

January 2021

Employee Handbook

Rocky Mountain Conference
of Seventh-day Adventists



To know Christ and make Him fully known...

TABLE OF CONTENTS

1	Introduction	1
1.1	Welcome	1
1.2	Mission	2
1.3	Values	2
1.4	What We Believe.....	3
1.5	Conditions of Employment.....	3
1.6	Employee Handbook Purpose.....	4
1.7	Exceptions to Policies.....	5
1.8	Human Resources Department	5
2	At Will Statements.....	7
3	Equal Employment Opportunity Policies	9
3.1	Local Laws.....	9
3.2	Recruitment.....	9
3.3	Employment of Relatives	9
4	New Employee Information.....	11
4.1	Proof of Work Eligibility.....	11
4.2	Background Checks and Child Protection Training	11
4.3	Employee Ongoing Training	12
4.4	Fidelity Insurance	13
4.5	AIDS and Hepatitis Antigen Positive Policy.....	13
4.6	Child Support Reporting Requirements.....	14
4.7	Moving Allowances and Arrangements	14
4.8	Duplicate Housing and Assistance	16
4.9	Per Diem and Lodging for New Arrivals	17
5	Employment Classifications	19
5.1	Temporary Employees.....	19
5.2	Part-time and Full-time Employees.....	19
5.3	Exempt and Nonexempt Employees.....	20
6	Hours	21
6.1	Conference Office Hours.....	21
6.2	Exempt Employee Work Expectations	21
6.3	Nonexempt Employee Time Reporting	22
6.4	Overtime	23
6.5	Flexible Scheduling	24
6.6	Meal and Rest Breaks	24
6.7	Breaks for Nursing Mothers	25

TABLE OF CONTENTS

7	Pay Policies.....	27
7.1	Payday.....	27
7.2	Payroll Advances	27
7.3	Pay Docking.....	28
7.4	Payroll Deductions.....	29
7.5	Wage Garnishments.....	29
7.6	Reporting and Paying Holidays	29
7.7	Exempt Employee Worker’s Reports	30
7.8	Expense Reimbursement	30
7.9	Holiday Gifts	33
8	Employee Benefits	35
8.1	Health Care Coverage.....	35
8.2	Basic Life Insurance	36
8.3	Retirement.....	37
8.4	Professional Enrichment	39
8.5	Education Reimbursement.....	39
8.6	Children’s Schooling/Education Policy.....	41
8.7	Tuition Benefits for Employee’s Children	43
8.8	Adoption Expense Assistance.....	45
8.9	Unemployment Insurance.....	45
8.10	Recognition of Service for Benefits Eligibility	45
9	Leave and Time Off.....	47
9.1	Vacation.....	47
9.2	Holidays.....	49
9.3	Jury Leave.....	50
9.4	Voting Time.....	51
9.5	Domestic Abuse Leave	51
9.6	Military Leave	51
9.7	Inclement Weather.....	52
9.8	Out of District Travel Policy (Pastors Only).....	53
9.9	Sabbatical Policy (Pastor’s Only).....	54
9.10	Bereavement	56
9.11	Personal/Professional Leave (10-month Teachers)	56
9.12	Sick Leave	57
9.13	Workers’ Compensation	61
9.14	Family and Medical Leaves of Absence (FMLA).....	61
9.15	Family Leave	63
9.16	FMLA Request Process	65
9.17	Colorado Family Pay Act	67
9.18	Doctors’ Notes.....	67

9.19	Leave of Absence Notification	67
9.20	Unpaid Leave of Absence.....	67
10	Performance.....	69
10.1	Performance Reviews	69
11	Code of Conduct	71
11.1	Professional Conduct	72
11.2	Threatening, Abusive, or Vulgar Language	72
11.3	Punctuality and Attendance	73
11.4	Personal Appearance	73
11.5	Confidential Information	74
11.6	Self-supervision	74
11.7	Sexual Standards.....	74
11.8	Drugs and Alcohol.....	75
11.9	Fighting.....	75
11.10	Sleeping on the Job.....	75
11.11	Insubordination	76
11.12	Personal Cell Phones at Work	76
11.13	News Release/Communications/Publications	77
11.14	Care of Children	77
11.15	Political and Civic Activities	77
11.16	Personal Property.....	78
11.17	Conference Equipment	78
11.18	Progressive Discipline	78
12	Employee records	81
12.1	Personnel Files.....	81
12.2	Confidentiality of Personnel Files	81
12.3	Updating Personal Information.....	81
12.4	Inspecting Records.....	82
12.5	Work Eligibility Records.....	82
12.6	Medical Records	82
12.7	Verification of Employment and References	82
13	Health and Safety	84
13.1	Workplace Safety.....	84
13.2	Workplace Security	84
13.3	What to Do in an Emergency.....	85
13.4	Violence	86
13.5	Pets and Animals	86
13.6	Using Technology While Driving	87
14	Computer and Information Systems	89
14.1	Electronic Device Monitoring	89

TABLE OF CONTENTS

14.2	Cameras and Camera Phones.....	89
14.3	Information and Data Security.....	89
14.4	Software Use.....	90
14.5	Email.....	90
14.6	Using the Internet	93
14.7	Social Media and Online Posts	93
14.8	Authorized Use of Computer Equipment	96
14.9	Personal Use of Computer Resources.....	96
14.10	Using Personal Computer Equipment	97
15	Conference Property	99
15.1	Conference Property is Subject to Search	99
15.2	Conference Vehicles.....	99
15.3	RMC Vehicle Usage Policy.....	100
15.4	Telephones.....	101
15.5	Care and Neglect.....	102
15.6	Personal Use of Conference Property	102
15.7	Return of Conference Property	103
16	Conflicts of Interest	105
16.1	Holding Other Employment	105
16.2	Endorsements.....	105
16.3	Ethical Foundations	105
16.4	Conflict of Interest Policy.....	106
16.5	Statement of Acceptance	108
17	Discrimination and Harassment	111
17.1	Anti-Harassment	111
17.2	Reasonable Accommodation for Disabilities	114
18	Complaint Procedures	115
18.1	Open Door Policy	115
18.2	Conflict Resolution.....	116
18.3	Grievance Procedure.....	116
19	Conference Funds.....	121
19.1	Contributed Funds	121
19.2	Expenditure of Conference Funds	121
19.3	Solicitation of Funds.....	121
19.4	Solicitation and Presentations.....	122
19.5	Tithing Principles and Procedures	123
19.6	Wills and Trusts.....	124
20	End of Employment.....	125
20.1	Resignation	125
20.2	Final Paychecks	125

20.3	Reduction in Force Policy	125
20.4	Transfers within Conference.....	126
20.5	Retiree Move Allowance	126
20.6	Termination Settlement	126
20.7	Health Insurance Continuation	128
20.8	Additional Reminders	129
21	Acknowledgment Statements	131
22	Index	133

1 INTRODUCTION

1.1 Welcome

Welcome to your employment with the Rocky Mountain Conference (Conference), serving Colorado, Wyoming and San Juan County, New Mexico. The headquarter offices are located in Denver, Colorado. Whether you are working in one of our churches, schools or other entities, you are a valued part of our team, helping to ensure that the church's mission is fulfilled throughout our region.

The Rocky Mountain Conference is part of the Mid-America Union within the North American Division. The entire worldwide Seventh-day Adventist family of Christian believers, under the umbrella of the General Conference, is present in almost every country around the globe. The Rocky Mountain Conference has more than 18,000 members worshipping in approximately 130 congregations and 23 schools and operates two camp retreat centers—Glacier View Ranch in Colorado, and Mills Spring Ranch in Wyoming.

Colorado was one of the first states evangelized by pioneers and the Boulder Sanitarium was the second Seventh-day Adventist healthcare institution in the country. The Rocky Mountain Conference is blessed with a strong Seventh-day Adventist healthcare presence. The Conference proudly sponsors multiple camp meetings each year, including a Cowboy Camp Meeting for cowboys and old west enthusiasts from around the Conference.

Seventh-day Adventist presence in the territories of the Conference dates back to the 1860s with the first-known Seventh-day Adventist in Colorado, a young girl, who came across the plains of Kansas in a covered wagon during the era of the Pike's Peak Gold Rush. One unnamed man's work in Montrose, combined with established congregations in Boulder (1870s), Longmont (1880), and Denver (circa 1880), and the presence of James and Ellen White, who held the first formal series of Adventist meetings in the history of Colorado and who set up a nine-year personal summer retreat in the state in 1872, led to the 1882 establishment of the Colorado Conference.

For the next 100 years the ministry in the Midwest continued its growth, and the Colorado Conference later merged with the Wyoming Conference to become the Rocky Mountain Conference in 1981. Eventually San Juan County New Mexico was added to the Conference's ministry territory.

All those who join the work of the church in this Conference become part of the legacy of fulfilling the mission and important work that God has called us to finish.

1.2 Mission

The mission of the Rocky Mountain Conference is to lovingly support and empower every member in our Conference to know Christ and to make Him fully known through education, outreach, and service, and by communicating hope and encouraging an intimate connection with each other and with Christ.

1.3 Values

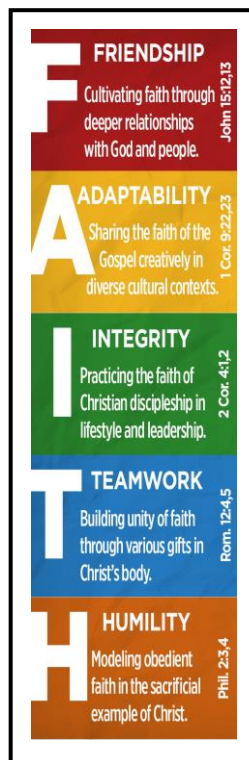
Our education and ministerial teams have developed the following core values to guide our mission:

1.3.1 EDUCATION



Christ-centered • Honor • Exploration • Responsibility • Integrity • Service • Heroism

1.3.2 MINISTERIAL



1.4 What We Believe

Seventh-day Adventists believe:

- In one God: Father, Son, and Holy Spirit, and that the Bible is God's inspired Word for us today.
- That by accepting Jesus Christ as one's personal Savior, a new heart is given the believer, thus leading to a Christ-centered life.
- In a recent, six-day creation that also instituted the Sabbath as a sign between God and His people.
- The Ten Commandments further describe God's highest ideals for humanity's interaction with Him and with each other.
- That we honor the marriage covenant, established by God in the Garden of Eden, to be a lifelong union between a man and a woman.
- In the stewardship of our time, talents, and possessions through the returning of tithes and the giving of offerings.
- That stewardship also includes caring for our bodies as the Temple of The Holy Spirit by abstaining from unclean foods and harmful substances such as drugs, alcohol, and tobacco.
- In the observance of baptism by immersion and celebrate communion along with foot washing as a regular reminder of Christ's humble sacrifice for us.
- In a soon, literal return of Jesus Christ to this earth at which time He will claim all who call Him Savior and Lord.
- That in the new earth to come, God will provide a home for all the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence.
- The great controversy between Christ and Satan will be forever ended, and sin will be no more. All things will forever declare that God is love.

1.5 Conditions of Employment

Employees of the Rocky Mountain Conference of Seventh-day Adventists are:

- Baptized, tithe-paying members of the Seventh-day Adventist Church
- Committed to Christian service
- Adherents of Bible-based teachings and church standards by exemplifying standards of personal conduct that preclude:
 - Chemical and substance abuse by the use of alcoholic beverages, tobacco in any form and illegal possession or misuse/recreational use of drugs
 - Use of profanity

- Immoral conduct including but not limited to engaging in pornographic activities, child sexual abuse, incest, adultery, fornication and homosexual practices
- Individuals who possess the highest professional and ethical standards in integrity, confidentiality, work performance, loyalty and cooperation
- Suitably dressed for Christian work environment with:
 - Discretionary use of cosmetics
 - Good grooming/hygiene
 - Use of jewelry limited to a simple wedding band
- Good managers of personal finances
- People who avoid conflicting interests and enterprises
- People who attempt to resolve conflicts, disputes, complaints and grievances through Rocky Mountain Conference's procedures.
- In compliance with policies, rules and procedures of the Rocky Mountain Conference including those set forth in the Employee Handbook, NAD Working Policy, MAUC Education Code, and other organizational documents.

