-time employee may submit a request for leave without pay. Requests will be considered on a case-by-case basis.

Requests must be submitted in writing to HLC Church Council, and may be reviewed by the Pastor. Requests should be submitted at least 30 days in advance of requested leave time.

All requests for leave without pay must have prior authorization and approval from the Church Council and the Pastor before leave without pay will be granted. Any accrued sick leave and/or vacation leave must be exhausted before an employee goes on leave without pay. Neither sick leave nor vacation leave accrue while an employee is on unpaid leave.

(For more information, please refer the individual's employment contract and SSC recommendations, & approval by the membership at an annual meeting.)

## **8. EMPLOYEE HEALTH & SAFETY**

### ***8.1 Workplace Safety***

HLC takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of HLC. Any questions regarding safety and safe practices should be directed to the Pastor.

Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this Handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes. Do not block fire exits, tamper with fire extinguishers, or otherwise create fire hazards.

### ***8.2 Workplace Security***

#### ***Building Keys/Alarm Codes***

Office doors must be kept locked when employees are out of the office to ensure security of HLC files and property. HLC is not liable for any personal property left or stored at HLC. Any breach of security must be reported immediately to the Pastor and/or the Office Manager.

Some employees may be given a code/key to the building. These are confidential and must not be shared with anyone. Any person found giving a key/code to unauthorized persons or using the key/code for personal purposes may be subject to disciplinary action, up to and including termination of employment. If a key/code is compromised, the Pastor must be alerted immediately.

#### ***Video Surveillance***

HLC uses hidden cameras throughout the campus to monitor and record the safety and security of all people conducting business on campus or attending HLC activities. Video surveillance runs 24 hours a day, 7 days a week. HLC will release any video surveillance

to the proper authorities to comply with any legal order consistent with applicable state and federal laws. Location of cameras shall be disclosed to employees upon request.

### ***8.3 Emergency Procedures***

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter. Emergency evacuation routes are posted throughout the facility; each employee is expected to familiarize themselves with the locations of all exits.

## **9. PERFORMANCE & DISCIPLINE**

### ***9.1 Expectations***

HLC expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

### ***9.2 Stewardship***

Employees are expected to work diligently on behalf of HLC. Failure to follow assigned schedules, whether through excessive and unexcused tardiness and/or absenteeism or unapproved overtime, is prohibited.

HLC facilities, equipment and supplies must be properly used in order to receive the greatest possible benefit to HLC. This means that employees shall not use HLC facilities, equipment, or supplies for personal business without the consent of the Pastor or Council President.

### ***9.3 Evaluations***

Supervisors and employees are encouraged to discuss job performance and goals on an informal basis. HLC may conduct a formal evaluation at least once a year.

### ***9.4 Employee Discipline***

HLC reserves the right to discipline any employee at the sole discretion of HLC and as it deems appropriate in any given situation, including discipline with respect to violation of any policy contained in the Handbook and for any violations of an employee's contract and/or its terms. HLC makes no promise or guarantee to any employee of specific treatment or procedure in any employment, disciplinary, or any other situation, which may arise during the course of employment with HLC.

### ***9.5 Personnel Records & Background Checks***

A personnel record is maintained for each employee. This record may include, but is not limited to, the initial application, pay rate information, performance reviews, and other data.

The employee will notify the Treasurer in writing of any changes in personal information to HLC, including, but not limited to, the following areas:

1. Name, address, telephone number and/or email.
2. Marital status change. The employee may need to update his or her W-4 form and benefit enrollment forms as a result.
3. Change in the employee's designated beneficiary.
4. Emergency contact names and telephone numbers.

It is the employee's responsibility to notify HLC of these changes. Employees may review their personnel file upon request.

HLC may request updated criminal history background checks and copies of driving records during the course of employment. The employee's signature on the initial application and this notification with Acknowledgement are considered sufficient authorization for such checks, unless the employee notifies their supervisor in writing.

## **10. TERMINATION POLICIES**

### ***10.1 Voluntary Termination***

While employment at HLC is at-will, employees are asked to give written notice of resignation to his or her supervisor or the Pastor at least two (2) weeks in advance of the intended termination date. Pastors are asked to give a minimum of one (1) month advance notice. Resigning employees may be asked to vacate their position and office at any time once notice is given.

### ***10.2 Involuntary Termination***

The Pastor, together with Executive Committee, may reach a determination to involuntarily terminate an employee as a result of policy violation, performance, job elimination, or may apply the employment at-will provision of these policies (termination without cause).

### ***10.3 Termination Benefits & Severance Packages***

As long as churches in Washington State are not required to pay unemployment taxes, HLC will not grant or authorize the payment of any unemployment benefits by any state

agency upon termination of employment to any employee, regardless of classification. Additionally, HLC offers no guarantee of any type of issuance of any type of severance package following the termination of employment—voluntary or involuntary—to any employee.

For the purposes of termination, any accrued vacation time as of the date of termination will be converted to hours worked for the purposes of paying out earned vacation. Upon termination, an employee's sick time balance shall not be reimbursed in the form of a "pay-out" on a final check.

#### ***10.4 COBRA Continuation of Benefits***

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct) or who loses health and dental coverage for him/herself and any covered dependents at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. However, as an employer of less than 20 FTE employees, HLC is not required to, and does not, offer COBRA benefits.

#### ***10.5 Final Paycheck***

Upon termination of employment with HLC, an employee will be given their final paycheck on the next regularly scheduled pay date, as required by Washington State law. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.