1.6 Employee Handbook Purpose

The purpose of this Handbook is to clarify working relationships, and provide information regarding policies and procedures with reference to employment with the Conference. Questions regarding this handbook should be discussed with your immediate supervisor, department director, Office Manager, or Human Resources Director.

The provisions of the Employee Handbook do not constitute a contract of employment nor are they covenants. No representative of the employer has the authority to enter into any agreement with the employee for any specified period of time, or to make any agreement inconsistent with the policies outlined in this handbook. This Employee Handbook supersedes all oral or written representations that are in any way inconsistent with it. The provisions of the Employee Handbook are guidelines only and may be changed or deleted by the employer as specified in the following section, *Changes in Employee Handbook* on page 4.

1.6.1 CURRENT EMPLOYEE HANDBOOK

This edition of the Rocky Mountain Conference Employee Handbook, issued January 2021, supersedes all previous editions and shall be adhered to except as it shall be amended by subsequent actions of the Conference Executive Committee and/or Administrative Committee.

1.6.2 CHANGES IN EMPLOYEE HANDBOOK

Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this handbook change from time to time as the North American Division, the Mid-

America Union Conference, or the Rocky Mountain Conference deems necessary or appropriate at their discretion, and that those changes will be valid when voted by the appropriate committee. Conference will seek to notify Employees of such changes by written communication before the effective date of change when possible, and such changes will be incorporated in future editions of the Rocky Mountain Conference Employee Handbook.

1.7 Exceptions to Policies

Any exceptions to the policies, regulations, and procedures described herein are authorized only by Conference Administration in conjunction with the Conference Executive Committee.

1.8 Human Resources Department

We are fortunate enough to have wonderful Human Resources professionals who are available to answer your questions, field your complaints, and assist the Conference in running more smoothly. In fact, the policies in this Handbook often refer employees to the Human Resources Department for more information or to obtain help. Please feel free to reach out to Human Resources using the following contact information:

Rocky Mountain Conference

Human Resources

2520 South Downing Street, Denver, Colorado 80210

Phone: 303-282-3610 • FAX: 303-496-0002

Email: hr@rmcsda.org • Website: www.rmcsda.org/departments/hr/

2 AT WILL STATEMENTS

The Rocky Mountain Conference is happy to welcome employees to work in its territory of the North American Division. The Conference sincerely hopes that each employee will have a positive and rewarding experience. However, the Conference does not offer tenured or guaranteed employment. Employment is at will. **Either the Conference or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.** This employment at will relationship exists regardless of any other written statements or policies contained in this handbook or any other Conference documents or any verbal statement to the contrary.

No employee or Conference representative, other than the Executive Committee, has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, the Executive Committee may change the at-will employment relationship only in a written contract, signed by an Officer or the Human Resources Director and the employee. Nothing in this handbook constitutes a contract or promise of continued employment.

Employment offers for teachers are subject to the Mid-America Union Code and will be signed by the Human Resources Director.

3 EQUAL EMPLOYMENT OPPORTUNITY POLICIES

The Rocky Mountain Conference of Seventh-day Adventists (“Conference”) is an organizational unit of the Seventh-day Adventist Church and a religious ministry. The Conference reserves the constitutional and statutory right as a religious nonprofit institution to give preference in employment or restrict employment to Seventh-day Adventists, including the preference for church members in good standing. The Conference does not unlawfully discriminate against qualified applicants or employees on account of race, color, age, sex, national origin, ancestry, marital status (single or married), pregnancy, disability, or other protected categories under Colorado, Wyoming or New Mexico laws, regulations, or local ordinances. The Conference prohibits any form of workplace harassment, misconduct, or abuse. Nothing in this policy shall be interpreted as a waiver of any right, privilege, or exemption the Conference possesses as a nonprofit religious corporation.

3.1 Local Laws

The Conference recognizes and abides by all local labor laws that are applicable to employees in the location where they work (Colorado, New Mexico, or Wyoming). If any part of this employee handbook is found to be in violation of local laws, the remaining terms, conditions, policies, etc. shall continue in full force and effect.

3.2 Recruitment

The Conference believes that it is only as good as its employees, so it searches as widely as possible for talented and motivated individuals to fill vacant positions. Although these methods have served us well in the past, we know that finding high-quality people is an evolving process. Employees are encouraged to share their ideas about what more can be done to find and recruit talented and motivated individuals who have a passion for the church and its mission.

In addition to looking outside the Conference for new hires, we also look within. After all, we already know the value and quality of our current employees. If you see or know of an opening for a job that interests you, you are encouraged to apply.

The Conference conducts all recruiting in a fair and nondiscriminatory manner according to its EEO policies.

3.3 Employment of Relatives

Conference policy discourages employment of immediate family members within the same department and where one relative will have to supervise the other. Normally, employees will not be placed in a position of direct supervision over a relative, under the direct supervision of a

EQUAL EMPLOYMENT OPPORTUNITY

relative, or in a position where a relative's progress could be affected by the relationship. Any exception must first be approved by the Administrative Committee.

If two employees become related while working for the Conference and if one of them is in a position of supervision over the other, the Conference reserves the right to make employment changes, up to and including the dismissal of one or both employees, if the Conference determines the employment arrangement is in conflict with the best interests of the Conference.

For purposes of this policy, immediate family members include: husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, and grandchildren.

4 NEW EMPLOYEE INFORMATION

Throughout the new hire and onboarding process, employees will work directly with Human Resources to ensure all forms and documents are completed and returned in a timely manner. Employees are expected to pay close attention to all requests for information during this period and ensure to meet deadlines when completing and returning all forms.

Please note that after a job offer has been extended, the Conference reserves the right to request a physical examination and, if it does so, is responsible for the expense.

4.1 Proof of Work Eligibility

All applicants who are extended an employment offer will be required to complete federal Form I-9. Within three business days of their first day of work, a new hire must show documentation proving their identity and their eligibility to work in the United States. This is a requirement of the federal government. Complete instructions will be provided along with the form and questions regarding the form can be directed to Human Resources.

4.2 Background Checks and Child Protection Training

There has been a growing concern and effort on the part of the church to take appropriate measures to provide a safe environment for minors in our churches and schools. While no guarantee is ever possible, it is imperative the Conference take reasonable measures and speak clearly to the important value of intending to do everything reasonably possible; therefore, all employees are required to submit to a background check and fingerprinting when deemed necessary or required by law. Additionally, all employees who work with or around minors will be required to submit to a background check every three years after the initial date of hire.

4.2.1 CHILD PROTECTION

Christ, when teaching, often referred to the trust exhibited by innocent children. Some of His strongest statements were directed at those who may be in a position to abuse that trust. Mark 9:42 “But if anyone causes one of these little ones who believe in Me to lose faith, it would be better for that man if a huge millstone were tied around his neck and he were thrown into the sea.”

Therefore, in accordance with *NAD Policy E 81 15, Employment Regarding Individuals Involved in Sexual Misconduct—The Seventh-day Adventist Church desires to make its work and worship environments a safe place at all times. To achieve this goal, no denominational employing organization shall knowingly employ or retain an individual where any of the following exists:*

NEW EMPLOYEE INFORMATION

1. Any admission of guilt pertaining to sexual abuse, or sexual misconduct (See E 87 15, paragraph 20)—*Sexual Misconduct—Improper sexual behavior including any of the following:*

- a. *Actual or attempted sexual conduct with a minor or with any person where there exists a relationship with inequality of power;*
- b. *Actual or attempted rape or sexual contact by force, threat, or intimidation;*
- c. *Criminal behavior of a sexual nature;*
- d. *Possession, manufacture, distribution or access with intent to view child pornography.*

2. Any criminal conviction or plea or guilty, *nolo contendere* (no contest), or its equivalent for sexual abuse, or sexual misconduct, or possession, manufacture, distribution or access with intent to view child pornography.

3. Any civil judicial determination of liability, injunctive relief, non-monetary relief, punitive or exemplary damages, or factual finding, settlement for compromise of a civil suit or any finding by the employer's Sexual Ethics Committee or similar body in lieu of filing suit in favor of the claimant resulting from allegations of sexual abuse, or sexual misconduct.

4. The Conference will comply with all state and local laws regarding pre-employment criminal history inquiries.

As part of the employment due process, Designated Officers, or their designees, from denominational employing organizations shall make inquiry to officers, or their designees, of institutions or organizations currently employing, or having employed, individuals they are considering for employment. Designated Officers, or their designees, responding to inquiries about current or former employees of their organization shall make every effort to assure that accurate information is being communicated.

4.2.2 CHILD PROTECTION TRAINING

In an effort to ensure that employees are aware of their responsibility to protect children and know their obligations regarding mandatory reporting, all employees upon hire are required to complete child protection training. Additionally, all employees who work with or around minors will be required to complete this training every three years after the initial date of hire.

4.3 Employee Ongoing Training

Employees recognize and understand that ongoing training is a condition of employment. The Conference may assign training at any time in order to ensure that employees are well informed regarding any number of matters, including employee rights and responsibilities and employer obligations. Such training may include, but is not limited to, the following:

- Child Protection
- Bloodborne Pathogens
- First Aid and CPR
- Sexual Harassment

Additionally, employees may be required to attend annual workers' meetings where additional training is provided relevant to a specific set of employees. Workers' meetings include teachers' inservice and pastors' meetings. When employees are notified regarding these meetings, they understand their requirement and expectation to attend unless otherwise stated.

It is the responsibility of each employee to engage in and complete training when requested by the deadlines established. Employees who are delinquent or refuse to complete training or attend meetings may be subject to discipline up to and including termination.

Employer-required training is paid time. Nonexempt employees must include this time on their time sheets.

4.4 Fidelity Insurance

All Conference employees are covered under a blanket fidelity insurance program. By accepting employment, an employee becomes responsible to the insurance company for any losses, expense, counsel, or damages which it may sustain or cause to become liable because of dishonest, fraudulent, or criminal behavior.

4.5 AIDS and Hepatitis Antigen Positive Policy

The Conference does not unlawfully discriminate against any individual regarding employment, admission, or access to facilities and housing because he or she is HIV positive or Hepatitis B or C Antigen positive or is known to have AIDS or Hepatitis B or C. The Conferences does not require job applicants, new hires or their dependents to undergo testing for these medical conditions as a stipulation of employment or for receipt of benefits. The Conference is committed to providing a work environment that protects employees' health and safety. This commitment recognizes that HIV/AIDS cannot be transmitted through casual contact. However, the Conference reserves the right to take appropriate measures to protect its employees, students, members, and the public when an individual's medical condition poses a threat to the health and safety of themselves or others.

4.6 Child Support Reporting Requirements

Federal and state laws require the Conference to report basic information about new employees, including the employee's name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that an employee owes child support, it will send an order requiring the Conference to withhold money from the employee's paycheck to pay the child support obligations.

4.7 Moving Allowances and Arrangements

The Conference provides assistance for full-time, exempt employees whose call to serve the Conference requires a physical relocation of the employee's household and family within the Conference, either by a professional moving company or by providing assistance at 90 percent of the cost the Conference would pay a professional mover (See Self-Move).

The Treasury Department will make arrangements for the move, including insurance coverage. Authorization for moving expense assistance must be obtained from the Treasury Department before making your actual move.

The Conference pays for professional moves up to a maximum of 20,000 pounds for personal household effects. Employees are responsible for packing their own dishes, glassware, books, etc. The inclusion of items other than the usual household effects of significant weight and volume, such as cars, boats, snowmobiles, motorcycles, recreational vehicles, firewood, bricks, etc. must be specifically authorized prior to the move and an agreement reached as to whether the Conference or the employee is going to be responsible for the moving expenses.

The van will pick up at your current address and deliver to your new address. Rental of storage units is not reimbursed.

Employees traveling during a move are eligible for lodging reimbursement and a per diem allowance to cover meals for the employee and spouse, and for each accompanying child, according to the current rate schedule. The per diem is available for each day of travel that covers at least 500 miles, plus one day at the beginning and end of travel (per diem during move is taxable income).

An additional moving allowance (taxable income) is provided to assist with the cost of items such as boxes, packaging materials, etc. Please contact the Treasury Department for the current amounts that you are eligible to receive for this allowance.

Travel by automobile during a move that covers at least 500 miles per day is reimbursable at the current mileage rate per mile. If the employee has a spouse, mileage on a second automobile may be reported at 100 percent of the normal mileage rate.

4.7.1 SELF-MOVE

Employees who desire to move themselves, rather than to have the Conference pay to move them, will receive assistance at 90 percent of what it would have cost the Conference to hire a professional moving company. In order to qualify for this reimbursement, employees need to provide an official report from the truck scales, having the truck weighed first while empty and then when full so the exact number of pounds so the exact number of pounds being moved is recorded. Also, if you decide to tow a vehicle behind the truck and you are going to load household effects into that towed vehicle, you also need to have the towed vehicle weighed empty and then weighed full, so those pounds are included in the total number of pounds being moved.

Employees opting for a self-move will also receive mileage reimbursement for vehicles driven during the move. Families will be reimbursed a maximum of two vehicles. If you choose to tow one of the vehicles, you will receive reimbursement in the same amount as if driving the second vehicle. No mileage will be paid for additional vehicles.

You are responsible for all costs related to the self-move. That means the rental of the truck, gas, oil, blankets, packing materials, etc.

Once the Conference receives your self-move report with the number of pounds being moved, we will get a quote of what it would have cost to move that same number of pounds if the Conference hired a professional mover.

If opting for a self-move, employees are advised to make sure they have adequate insurance to cover all personal household effects that are being moved, in the event of an accident or items being damaged or stolen during the move.

4.7.2 MOVING EXPENSE AMORTIZATION

The Conference amortizes an employee's move over four years. If an employee transfers from the Conference within the first three years of employment, the calling denominational organization will reimburse the Conference for the unamortized portion of the moving expense and related travel expenses. If an employee resigns and leaves denominational employment, the employee will be expected to pay the Conference for unamortized costs associated with their move. When employment ends within the first four years of employment, the Conference will recover a portion of the expenses of the previous move according to the following schedule:

- Less than two years of employment: 100 percent reimbursement
- More than two years but less than three years of employment: 50 percent reimbursement
- More than three years but less than four years of employment: 25 percent reimbursement
- More than four years of employment: 0 percent reimbursement

4.7.3 SECOND MOVES

There is no assistance on storage costs or second moves for employees who make temporary housing arrangements while having a residence built or while seeking a place to rent or purchase.

4.8 Duplicate Housing and Assistance

When an employee is moved from one location to another because of the conditions of his or her lease or failure to sell or rent his or her home, he or she is required to pay housing expenses both at the new and former locations, an allowance may be granted to assist with these duplicate expenses.

4.8.1 STEP 1—INITIAL ASSISTANCE (ONE–THREE MONTHS)

1. Make a written request to the Vice President for Finance.
2. Submit copy of itemized house or rent payment at old and new locations.
3. Submit copy of listing contract as proof that house is listed for sale.
4. Notify the Vice President of Finance monthly on the status of the sale of the home.

4.8.2 STEP 2—UNUSUAL CIRCUMSTANCES (FOUR–SIX MONTHS)

If after three months the employee has not been able to sell the home, the employee will be asked to provide evidence that the asking price for said home is currently listed at no more than 100 percent of an appraisal. You will be asked to procure an independent appraiser, (an independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks and home loan associations—real estate agents are specifically excluded from this group). The reasonable cost of such appraisal will be reimbursed by the employing organization. If after three months, the house has not sold and the house has not already been listed with a real estate agent who is part of the local Multiple Listing Service (MLS), then the Duplicate Housing Assistance will discontinue.

4.8.3 STEP 3—EXTREME CIRCUMSTANCES (SEVEN–TWELVE MONTHS)

If you have not been able to sell the home after having received assistance for six months, you will be asked to provide paperwork showing that the asking price for said home is not more than 95 percent of the appraised value.

Amount—When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 75 percent of the category (A) remuneration factor plus 100 percent of any cost-of-housing assistance for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.

Utility Expenses—In addition to the monthly allowance provided for in the above paragraph, employees may be reimbursed for the cost of utilities to provide security lighting and minimum heating.

The employee is to take the responsibility in providing the Conference with the paperwork at each step.

4.8.4 SHARING OF LOSS ON SALE

In view of the importance of pricing a home correctly before it is placed on the market and due to the critical importance of the first thirty days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all duplicate housing allowance provided in NAD Policy Y 16 06, items 1 through 4, the property may be placed for sale at less than 100 percent of market value as determined by a current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ration on an individual basis.

The employer cost is not to exceed the maximum duplicate housing allowance provision. Conference will work with the new employee on an agreed upon ratio. The amount of assistance with the loss on sale of home will be reduced by the amount of any duplicate housing assistance employee has received on a monthly basis while waiting for the sale of their home.

4.9 Per Diem and Lodging for New Arrivals

Whenever an employee, eligible for move assistance, moves to the Conference but is unable to move into their new home right away, the Conference will use the following guidelines to assist with living expenses:

Lodging/motel Costs: Up to 10 days of assistance at the current rate of per diem for employee and spouse, if married.

Meal Costs: up to 10 days of per diem for the employee and spouse and/or children who moved with them.

When the Conference calls both the husband and wife to full-time service, each full-time employee, if eligible for the move assistance, will receive the above assistance on the basis of a single employee.

5 EMPLOYMENT CLASSIFICATIONS

5.1 Temporary Employees

A temporary employee is hired in a job established for a temporary period or for a specific assignment. Typically, this happens in the event of a special project, special time of year, abnormal workload, or emergency.

Temporary employees are not eligible to participate in any of the Conference's benefit programs, nor can they earn or accrue any leave, such as vacation leave or sick leave (except for Colorado temporary employees covered by the Healthy Families and Workplaces Act. Refer to: Paid Leave for Colorado Employees on page 59). Temporary employees will receive any and all benefits mandated by law.

Generally, the Conference does not assign temporary employees to assignments lasting more than five months, except in cases of substitute teachers who work on a temporary, intermittent basis with irregular schedules which may extend over a period of more than five months.

Temporary employees cannot change from temporary status to any other employment status by such informal means as remaining in employment for a long period of time or through oral promises made to them by coworkers, members of management, or supervisors. The only way a temporary employee's status can change is through a written employment offer provided by the Human Resources Department.

Like all employees who work for the Conference, temporary employees work on an at-will basis. This means that both they and the Conference are free to terminate their employment at any time for any reason that is not illegal, even if they have not completed the temporary assignment for which they have been hired.

5.2 Part-time and Full-time Employees

Employees may be classified as either full-time or part-time, depending on the number of hours they are scheduled to work each week. It is necessary that you understand which of these classifications you fit into, because it will be important in determining whether you are entitled to benefits and leave. Refer to Sections *Employee Benefits* on page 35 and *Leave and Time Off* on page 47 of this handbook for more information about who is entitled to benefits and leave.

Part-time Employee—Employees regularly scheduled to work 32 hours or less per week.

Full-time Employee—Employees regularly scheduled to work at least 38 hours per week.

Note: The Conference does not offer employment positions that range in hours from 33–37 per week (87–97% of full-time).

5.3 Exempt and Nonexempt Employees

The Conference defines exempt and nonexempt employees in accordance with, and is otherwise subject to, the provisions of the Fair Labor Standards Act (FLSA) and applicable state law.

Exempt employees are those who qualify for exemption under the guidelines of the FLSA with no hourly monitoring or reporting required. They are paid a predetermined amount each pay period and deductions from their salary are generally only permissible when the employee is absent from work for a full day due to personal reasons other than sickness or disability.

Nonexempt employees are those who are defined by the FLSA and applicable state law as being eligible for minimum pay and overtime pay. They are paid on an hourly rate basis and must report those hours each pay period, according to Department of Labor requirements or other applicable regulations. Time sheets that meet these requirements are provided by the Conference office and should be used by all hourly, nonexempt employees. The Conference will also provide nonexempt employees with meal and rest breaks in accordance with all applicable federal, state, and local laws.

It is necessary that you understand if you are exempt or nonexempt, as various information in this handbook will apply to different classifications.

6 HOURS

6.1 Conference Office Hours

The Conference's headquarter office in Denver, Colorado is open from 8:00 a.m. to 5:30 p.m., Monday through Thursday. The office is closed on Fridays.

Local churches, schools and other entities of the Conference may have operating hours that are different from the headquarter office. Employees located at these facilities and work sites should review employee information or speak to their direct supervisor if they have questions about the facility's operating hours.

6.2 Exempt Employee Work Expectations

Full-time, exempt employees are expected to work a consistent 38-hour work week, with the understanding that the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position.

It is understood that an exempt employee's work duties entail vastly different types of responsibilities and even work locations and that a traditional, Monday–Friday, 8:00am–5:00pm time structure may not be practical. Therefore, for guideline purposes, the Conference has defined the work-week as Sunday–Saturday with the Conference office officially closed Friday–Sunday. This does not necessarily mean that Friday–Sunday are not work days. It is then the responsibility of each exempt employee, in consultation with their direct supervisor, to ensure that they meet the expectations of their position, even though they are not expected or required to report hours for payroll purposes. In addition, there should be an understanding that the minimum should be consistent from week to week, month to month, even if employees experience significantly increased workloads during certain parts of the year. More than likely, exempt employee positions will far exceed the minimum expectation as we understand that, “The work of the Church...is a mission to which lives are dedicated in selfless service.” All employees have a responsibility and obligation to meet the demands of their roles and expectations as they work with each other, employees in the field and members.

In addition, the Conference also understands that employees need balance between their work and personal lives. To support this understanding, when exempt employees work extensive hours that far exceed the minimum of 38 hours, they are encouraged to take a day or two off, even when these days fall on normal work days. When possible, these “days off” should be taken within the same work week and certainly within the same pay period. These days should also be communicated to and approved by the employee's direct supervisor.

HOURS

For exempt employees, vacation is accrued on a conventional 5-day work week. Even though the office is open 4 days per week, an exempt employee will many times be working 5 or 6 days per week to accomplish the work that needs to be done. Because of that, when an exempt employee leaves for vacation Thursday morning and doesn't return to work until Monday morning, they will record "vacation" for both Thursday and Friday. If Thursday was taken as a vacation day (hiking in the beautiful Rockies) but Friday was a work day (in the office or a different location) only Thursday should be reported as "Vacation." If an exempt employee is absent an entire week on vacation, they should report "Vacation" on their worker's report for Monday through Friday.

Exempt employees should record all days on their workers' reports. Such as "Worked from Office" or "Worked from Home." Days taken "off" as a result of working excessive hours will not be deducted from the employee's vacation bank when indicated as "Off" on their workers' reports and communicated in advance to their direct supervisor. For exempt employees, "Off" days are not vacation days and they may not be accrued. They should be taken as soon as possible after particularly heavy schedules and working periods as a means to refresh and rebalance so that work life does not burn out employees.

Vacation is a time when you are "Unavailable for Work" unless there is an emergency.

Part-time, exempt employees are expected to work a consistent schedule based upon their pro-rated percentage of full-time classification. A part-time, exempt employee should never work a full-time schedule. If a part-time exempt employee finds that they are unable to complete their job duties within the established schedule, they should contact their direct supervisor or the Human Resources Director.

6.3 Nonexempt Employee Time Reporting

The Rocky Mountain Conference, at its discretion, monitors employee time tracking and runs reports as needed to ensure compliance with federal, state, and employer requirements. Because of this, the following are expectations for nonexempt employees for reporting hours, including work, vacation, sick, and holiday:

Nonexempt employees are not exempt from federal and state wage laws and must record their actual time worked and starting/stopping times for each work day. If an employee's working time is interrupted by a partial or full workday absence (e.g., medical appointment), the employee must record the actual time he or she leaves and returns to work.

Employees are expected to accomplish their assigned tasks within scheduled work hours. Any additional working time or overtime required to accomplish tasks must be approved *in advance* by their supervisor.

Employees must be honest in recording work hours. Recording false, incomplete, or misleading time, or omitting information from your time sheet, will result in discipline, up to and including

dismissal from employment. Employees should record their hours on the days when they are worked.

Employees (except for New Mexico workers) are expected to use the uAttend online system to ensure they are accurately recording their start and stop times.

The Conference does not permit or engage in the practice of “Comp Time”—providing paid time off in lieu of pay for hours worked.

Employees should generally fill out their time sheet during each work day—clock in/out in real time. They should not attempt to remember when they worked. Always record time by the end of the day, but, no later than, the next morning if by chance, clocking out at the end of the day was forgotten. Never should an employee wait until the end of the pay period to complete their entire time sheet.

Employees who are eligible (those who are regular status and classified at a minimum of 50% FT/19 hrs/week) to earn paid time off (vacation and sick time), must use these hours for days and/or weeks when they are not working their regular schedule. Paid time off must be used before unpaid time can be taken. If unpaid time off is needed, the employee should request that time off in writing and in advance from their direct supervisor as well as Human Resources. Note that taking unpaid time off may affect eligibility for employee benefits.

All employee time sheets are the express property of Conference, and are to be considered legal documents. Fraudulent use or falsification of time sheets or time sheet information may subject the employee to immediate termination.

6.3.1 WORK HOURS

Employees are expected to work with their department director to set their work hours. Once an employee has determined their regular start and stop times, they should then provide their schedule in writing to their department director. Employees are discouraged from making frequent changes to their work schedule.

Work schedules may be different at other work locations around the Conference. Employees are expected to abide by the work schedules established at their designated work location and the work hours required by their position.

6.4 Overtime

On occasion, nonexempt employees may be asked to work beyond their regular scheduled hours, which may include overtime. Nonexempt employees may only work beyond their regular scheduled hours with written prior authorization from their direct supervisor. Nonexempt employees may work overtime only with written prior authorization by their director supervisor. Working overtime without permission violates Conference policy and may result in disciplinary

HOURS

action. These rules apply to any type of work done after hours, including work done from home, work done using a Conference-issued portable computing device (such as a laptop or smartphone), and work done using an employee's own personal computer or portable device.

Nonexempt employees are eligible to receive overtime pay for hours that exceed 40 hours/week or 12 hours/day. For purposes of reporting hours worked, the Conference defines a work week from Midnight on Sunday through 11:59 p.m. on Saturday. Each workday begins at Midnight and ends at 11:59pm each day.

Employees are compensated at 1 ½ times their regular rate of pay for overtime hours. Only time actually spent working counts as hours worked. Vacation time, sick days, holidays, or any other paid time during which an employee did not actually work will not count as hours worked. For example: If an employee reported an 8.5 hour holiday, plus 35 hours worked during the same work week, the employee will receive no overtime pay for the week because the employee did not actually work more than 40 hours.

Exempt employees will not be paid for working beyond their regular scheduled hours.

6.5 Flexible Scheduling

Conference full-time, nonexempt employees are expected to work a 38-hour work week. These 38 hours are divided into four 9.5-hour workdays. Thirty-two of those hours are to be worked during the office hours schedule listed above. The other six hours per week may be worked as flextime. Flextime allows an employee to customize their start time, lunch breaks, and ending time. Employees may not schedule their lunch break to exceed one hour nor make it shorter than 30 minutes.

Additionally, the Conference understands that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, the Conference offers employees the opportunity to request a flexible schedule.

If an employee would like to change their schedule—for example, to come in and leave a couple of hours earlier or to work more hours on some days and fewer on others—they should talk to their direct supervisor.

The Conference will consider flexible scheduling requests on a case-by-case basis, depending on the needs of the department and approval from the department director.

6.6 Meal and Rest Breaks

Nonexempt employees are entitled to a 10-minute break for every 4 hours that they work. This is paid time and they do not need to clock out for this break. This break should be taken some time during the middle of the 4-hour work period. This paid break is not to be used to leave work early. For example, clocking out at 5:00pm, but leaving work for the day at 4:45pm is

unacceptable. Additionally, it is not mandatory to take the ten-minute breaks; however, you may not skip a break time, and then add the time to your lunch break. If you do not use the break, it is “lost time” and may not be taken at another time.

Nonexempt employees who work more than 5 consecutive hours/day, must take a 30-minute uninterrupted meal break. This is an unpaid break; therefore, the employee must clock out at the time they begin their break and then clock back in when they return to work. Employees who have their scheduled unpaid meal break interrupted by work must record the actual time worked and will be paid for that time. Employees should only work during their unpaid meal break time if interrupted by critical or time sensitive work or if the job demands. Employees may not work through all or part of their unpaid meal break to make up missed work time or to allow them to leave work early.

6.7 Breaks for Nursing Mothers

The Conference recognizes the value and importance of breast-feeding and supports employees’ desire to breast-feed their infants.

Break time will be made available each day to permit nursing mothers, including exempt, nonexempt, full-time and part-time employees, to express breast milk for as long as needed. For Nonexempt employees, this break time is unpaid time, unless it falls during a regularly scheduled paid break time. This benefit is available to employees during their standard work week, as well as during any overtime or additional hours worked.

An employee who desires to use this benefit is expected to give her supervisor reasonable notice (for example, prior to the nursing mother’s return to work from leave) so that a schedule can be arranged and a location identified for the employee’s use.

All operating facilities within the Conference will provide employees who desire to use this benefit with a private room that is free from intrusion (i.e., locked) to express their milk during work hours. The room will include an electrical outlet, comfortable chair, and nearby access (not necessarily in the room) to running water.

Employees may use their private office (but not open or cubicle offices) for expressing milk, if they have one, provided that the office is free from intrusion. If the employee’s office or workspace is not sufficiently private, or if they require additional fixtures to make the office private, such as a window shade or screen, please speak to the direct supervisor or the Human Resources Director.

Employees may use their own cooler packs to store expressed breast milk or may store milk in a designated refrigerator, if available on the premises. Employees should provide their own containers, clearly labeled with their name and the date. Employees should take expressed milk home at the end of each work day. The Conference is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises.

HOURS

Administration, supervisors and employees are expected to provide an atmosphere of support for employees who desire to use this benefit. No employee shall discriminate in any way or retaliate against any employee who chooses to express breast milk in the work place.

7 PAY POLICIES

7.1 Payday

Colorado and Wyoming employees and New Mexico exempt employees are paid on a once-per-month basis on the 28th day of the month. New Mexico nonexempt employees are paid twice per month on the 13th and 28th days of each month. If payday falls on a Saturday, funds will be deposited on Friday. If payday falls on a Sunday or on a holiday, funds will be deposited the next business day.

7.1.1 PAY PERIODS

Exempt and nonexempt employees have different pay periods.

For Exempt employees, while work tasks are reported on a mid-month to mid-month basis, the pay period is the full calendar month; therefore, paychecks reflect work activity and paid time off reported from the first day of the month through the last. Partial calendar months will be prorated (for example, month of hire and month of separation from employment).

Nonexempt employees in Colorado and Wyoming are paid for days from the 20th of the previous month to the 19th of the current month. For example, payday on November 28, represents all reported hours from October 20–November 19. New Mexico nonexempt employees have two pay periods. The first pay period is from the 1st–15th of the month and the second is from the 16th–31st of the month.

7.1.2 DIRECT DEPOSIT

The Conference encourages, but does not require, employees to have their paychecks direct deposited into their bank accounts. New employees are asked to complete the direct deposit form, attaching a voided personal check or a direct deposit information form supplied by their bank.

Employees not receiving a paycheck or receiving an incorrect paycheck should contact the Treasury Department.

7.2 Payroll Advances

Payroll advances are made only in cases of emergency. If an advance is necessary, the employee must make arrangements with the Treasury Department. Payroll advances will be approved only for time already worked, unless there are special or extenuating circumstances specifically authorized by the Vice President for Finance. Advances must be paid back in full through payroll

deductions from the next paycheck issued to the employee. Employees are discouraged from asking for payroll advances on a monthly basis.

Requests for payroll advances will be granted or denied at the sole discretion of the VP for Finance.

7.3 Pay Docking

The Conference is legally required to pay exempt employees—those who are not entitled to earn overtime—on a salary basis. This means, among other things, that exempt employees must receive the same pay for each week in which they perform work, regardless of the quantity or quality of work performed, and regardless of how many hours they actually work, unless an exception applies. (For information on which employees are exempt, see Section *Exempt and Nonexempt Employees* on page 20 of this handbook.)

Conference policy prohibits docking the pay of an exempt employee—that is, paying the employee less than his or her full regular salary—except in the following circumstances:

- The employee takes at least one full day off for personal reasons other than sickness or disability (for example, for vacation).
- The employee serves an unpaid disciplinary suspension of at least one full day, imposed in good faith for violating a workplace conduct rule.
- The employee takes time off to serve on a jury, as a witness, or in the military; the employee receives money for jury fees, witness fees, or military pay; and the docked pay is an offset of the money received only.
- The employee starts or ends employment with the Conference midweek (that is, the employee does not start work first thing Monday morning, or finish employment at the end of the workday on Friday).
- The employee violates a safety rule of major significance, and the amount docked is imposed as a penalty for that violation.
- The employee takes unpaid leave pursuant to the Family and Medical Leave Act.

If exempt employees believe that pay has been improperly deducted from their salary in violation of these rules, please report it immediately to the Treasury or Human Resources department. Your complaint will be investigated and, if found that your pay was improperly docked, you will be reimbursed for any amounts that should not have been withheld.

7.4 Payroll Deductions

Employee paychecks reflect their total earnings for the pay period, as well as any mandatory or voluntary deductions. Mandatory deductions are deductions that are legally required to be withheld. These deductions are made until the maximum year-to-date amount required by law has been reached. The paycheck stub indicates current and year-to-date required deductions and includes (but is not limited to):

- Social Security & Medicare Tax (FICA)
- Federal Income Tax (FIT)
- State Income Tax (SIT)
- Garnishments—Such deductions are made as required by law when the Conference is served with a garnishment or writ of execution.
- Voluntary—Approved voluntary deductions can be made by the Conference as a courtesy to the employee. Voluntary deductions are made only at the written request of the employee and include but are not limited to such items as life insurance premiums, share and loan payments, Retirement contributions, and tithe withholdings.

Please contact the Treasury Department for additional information on existing payroll deduction options.

7.5 Wage Garnishments

A wage garnishment is an order from a court or a government agency directing the Conference to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If the Conference is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that the Conference is legally required to comply with these orders. If an employee disputes or has concerns about the amount of the garnishment, they must contact the court or agency that issued the order.

7.6 Reporting and Paying Holidays

It is each nonexempt employee's responsibility to ensure that holiday hours are reported on their timesheets. The Rocky Mountain Conference does not do this for employees and holiday hours must be entered in order to be paid. In addition, holiday hours should be reported on the timesheet no later than the pay period in which the holiday occurred. The Rocky Mountain Conference will not pay out holiday hours if they are reported more than 30 days after the holiday occurred. Please note that holiday hours are not entered on the time sheet as regular work

hours. In the uAttend time tracking system, holidays are entered using the “Add Punch” option and then selecting “Benefit” from the drop down list. For more information, instructions are available at <http://www.Conferencesda.org/hr-uattend-webinar>.

7.7 Exempt Employee Worker’s Reports

Twelve-month exempt employees (all exempt employees except 10-month educators) are expected to complete and turn in a monthly Worker’s Report to document their work activity, holidays, sick time, vacation time, and travel expenses for reimbursement. It is the responsibility of the worker to submit their monthly report no later than the 16th of the month. Work activity, time off and travel expenses are reported from the 16th of the previous month to the 15th of the current month. These reports are required and expected to be submitted on time on a monthly basis. If an employee fails to turn in their worker’s report on time, their regular travel allowance will not be paid until the next payroll, provided the report(s) have been received. The Payroll Department will not pay out the travel allowance as an advance of the next month’s payroll. In addition, employees with outstanding reports are ineligible to request payroll advances of any kind for any reason.

Please note that this policy also applies to all required reports, including, but not limited to: Monthly worker’s reports, Attendance reports, registration for Pastor's Meeting, and any other required reports.

7.8 Expense Reimbursement

From time to time, employees may incur expenses on behalf of the Conference. Actual work-related expenses will be reimbursed as long as expenses are reasonable. In order to be reimbursed, please use the following procedure:

- Get permission from your supervisor before incurring an expense.
- Spend the Conference’s money wisely. Make an effort to save money and use approved vendors if possible.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts, along with an expense report, to your supervisor for approval within 30 days of incurring an expense.
- Use a tax exempt certificate in order to avoid paying for unnecessary taxes. Obtain certificates from the Treasury Department.

Remember that you are spending the Conference’s money when you pay for business-related expenses. The Conference expects employees to save money whenever possible.

7.8.1 TRAVEL EXPENSES AND PER DIEMS

If employees are required to travel for work, the Conference will reimburse them for their travel expenses, including:

- The cost of travel to and from the airport or train station, including parking expenses and tolls.
- The cost of airline or train tickets—such tickets must be coach class, if possible.
- The cost of an economy class rental car, if necessary.
- Mileage reimbursement, for those employees who prefer to use their own cars for Conference travel.
- The cost of lodging (employees should select moderately priced lodging, if possible).
- The cost of meals and other incidental expenses, up to the current daily per diem amounts (contact the Treasury Department for current per diems).

To report travel expenses for reimbursement, Nonexempt employees should use the Employee Reimbursement form found on the Conference website or contact the Treasury Department to request a form. Exempt employees will report travel expenses on their monthly workers' report.

7.8.2 MILEAGE REIMBURSEMENT

Employees who are not eligible for an Area Travel Allowance may be reimbursed when they use their own vehicle for Conference business. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses; the reimbursement rate is intended to encompass all of these expenses.

Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage.

The Conference does not reimburse employees for their commute to and from their work location.

To claim mileage reimbursement, employees must use the following procedure:

- Document your mileage on an Employee Mileage Reimbursement form, ensuring to include the total mileage for each purpose that miles were driven, the date of travel, and the location to which you traveled.
- If an unusually long distance is anticipated, employees should receive their supervisor's approval before making the trip.
- Submit the reimbursement form to your supervisor for approval.

7.8.3 AREA TRAVEL ALLOWANCE

Eligible pastors and office directors are provided a monthly flat allowance to cover the expenses of travel within the district or assigned territory at the current mileage rate. The flat allowance is

PAY POLICIES

for the expenses related to travel within the district or assigned territory. For pastors, the amount varies depending on the number of churches in a district.

Out-of-district travel is defined as any travel outside of your assigned territory or district. Districts are defined during the orientation of the employee. Reimbursement for out-of-district travel must first receive approval from Administration. The following is reimbursed when out-of-district travel is approved:

- Mileage at the current rate reimbursement rate
- Lodging (original itemized receipt required)
- Meals at the current per diem rate
- Tolls, parking, taxi (original itemized receipt required)
- Airfare (original itemized receipt required)

Automatic out-of-district travel reimbursements include:

- Ministerial Meetings
- Camp Meetings, if required to attend
- Other meetings as called by the President, Vice President for Administration, Vice President for Finance, or Executive Committee

Area Travel Allowances are provided to employees based on their position and the intended need to regularly use their vehicle for Conference-business related to the employee's job description. If you are not sure if your position is eligible for an Area Travel Allowance, please contact Human Resources.

7.8.4 AUTOMOBILE INSURANCE ASSISTANCE

All full-time employees who are eligible for automobile insurance assistance are required to carry the following automobile coverage:

Bodily Injury Liability	\$250,000/\$500,000
Property Damage	\$ 50,000
Medical	\$ 5,000
Comprehension	\$ 100 deductible
Collision	\$ 500 deductible
Uninsured Motorist	Statutory

***PLEASE NOTE THAT AN OPTIONAL \$300,000 SINGLE LIMIT POLICY IS NOT THE SAME AS A \$100,000/\$300,000 LIMIT POLICY. THE CONFERENCE DOES NOT PROVIDE ASSISTANCE FOR \$100,000/\$300,000 COVERAGE.**

Education personnel who require less frequent use of their automobile are not eligible for automobile insurance assistance. Nevertheless, for their protection and the denomination's protection when their automobile is used in the course of employment, it is recommended that they maintain the same minimum level of bodily injury liability protection as required for employees receiving automobile insurance assistance.

The Treasury Department provides an annual report form to claim this assistance to all eligible employees. This assistance is paid once per year. Proof of coverage must be filed with the Automobile Insurance Assistance form.

If you are not sure if you are eligible to receive assistance with your automobile insurance, please contact Human Resources.

7.9 Holiday Gifts

The Conference appreciates all of its employees and their contributions to fulfilling the mission of the Conference. Conference employees will receive a year-end holiday gift up to the maximums allowed per NAD policy (3% of the Remuneration Factor rounded up to the nearest five dollars or as voted by the Conference). Regular status, full-time employees (those who work 38 hours/week) are eligible for the full amount. Regular status, part-time employees who are classified at least 50% (19+ hours/week) or more are eligible for a half bonus. It is at the discretion of each Conference entity to provide a holiday gift to regular status employees who work fewer than 19 hours/week (50% of FT) up to a maximum of the half bonus rate. Holiday gifts are paid on the December payroll. Employees must be actively employed at the time bonuses are distributed in order to receive the bonus. Employees are eligible for the bonus per their classification at the time of distribution. All amounts are taxable to the employee and therefore must be run through payroll.

8 EMPLOYEE BENEFITS

As part of the Conference's commitment to its employees and their well-being, employees are provided with a variety of benefit plans such as health care, retirement, education assistance, etc.

Although the Employee Handbook introduces you to those plans in this section, not every detail of each plan can be provided here. Employees should receive official plan documents for benefit plans such as health insurance, life insurance, and retirement. Those documents (along with any updates) should be the primary resource for information about employee benefit plans. If there is conflicting information between those documents and the information in this Handbook, employees should rely on the official plan documents.

The benefits provided are meant to help employees maintain a high quality of life, both professionally and personally. The Conference sincerely hopes that each employee will take full advantage of these benefits.

The eligibility for employment benefits depends upon the classification of an employee as full-time or part-time, nonexempt (hourly) or exempt (salaried).

8.1 Health Care Coverage

Because employee health is of great importance, the Conference provides the following health care benefits: medical, dental, vision, and alternative care (including acupuncture and massage). If you have not already received detailed plan documents about each of these benefits, contact the Human Resources Department.

Eligibility to receive health care benefits depends on employee classification. (See Section *Employment Classifications* on page 19 of this Handbook for information about employee classifications.) Regular status exempt and nonexempt employees who consistently work a minimum of 30 hours per week are eligible to receive full health care benefits.

Eligible employees and their covered family members begin coverage effective with their first day of employment. In order to enroll in a health care plan and continue coverage, employees are required to pay a monthly employee contribution which is set up as an automatic payroll deduction.

As with all of the policies in this Handbook, the health care plan may change at any time. For the most up-to-date information about health care benefits, refer to the plan documents or contact the Human Resources Department.

The plan documents can be found online at: <https://ascendtowholeness.org/en-US/Members/Healthcare/Plan-Documents/Plan-Documents>

8.2 Basic Life Insurance

To provide financial assistance in meeting the employee's share of the expenses of the final illness and funeral as well as the needs of the survivors, the Conference provides a Basis Life Insurance plan, administered by Adventist Risk Management.

All regular status full-time, exempt and nonexempt, employees (including sponsored seminary students per NAD Policy Y 34 38), spouse, and dependent unmarried children up to the age of 26 are eligible for coverage under the Basic Life Insurance plan.

The benefit shall be as follows:

- Employee \$100,000
- Spouse \$50,000 (Benefits reduced at age 70)
- Dependent child \$10,000
- Stillborn \$750

If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be paid.

NOTE: While the Conference pays the premiums for these coverage amounts, the IRS tax code requires that premiums paid for Employee coverage (in excess of \$50,000), Spouse coverage (in excess of \$2,000) and Child(ren) coverage (in excess of \$2,000) will be included in the employee's income and are subject to both social security and Medicare taxes.

Additional information can be found online at: <https://ascendtowholeness.org/en-US/Members/Primary-Benefits/Primary-Benefits/Group-Basic-Life>

8.2.1 SUPPLEMENTAL LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Regular status employees who are classified at a minimum of 50% of full-time (19 hours/week), are eligible to enroll in both the Supplemental Life and Accidental Death and Dismemberment Insurance Plans. Both plans include a monthly premium that is the employee's responsibility to pay through payroll deductions.

An employee's eligibility to continue coverage during a leave of absence and/or after separating from employment is subject to the policies outlined in the plan documents.

Additional information can be found online at:

- Accidental Death and Dismemberment: <https://ascendtowholeness.org/en-US/Members/Voluntary-Benefits/Voluntary-Benefits/Accident-Insurance>
- Supplemental Life: <https://ascendtowholeness.org/en-US/Members/Voluntary-Benefits/Voluntary-Benefits/Supplemental-Life>

8.3 Retirement

The Adventist Retirement Plan (ARP) was established to provide contributions by employer and employee so that at retirement age, employees will have a retirement asset which when combined with other savings and Social Security income will be able to generate adequate retirement income.

8.3.1 DEFINED BENEFIT PLAN

The North American Division administers a Defined Benefit (DB) Plan. This plan was frozen as of December 31, 1999 and no additional service credit is currently being earned in this DB Plan.

For complete detail and description of benefits of this retirement plan, please visit www.adventistretirement.org or contact Human Resources for an explanation of benefits for which you may be eligible to receive under this frozen retirement plan.

8.3.2 DEFINED CONTRIBUTION PLAN

The Defined Contribution Plan covers all service from January 1, 2000 to current date.

Students working for an educational institution, temporary employees and non-resident aliens are not eligible to participate in the Plan. Regular status employees are eligible to participate if they are expected to be employed for greater than five (5) months and will contribute at least \$200 per Plan Year. Regular status employees who are at least 20 years old are eligible to receive Employer Matching Contributions. Eligible, regular status, full-time employees (38+ hrs/week) are eligible for both Employer Basic and Matching Contributions. To participate in this Plan, employees are encouraged to contribute at least \$200 per Plan Year to cover any associated costs/fees (combined employee and employer contributions).

Employer Basic Contribution—an amount equal to 5% of an eligible employee's compensation (5.43% for 10-month educational employees).

Employer Matching Contribution—an amount that will be matched proportionately up to a maximum of 100% of an employee's 3% contribution (3.26% for 10-month educational employees).

Notes:

- Employer/employee contributions are automatically vested.
- An employee may discontinue contributing to the Plan at any time and resume contributions again later. They may also increase or decrease contributions at any time as allowable by federal law and the Plan document.
- For salaried/exempt employees, contributions are calculated on base pay only.

EMPLOYEE BENEFITS

All eligible employees will be auto-enrolled into the Plan at the contribution amount listed above. Contributions are based on your base-pay earnings, before withholdings, and will be automatically contributed to your Empower Retirement account. In addition, every July, your contribution percentage will automatically increase by 1% until you reach 7%. At that time, the automated increases will stop.

If you do not want to participate in the Plan, you will have 90 days from the date of your first payroll check to opt out. To do so, you will need to access your Empower Retirement account online or contact Empower Retirement by phone. When you opt out, your contributions will be returned to you and you will receive a 1099-R from Empower Retirement at the end of the year for tax purposes. In addition, any employer matching contributions made during this time will be returned to the Rocky Mountain Conference. Employer Basic contributions remain in the account. After day 90, you will only be able to opt out for future contributions.

If at any time you want to change the percentage amount that you are contributing, you will need to access your account on the Empower Retirement website or contact Empower Retirement by phone: 800-701-8255 (Monday – Friday, 7:00am – 6:00pm Mountain Time).

You will need to set up an online account with Empower Retirement for at least two very important reasons:

1. To access your account information, make investment elections and monitor your account contributions; and
2. To set up your beneficiaries. It is your responsibility to ensure that if something happens to you, you have designated who should receive these funds. To set up your account and access additional information regarding the Plan (your account will be accessible 15 days after your first payroll check has been issued):
 - a. Go to <https://participant.empower-retirement.com>.
 - b. Click on the green “Register” button.
 - c. Follow the prompts to create your account.

On the Empower Retirement website, you will find important information and tools designed to help you manage your account and plan for retirement. Please note, if you do not designate investment elections, contributions will be invested in the default fund based on your assumed retirement age. You can access additional Plan information at www.adventistretirement.org.

While the North American Division has contracted with Empower Retirement to administer retirement accounts and provide financial advice in the management of retirement investments, employees are advised to consult with a representative for financial advice on how to invest retirement funds. Empower Retirement offers Advisory Services (NOTE: fees may apply); and, employees may also consult with any broker or advisor of their choice regarding investment decisions. However, the Conference and the North American Division have not and will not advise employees as to investments and does not guarantee any results of investments. It is

important for employees to read and understand the description and prospectus for any investment prior to making it. Employees may contact The KeyTalk customer service phone number for Empower Retirement for more information: 800-701-8255 (Monday – Friday, 7:00am – 6:00pm Mountain Time).

8.4 Professional Enrichment

Full-time pastors and departmental exempt personnel (directors, associates, assistants, and treasurers) receive \$300 per year. If the funds are not utilized in one year, they may carry over until such time as the accumulated total reaches a maximum of \$1,200.

Full-time, nonexempt (hourly) staff receive \$150 per year and may carry over until such time as they accumulated total reaches a maximum of \$600.

These funds may be used for approved trips, seminars, books, mobile devices, and computer hardware and software programs. All travel must be approved in advance. Receipts should be presented before funds will be released. If the funds are released without receipts, it will be treated as taxable income to the employee.

Professional enrichment funds are not payable at the time of termination. They are expected to be used during the course of employment as their purpose is to benefit employees while employed by the Conference.

8.5 Education Reimbursement

The Conference cares about the intellectual and professional growth of its employees. For this reason, an education reimbursement program for some full-time exempt employees may be provided.

Please note that the Conference does not assist employees with educational costs for undergraduate degrees, such as associate's or bachelor's degrees. The following assistance programs are for masters' and doctorate-level degrees.

Additionally, the Conference reserves the right to modify or eliminate the funding of continuing education depending on the Conference budget. Locally funded employees are only eligible for continuing education reimbursement if the budget of their respective work location permits. All employees must receive written authorization for reimbursement prior to beginning any course work.

8.5.1 EDUCATION PERSONNEL

Full-time teachers receive a maximum sum equal to 3.4 percent of the wage factor in effect at the time of course completion times eight (8) academic credit hours. This reimbursement is paid on the basis of each academic hour successfully completed. It is to cover expenses such as travel,

EMPLOYEE BENEFITS

textbook and supplies, and living costs. These funds may also be used for tuition at a college or university other than the La Sierra University Extended Campus Program or Union College MAUC approved courses. To qualify for these inservice grants, prior approval must be given by the Education Department.

8.5.2 LSU/UC SUMMER SCHOOL

A. Each summer La Sierra University offers an extended campus Master's Degree program on the campus of Union College. Union College provides undergraduate courses.

B. The LSU/UC courses are tuition-free, plus one official transcript per student, for Mid-America Union education personnel as approved by the sponsoring Conference Office of Education.

8.5.3 MINISTERIAL PERSONNEL

The Conference believes in the value that can be added to a pastor's ministry through advanced, formal education and supports its pastors who are in pursuit of this goal with the following policy.

8.5.3.1 MASTER'S OF DIVINITY (MDIV)

Ministerial employees who qualify to attend Andrews Theological Seminary to pursue a Master's of Divinity degree may be sponsored by the Conference upon application and approval.

Employees sent to Andrews Theological Seminary under the Ministerial Training Program shall be recognized as active employees of the Conference. Unless called to increased responsibilities, such employees should not ordinarily be subject to transfer to another organization, except in case of calls to mission service, for at least two years following their attendance at the seminary. Should such employees be transferred, except to mission service, before having given subsequent service to the employing organization to the extent of nine months for each quarter spent at the seminary, the calling organization shall be expected to reimburse the employing organization for a proportionate share of the salary paid such employees during their stay at the seminary.

Sponsored students at the Theological Seminary are eligible for a limited number of employee benefits, including health insurance and basic life insurance.

8.5.3.2 DOCTOR OF MINISTRY (DMIN)

Below are the conditions and provisions for the Rocky Mountain Conference Doctor of Ministry Policy:

- The Conference supports the DMin Program through Andrews University. No funding is available for programs offered by other institutions.

- No more than three pastors can participate in the program at any one time.
- It is expected that the program is completed in 4 years.
- Process for approval:
 - The pastor must submit a letter of request to the Ministerial Director, which should include
 - A description as to how this advanced degree will enhance the pastor's ministry.
 - A proposed time allocation of how the study program will fit into the present ministry and family schedule.
 - A statement signed by both pastor and spouse, if married, that the program is financially viable for their family budget and that the time commitment will not adversely affect their family or work.
 - The Ministerial Director will review the request with ADCOM.
 - After receiving approval, application is made to Andrews University for entrance into the Doctoral program
 - If entrance is approved, the pastor will provide a letter to the Ministerial Director confirming their acceptance.
- Funding for the Doctoral Program:
 - Books and other incidental expenses will be the responsibility of the pastor.
 - The Conference will pay up to \$1,000 per year for travel, housing and food while in the program for up to 4 years.
 - The Conference will pay 50% of the tuition for this program for up to 4 years.
 - If the pastor leaves employment before the program is completed, they or their future employer would be responsible for the incurred program costs.

8.5.4 OFFICE PERSONNEL (DIRECTORS)

The Conference will consider on a case by case basis the support of its Directors in a Master's Degree program. Requests should be made to AdCom with a proposal of the course of study.

8.6 Children's Schooling/Education Policy

NAD Policy Y 24 05: *Regular full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state/provincial wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools...*

The Rocky Mountain Conference understands that there are many options for educating one's children and supports parents in making the best choice for their children. While not wanting to be intrusive in the lives of its employees regarding decisions for raising their children, the RMC

EMPLOYEE BENEFITS

believes that it is imperative for employees in leadership positions as outlined in NAD Policy Y 24 05 to send their children to Adventist schools for educational purposes.

HOME SCHOOLING—Home schooling is allowed by the Rocky Mountain Conference for employees who wish their children to begin school later than the regular age. However, if home schooling is to go beyond a reasonable late start program (2nd grade), it will be the intent of the Rocky Mountain Conference to assign such employees who choose home schooling for their children to be assigned where no church school is available. Any exceptions to this policy must be approved by Rocky Mountain Conference Administration with input from both the Education and Ministerial departments. Employees may home school through second grade without special permission from AdCom. However, if an employee wants to home school for the third grade, specific written permission from AdCom is required.

It is important that employees with children be a committed advocate and voice for the local church school, demonstrating to other members their support of the school, its teachers and programs. Additionally, pastors play a crucial role in shaping perceptions and opinions of the school by being an active member of a constituent school, participating in board meetings, showing up for events, leading out in week of prayers, worships, student Bible studies, etc. All of these things are important; however, these actions do not have the same impact if the pastor is doing these things while also sending his/her children elsewhere for their education. Such a decision does not convey confidence in the school to others, but will instead serve to undermine not only the credibility of the pastor's choice, but also the credibility of the school in the minds of church and community members.

For these reasons, the Rocky Mountain Conference has implemented a policy, requiring employees as specified in NAD Policy 24 05 to enroll their children in Adventist schools. Pastors are required to enroll their children in the local school in their church district (constituent church).

For pastors—If a pastor and his family are not committed to sending their child(ren) to the constituent school, then they should **not** accept a pastoral position in a church that includes an Adventist school in their district.

Additionally, the Rocky Mountain Conference feels strongly enough about the value a pastor adds to the school that it is also requiring pastors who are not currently enrolling their children in a constituent school to do so within two (2) years of this new policy unless specific authorization for an exception is given by AdCom. If the pastor and his family cannot commit to sending their children to Adventist schools, the RMC will make every effort to help the pastor relocate to another church district within the RMC territory that does not include a school or to another conference.

EMPLOYEE'S CHILDREN TO BE ENROLLED IN S.D.A. SCHOOL—It is the expectation of the Rocky Mountain Conference that all employees of the church support Adventist Education

by enrolling their children in the schools of the church, unless otherwise recommended by education professionals and Conference officials and approved by Rocky Mountain Conference Administration.

Employees must understand the expectations of sending their child(ren) to Adventist schools and fully plan to do that as a show of their support of Seventh-day Adventist education and to the school that their church has pledged to support.

8.7 Tuition Benefits for Employee's Children

Full-time Church employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and state wage and hour laws) are expected to send their children to Seventh-day Adventist denominationally owned and operated schools and are provided assistance on the tuition expense for their children who are enrolled in denominationally owned and operated K-12 schools or liberal arts college/university levels, including a fifth year of college/university, or additional course study required to secure necessary credentials/certification.

Children eligible for tuition assistance include those eligible to be claimed as a dependent on the employee's income tax return and meet one of the following requirements: the student must be born to, legally adopted by, the employee and/or spouse appointed under the guardianship or legal custody (not temporary custody) to the employee, or is a stepchild by marriage.

Tuition assistance is calculated on the gross charges for required fees and tuition according to the current school bulletin, which is before any applicable discounts. This assistance shall not include charges for private music or aviation lessons.

When both employee and spouse are denominationally employed by separate organizations, and both employers provide tuition assistance, each employing organization shall be responsible for one half of the total educational assistance benefits. Only one (1) tuition assistance shall be provided per student.

8.7.1 ACADEMY AND COLLEGE

Academy and college students are encouraged to attend an education facility within the Conference/Union; however, attendance is not limited to the Mid-America Union Conference.

Up to 70 percent of the tuition and required fees for dormitory students. (This includes college students eligible to live in college/university-owned off-campus housing.) This assistance is only provided for those students attending accredited Seventh-day Adventist schools, and who are:

- An unmarried dependent of the employee.
- Less than 24 years of age, unless the student has given compulsory military service and having been honorably discharged, or spent one or more years serving as a student missionary for the church. Said student shall have tuition assistance

EMPLOYEE BENEFITS

provided as aforementioned on a one for one matching year of tuition subsidy for each year of compulsory military or student missionary service.

- College students enrolled in an undergraduate course of study for a maximum of nine semesters or thirteen quarters. An additional two semesters or three quarters may be granted only to complete work necessary to secure teaching credentials, or for valid undergraduate programs that require a fifth year of study for graduation.

8.7.2 ELEMENTARY (KINDERGARTEN–8TH GRADE)

Assistance at 35 percent of tuition and required fees for employee's children attending accredited denominational Kindergarten or grade schools. Tuition assistance is calculated on the gross charges for required fees and tuition according to the current school bulletin, which is before any applicable discounts. Note that the Conference does not provide tuition assistance for preschool programs.

8.7.3 CHILDREN OF DIVORCED PARENTS

Assistance for children of divorce and remarriage situations shall be as follows:

- Children under the custody of a divorced employee or their ex-spouse are eligible for assistance if the children are eligible to be claimed as dependents on the employee's tax return.
- Children who are not under the custody of the employee and not eligible to be claimed as dependents on the employee's tax return, are not eligible for assistance.
NOTE: An exception to this is when the employee has assumed full responsibility for the children's educational expenses in a denominational school.

8.7.4 SUMMER SESSION

Students who attend summer sessions shall be eligible for tuition assistance under the previously described terms and conditions.

8.7.5 METHOD OF PAYMENT

Assistance for academy, college, grade, or kindergarten students shall be sent directly to the school.

8.7.6 SCHOOLS OUTSIDE OF NAD

Children independently attending denominationally owned and operated schools located outside of North America may be granted assistance amounting to 70 percent of the actual tuition, provided the amount of the assistance shall not be greater than the amount they would receive if attending Union College.

Adventist Colleges Abroad (ACA) Program—ACA students receive tuition assistance based on the cost of tuition at Union College or the college where they are registered.

8.7.7 SPECIAL STUDIES

Tuition assistance for studies through Home Study International is given after the course has been completed. Tuition assistance is also provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on each is 35 percent whether or not the student is residing in a school dormitory.

8.7.8 REFUND OF ASSISTANCE

If an employee terminates before a school term ends or if an employee's child drops out of school during a school term, a pro-rata portion of the tuition assistance that has been granted for that term shall be returned to the Conference.

8.8 Adoption Expense Assistance

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

8.9 Unemployment Insurance

The Rocky Mountain Conference of Seventh-day Adventists and all of its subordinates, including churches, schools and other entities, is a religious, non-profit organization and therefore, not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA) or under any state programs regarding unemployment.

Employees employed by the Rocky Mountain Conference or any of its subordinates/local entities are not eligible for unemployment benefits based on wages paid by this organization.

For questions or additional information, please contact the Human Resources Department at 303-282-3610 or your local unemployment insurance office.

8.10 Recognition of Service for Benefits Eligibility

The Rocky Mountain Conference, including Mile High Academy and Campion Academy, recognizes the following service and/or service credit for benefits eligibility purposes:

EMPLOYEE BENEFITS

- Service credit earned while working for an entity recognized by the General Conference, which falls under the church classification and is designated as such on the employee's service record.
- Service credit earned while working within the Seventh-day Adventist hospital system through 1991 and is designated as such on the employee's service record.
- In the case of Independent Transfers, service credit earned while working in other Divisions may be counted except as noted below for calculating termination settlements (NAD Policy Y 36 30 #3).

Service will only be recognized when the employee was eligible to earn service credit for time worked. However, if the employee's position ends prior to working enough time to earn service credit (less than 6 months during a calendar year), but the employee was eligible for employee benefits during that time period, the Rocky Mountain Conference will also recognize and count that period of service for benefits eligibility purposes. In addition, service credit that may have been lost due to breaks in service will also be recognized.

Service credit earned while working within the Seventh-day Adventist hospital system after 1991 will not be recognized as service eligible to be applied towards employee benefits such as vacation accrual, termination settlements, remuneration, etc. However, if an employee has hospital service after 1991, those years may apply to vacation accrual the same as if the employee had professional experience outside of denominational employment (NAD Policy E 75 #5). The criteria that must be met include the following:

- The employee is assigned to an exempt position (other than a 10-month educational position) while working for the Conference.
- The work performed while earning hospital service credit relates to and was work that professionally advanced the ability of the employee to more effectively perform their work for the church.

If the above two criteria are met, every two years of full-time, post 1991, hospital service (or the equivalent thereof) will be the equivalent to one year of full-time church service for vacation accrual purposes.

Post 1991 hospital service and/or credit will not count towards termination settlements in the event the employee is terminated and eligible for a settlement per NAD Policy Y 36. In addition, for employees who have been voted an Independent Transfer, the Rocky Mountain Conference will calculate termination settlements per NAD Policy Y 36 30 #3.

Hospital service credit will count towards retirement benefits as outlined in the NAD Retirement Plan, Policy Z.

Hospital service and/or service credit will not count towards eligibility for any other employee benefits unless specifically noted in this policy or amended by voted action by the North American Division, Mid-American Union or Rocky Mountain Conference Executive Committee.

9 LEAVE AND TIME OFF

The Conference has implemented the following leave policies in an effort to support employees as they strive to maintain a balance between work and personal time. These policies are designed to meet the requirements and recommendations of federal and state laws, the North American Division Working Policy and the Mid-America Union Code. Please note that the types of leave available and their application depend on an employee's classification (pastor, teacher, office staff, exempt/nonexempt) and their full- or part-time status. This section outlines the differences in the use and purpose of various types of leave, noting when a policy only applies to a specific classification of employees.

9.1 Vacation

Employees are granted vacation time for the purpose of enhancing their health and efficiency. Neglecting to take vacation harms both the employee and the work of the Conference. Because of this, the Conference will only allow eligible employees to accrue vacation from year to year up to pre-determined maximum amounts (see the following tables).

Regular status employees who are employed a minimum of 19 hours/week (50% of full time) are eligible for vacation accrual, which is recorded in the vacation leave bank and summarized on the employee pay stub each pay period. Eligible part-time employees shall accrue vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

A request for vacation must be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the employee's supervisor. Vacation used must be reported on the employee's time sheet/worker's report for record keeping, payment, and processing.

Vacation time begins to accrue from date of hire for eligible employees; however, vacation time may not be taken before it is accrued, unless special circumstances exist and the time off is pre-approved in writing.

Employees may not transfer vacation between denominational employers. Terminating or transferring employees will have accrued and unused vacation time paid out at the time that the final paycheck is issued.

9.1.1 EXEMPT/SALARIED EMPLOYEES

This section applies to salaried employees, except for 10-month education employees.

Vacation time may be taken in full day and half day increments and must be recorded on the employee's workers report for record keeping, payment, and processing.

LEAVE AND TIME OFF

Vacation accrues at the following rates up to the noted maximums:

NOTE: Years of eligible service for accrual purposes is based upon full-time equivalency.

Years of Service based on Full-time Equivalency	Monthly Accrual	Annual Accrual	Maximum Accrual
During first 4-year period	.83 days	2 weeks	3 weeks
During next 5-year period	1.25 days	3 weeks	4.5 weeks
After 9 years of service	1.67 days	4 weeks	6 weeks

9.1.2 HOSPITAL AND NON-DENOMINATIONAL SERVICE RECOGNITION

Service credit earned while working within the Seventh-day Adventist hospital system after 1991 may apply to vacation accrual the same as if the employee had professional experience outside of denominational employment (NAD Policy E 75 #5). The criteria that must be met include the following:

- The employee is assigned to an exempt position (other than a 10-month educational position) while working for the Conference.
- AND
- The work performed while earning hospital service credit relates to and was work that professionally advanced the ability of the employee to more effectively perform their work for the church.

If the above two criteria are met, every two years of full-time hospital service (or the equivalent thereof) will be the equivalent to one year of full-time church service for vacation accrual purposes. The same applies for other professional, non-denominational work experience.

9.1.3 NONEXEMPT/HOURLY EMPLOYEES

Service for vacation accrual purposes shall include days worked, approved sick time, holidays, and vacation days. Service credit earned in other denominational organizations may be used for the basis for computing vacation accrual rates.

The minimum amount of vacation that may be taken by nonexempt employees at any one time is 15 minutes.

Vacation accrues at the following rates up to the noted maximums:

NOTE: Years of eligible service for accrual purposes is based upon full-time equivalency.

Years of Service	Accrual per hour	Annual Accrual: 38	Maximum
-------------------------	-------------------------	---------------------------	----------------

based on Full-time Equivalency	worked	hours per week	Accumulation
0 – 4 years	.0384615	76 hours (2 weeks)	120 hours (3 weeks)
5 – 9 years	.0576923	114 hours (3 weeks)	180 hours (4.5 weeks)
10 + years	.0769231	152 hours (4 weeks)	240 hours (6 weeks)

9.2 Holidays

The Conference recognizes the following holidays. All employees who are employed at least 19 hours per week (50% of FT) are eligible for holiday pay. Part-time employees who work at least 19 hours per week (50% of FT) are eligible for holiday pay when the holiday falls on their regularly scheduled work day or if the office/location where they perform their duties closes in observance of the holiday on their regularly scheduled work day.

- New Year's Day
- Martin Luther King Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day
- Labor Day (1st Monday in September)
- Thanksgiving Day

Pastors: For Thanksgiving, the holiday is one full day on Thanksgiving Thursday.

Office Staff: Because the office is open Monday through Thursday, Thanksgiving holiday will be observed from noon on Wednesday through Friday.

- Christmas Day
For Christmas, the holiday is one full day on Christmas day.

For Office Staff—When a holiday falls on a Saturday or Sunday, the following Monday is recognized as a holiday. When a holiday falls on a Friday, the Thursday before the holiday is recognized. When the office closes on a Thursday to observe a Friday holiday, exempt employees will not be required to work on Thursday when the office is closed, or Friday when the holiday would normally occur.

Nonexempt Employees – Nonexempt employees are eligible for holiday pay for the number of hours per their regular work schedule, not to exceed 9.5 hours.

LEAVE AND TIME OFF

Employees on FMLA – Holidays which occur while employees are on paid FMLA leave will be paid. Holidays which occur while employees are on unpaid FMLA leave will not be paid. However, please note that holidays, whether paid or unpaid, do not extend the amount of FMLA entitlement.

Locally funded employees in churches/schools/other Conference entities—if an employee’s work location is closed for several days before/after a holiday, such as during a Christmas break in schools, an employee eligible for holiday pay may claim one day for that holiday. Other days when the employee is not working must be reported as vacation or unpaid time off if their vacation is exhausted.

If an employee is unable to take their holiday on the day in which it is observed due to business needs/demands, the employee may take an alternative day as soon as possible, preferably during the same pay period in which the holiday occurred. An employee may not choose to work holidays in order to “save up” time off to take at another time or add on to a vacation at a later date. Please note that employees are not paid a holiday premium if they have to work on the holiday.

Please see Section *Reporting and Paying Holidays* on page 29 for important information regarding employee responsibility for reporting their holidays.

9.3 Jury Leave

Employees called for jury duty are entitled to take time off, as necessary, to fulfill their jury obligations. No employee will face discipline or retaliation for jury service.

Employees must immediately notify their supervisor when they receive a jury duty summons. If chosen to sit on a jury, an employee must inform their supervisor how long the trial is expected to last. Employees must also periodically check in with their supervisor during jury service, so the Conference knows when to expect an employee to return to work.

Pay during jury duty service will be as follows:

- Regular status full-time employees will receive regular wages for up to 10 days for the time they are required to serve on the jury.
- Regular status part-time employees who are at least 50% of FT (19 hours/week) will receive regular wages for up to 5 days for the time they are required to serve on the jury during their regularly scheduled work days.
- Regular status part-time employees who are less than 50% of FT and temporary employees with a pre-determined work schedule who have worked at least three months prior to their jury duty service will receive regular wages for up to three days of jury service, not to exceed \$50/day, to serve during their regularly scheduled work days.

If an employee receives money for jury fees, the amounts may be deducted from an employee's paycheck from the Conference.

On any day when jury service ends before the end of an employee's usual workday, they must check in with their supervisor to find out whether they need to return to work for that day.

Employees who serve on a jury should provide a certificate of jury duty service to Human Resources to be placed in their file.

Jury duty service time must be notated on the employee's worker's report/timesheet.

9.4 Voting Time

On an election day (in New Mexico, includes Indian nation, tribal, and pueblo elections), employees who are registered and eligible to vote are allowed up to two hours of paid time off, either at the beginning or end of the work day, in order to make it to the polling locations to cast their votes. Prior to an election day, employees must let their direct supervisor know in writing if they plan to come in late or leave early, so they can cast their vote.

Employees are not eligible for the paid time off if their normal work day allows three or more hours of non-work time between the opening/closing of the polls and the time when they are required to be at work.

Voting time must be notated on the employee's worker's report/timesheet.

9.5 Domestic Abuse Leave

Colorado—Refer to the Section, Paid Leave for Colorado Employees on page 59.

New Mexico—Employees may take intermittent leave to obtain or try to obtain a protective order or other judicial relief from domestic abuse, to meet with law enforcement officials, to consult with an attorney or district attorney's victim advocate, or to attend court proceedings relating to the employee's domestic abuse or the domestic abuse of the employee's family member. Employees may take up to 14 days of leave for this purpose in any calendar year in increments of up to 8 hours in one day. While leave for this purpose is not paid by the Conference, employees may use their accrued vacation and/or sick leave.

9.6 Military Leave

The Rocky Mountain Conference supports those who serve in the armed forces and the National Guard to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid. During this unpaid leave, employees are entitled to use applicable paid time off (accrued vacation time or personal days).

Employees who are called to military service must tell their supervisors and the Human Resources Director as soon as possible that they will need to take military leave. An employee whose military service has ended must return to work or inform the Conference that he or she wants to be reinstated. The employee will be reinstated to the position he or she would have held if continuously employed, as long as the employee meets the requirements of federal and state law.

The Human Resources Director will work with the employee at the time of request for a military leave of absence to outline the terms for continuing any applicable employee benefits while on leave and also on reinstatement criteria based on federal and state laws for the state in which the employee works.

9.7 Inclement Weather

The Rocky Mountain Conference will make every effort to maintain normal work hours even during inclement weather using the following provisions:

- Prior to the normal work day, if the Office Manager decides to close the office due to inclement weather, staff will be notified via telephone, text, or email.
- On days when weather conditions worsen as the day progresses, the Conference may decide to close early. In such cases, a decision and an announcement will be made at the office. Employees will be expected to remain at work until the appointed closing time, unless their normal workday ends prior to that time, or unless they receive permission from their supervisor to do otherwise.
- When the office remains open, even during snowy days, all employees will be expected to make reasonable efforts to get to work. Nonexempt employees unable to arrive for work on any such day will be charged one (1) day of vacation.
- All employees who are unable to report to work must call their direct supervisor and report their absence.
- Nonexempt employees will be compensated for the number of hours that they would have normally worked during the hours of closure due to inclement weather at their regular rate of pay.
 - If a nonexempt employee chooses/needs to work, either at home or in the office, on days when the office has been officially closed, they will be compensated for the greater of the hours worked, or a combination of the hours worked and the office closure, so that the total hours are no more than what would have been granted for the office closure alone.
 - Part-time employees will only be paid during office closures if normally scheduled to work that day and only for those hours which the employee would have normally worked.

- In the event that a nonexempt/hourly employee does not come to work, arrives late or leaves early due to snow, but the office is open, they will be allowed to make up those missed work hours by using any accrued vacation or working those hours, so long as the hours are made up within the same work week. Please note that no more than 11 hours/day or 38 hours/week can be worked. If no vacation time is available and the hours are not made up by working, the non-exempt employee will not be paid for the hours missed.
- Paid time while absent from work shall not be counted as hours worked when computing weekly overtime. For purposes of calculating work hours, the Rocky Mountain Conference defines a work week as beginning on Sunday and ending on Saturday.
- Exempt, salaried employees will be paid for such time off, but are expected to continue whatever work activities they can from home, as they have been equipped with laptop computers and other resources to facilitate work from remote/off site locations.

9.8 Out of District Travel Policy (Pastors Only)

The Rocky Mountain Conference expects that pastors spend the vast majority of their working time in the district and/or position to which they were assigned as expressed on their employment offer and job description. Church members have a reasonable expectation that their pastor is available for sermons, visitation, Bible studies, meetings and attending to the needs of church. For these reasons, the following policy exists.

Outside of personal time off for vacation, there is a limit to how much time an employee may spend out of district/out of the conference for travel, activities and events that are not directly related to employment and ministry with the Rocky Mountain Conference. Pastors, office directors and other employees are at times asked to be involved with activities and events associated with other conferences and ministries outside of Rocky Mountain. Prior to agreeing to such requests, employees must clear the invitation with their supervisor and administration. Travel for these approved leaves must be requested on the RMC Out of District Travel form (on the RMC website) and voted through AdCom for insurance coverage purposes and to ensure that Administration can account for its employees. Please complete the online form at least 60 days prior to the expected travel date to ensure appropriate processing of your travel plans. Processing includes an official voted action through AdCom. Note that pastors, office directors, and other approved employees should not be out of district/out of the conference for more than two weeks (10 days, not including weekends) within a calendar year. Out of district travel for non-RMC work-related travel includes events and activities such as conducting a week of prayer, speaking at a camp meeting, participating in a mission trip, officiating a wedding, funeral, baptism, etc.

Note:

LEAVE AND TIME OFF

- Up to 1 work-related travel event per year associated with your church that takes you out of conference for activities and ministries such as a mission trip is not included in the 10-day out of district total.
- Work-related travel that is required or requested by the Conference is not included in the 10-day out of district total (for example, pastors meetings, department-related MAUC/NAD meetings, activities stated in the job description, etc.)

During approved times of out of conference/district travel, RMC does not cover an employee's travel, meal or lodging expenses. Once an employee has spent two weeks out of district for approved non-RMC work-related travel, any additional time will be counted as personal vacation. Employees must ensure they have enough time in their vacation leave banks to cover their absence.

All out of district travel must reported as "out of district travel" on your workers report.

9.9 Sabbatical Policy (Pastor's Only)

Professional ministry has become increasingly demanding and complex. It is possible following seminary training for the constant demands of pastoring to pre-empt the pastor's ability to find the quality time necessary for personal and professional growth. Rapidly the years can fly by with little opportunity to "come apart and rest awhile."

In line with the Rocky Mountain Conference's commitment to the ongoing development of quality pastors, we desire to enable pastors to experience quantitative as well as qualitative time away from the site of their ministry assignment. Therefore, the following Sabbatical policy guidelines are developed to assist those who apply, qualify, and are approved. This provision is not meant to be a vacation and should not be confused with vacation time. Rather, it is a time for renewal and spiritual regeneration leading to professional and personal growth.

9.9.1 DEFINITION AND LENGTH OF SABBATICALS

A Sabbatical is understood as a stated period of time away from the normal post of pastoral duty in order to obtain refreshment and revitalization for the pastor's return to duty.

An annual week of spiritual renewal associated with planning and preparation for the duties of district ministry is encouraged but should not be confused with the Sabbatical.

The focal purpose of the Sabbatical is established in the application process and may include writing, research, foreign language development, travel or other pursuits leading to professional growth not normally possible during the regular routine of pastoral ministry.

The Sabbatical is a continuous eight-week retreat separate from any accrued vacation. Up to four weeks of accrued vacation time may be added to the Sabbatical resulting in a maximum absence from district pastoral responsibilities of three months/twelve weeks.

9.9.2 ELIGIBILITY

- The pastor must have completed a minimum of seven years of continuous, full-time service as an ordained minister in the Rocky Mountain Conference and have served in his/her present assignment for at least three years.
- A Sabbatical cannot be taken for at least three months following the conclusion of an evangelistic series in the district.
- Two Sabbatical slots will be offered each quarter of each year. Priority will normally be given to church pastors with the most continuous years of service in the Rocky Mountain Conference.
- Arrangements for Sabbath worship hour speakers during the Sabbatical are the responsibility of the applying pastor.
- The pastor shall agree to return to his/her present assignment at the conclusion of the Sabbatical and continue in that position for at least one year except in the case of reassignment to a new district.
- During the period of the Sabbatical, the pastor shall receive all pay and allowances, all accumulated time for retirement purposes, and credentials shall be maintained.
- The Conference strongly recommends that this time be used for significant spiritual, emotional, and professional enrichment. Should the pastor elect to continue some formal educational training, any additional accumulated allowances may be used.
- The pastor is expected to keep the Conference advised of his or her whereabouts and contact information in case of an emergency.

9.9.3 APPLICATION PROCEDURE

1. Pastors desiring a Sabbatical should consult with the Ministerial Director before formally making his or her proposal. The written proposal should include:
 - The specific details of the Sabbatical program including date and duration
 - How this time might provide renewal and professional growth
 - What subsequent benefits the congregation might receive
 - How this Sabbatical might impact the pastor's family
2. Pastors desiring a Sabbatical shall submit their request in writing to the President who will process it through the Conference's Administrative Committee. When a Sabbatical is approved, the Conference Executive Secretary shall notify the pastor.
3. Within thirty (30) days of completing the Sabbatical, the pastor shall submit a two to three page evaluation paper to the Ministerial Director. This paper should define the professional growth and personal benefits experienced during the Sabbatical.

9.9.4 INTERIM PROVISIONS

- Following approval, the Ministerial Director will meet with the church board to work out details regarding how pastoral responsibilities will be met during the Sabbatical period.
- Rocky Mountain Conference provides the Sabbatical experience in recognition of the pastor's need. The pastor shall be relieved of all district pastoral responsibilities during the Sabbatical.

9.10 Bereavement

Regular full-time and part-time (at least 50% of FT) employees who lose a family member in death may be granted a leave with pay of up to three days. Up to five days for exempt/salaried employees (days counted include Monday – Friday) and four days (counted as 38 hours) for nonexempt/hourly employees will be allowed when travel to the funeral or memorial service requires travel of more than 500 miles each way.

For purposes of bereavement leave, family members include husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.

Request for bereavement leave is made through the department director who will notify Human Resources.

The employee must record their bereavement leave on their time sheet or worker's report. Bereavement leave is paid at the employee's regular rate of pay.

9.11 Personal/Professional Leave (10-month Teachers)

Full-time, 10-month teachers receive two personal and two professional days off each school year. Part-time teachers who are employed a minimum of 50 percent of full-time, receive one personal and one professional day per school year. Time off cannot be taken in less than half-day increments.

Personal days can be used at the discretion of the employee to care for personal needs that may fall on a regular school day. To the extent possible, scheduling these days off should be coordinated and communicated with the principal, head teacher or superintendent/associate superintendent prior to scheduling the leave.

Professional enrichment days should be communicated in advance with the superintendent/associate superintendent to ensure the program/event/seminar/etc. meets eligibility criteria.

Personal and professional days off do not accrue from year to year. The employee either uses or loses these days at the end of the school year. The Conference education department encourages teachers to use these days to benefit their personal lives and professional development.

Personal and professional days are not convertible to paid leave or considered as credit payable at the end of the employee's service.

9.12 Sick Leave

The Conference provides paid sick days to eligible employees (see the following section "Sick Leave Eligibility). When employees are sick or impaired to the extent of being unable to reasonably perform all regular duties or would expose others to illness or injury, they are not expected to report to work. The Conference does not want employees reporting to work if they are feeling too ill to do their job, if they have a fever, or if they have a contagious illness, such as influenza. By staying home and using sick leave, employees are supporting their own health and preventing transmission of communicable illness to coworkers and guests. If a supervisor determines that an employee is not feeling well enough to work, they may send the employee home.

Employees must report to their supervisor if they need to take sick leave. Employees are asked to call in as soon as they realize that they will be unable to work, before the regular start of their workday. Employees must report to their supervisor by phone each day they are absent.

Elective medical, dental or surgical appointments should be scheduled so as not to interfere with the regular work schedule. Where this is impossible, such time shall be taken for such appointments as sick leave.

Sick leave is intended to be used in the case of personal illness or injury of the employee or to care for illness/injury of immediate family members. Employees may also use their sick leave to go to appointments with a doctor or dentist or to take a family member for medical care. Family members include the employee's spouse and children.

Sick leave is not to be used as extra vacation time or personal time. Any employee who abuses sick leave may be subject to discipline, up to and including termination.

Employees may be required to present a medical release/fitness for duty certification before returning to work.

9.12.1 SICK LEAVE ELIGIBILITY

- Nonexempt (hourly): Nonexempt employees who work 50% or more of full-time employment (19 hours per week) are eligible for short term sick leave. Short-term sick leave will accrue at a rate of 2.93 hours for a 76-hour (two week) pay period (0.3855

LEAVE AND TIME OFF

hours per hour worked). Unused sick leave can accrue up to a maximum of 76 hours of short-term sick and 1,000 hours of extended sick.

- Nonexempt Part-time (Colorado Only): Colorado law provides that all employees are eligible for paid sick leave under the Healthy Families and Workplaces Act. Nonexempt Colorado employees working less than 50% of full-time employment (less than 19 hours per week) are therefore entitled to accrue paid sick leave at a rate of one hour per 30 hours worked. Leave can accrue up to a maximum of 48 hours per year. Any unused sick leave may carry over to the following year, but the employee is only entitled to use 48 hours in any one year.
- Exempt (salaried) Teachers: Full-time, 10-month, teachers are provided ten sick days during a single school year. Part-time teachers, who are employed a minimum of 50 percent of full time are provided five sick days within a single school year. Time off cannot be taken in less than half day periods.
 - Unused sick days are banked at the end of each school year to a maximum of 130 days/26 weeks for use for extended leaves of absence. Only years of continuous service with the Rocky Mountain Conference (including transfers within the Conference between academy/Conference payrolls) count towards accrual.
- Exempt (salaried) Pastors/12-month Education Employees/Office Staff: do not accrue sick leave. However, exempt employees are required to report days when they are not working due to illness or injury on their monthly workers' reports.

9.12.2 SHORT-TERM SICK LEAVE

The first three (3) work days of any illness or time off for medical/dental appointments will be charged to the short-term sick leave bank. Short-term sick leave will accrue at a rate of 2.93 hours for a 76-hour (two week) pay period (0.3855 hour per hour worked). Short-term sick leave time may be carried over from one year to the next up to a maximum of 76 hours. Accrued short-term time in excess of 76 hours may be transferred to the extended sick leave bank.

The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for nonexempt employees.

RMC will pay out any unused short-term sick leave when employment ends.

9.12.3 EXTENDED SICK LEAVE

Extended Sick Leave time for nonexempt employees accrues at a rate of .01542 per hour for each hour worked up to 38 hours per week. Extended sick leave time may be accrued up to a maximum of 1000 hours or 26 weeks.

- Extended Sick Leave Time

- a. Beginning with the 25th hour of an illness, full-time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted.
- b. To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized, the provision of paragraph a. above shall begin on the day of admittance to the hospital.
- c. Extended sick leave time may not be transferred to the short term-bank.
- d. Accrued extended sick leave can be used for approved medical leaves of absence as defined by FMLA for an employee's own serious health condition or to care for a family member who is under the care of a medical professional and the purpose of the leave qualifies as a medical need. Medical certification will be required to support the need for leave to care for a seriously ill child, spouse, parent or servicemember.

NOTE: Extended sick leave does not apply to:

- Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employer's disability policies/laws.
- Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
- Any period when incarceration is the cause of absence from work.

Accrued extended sick leave is not convertible to paid leave or considered as credit payable at the end of the employee's service.

9.12.4 EMERGENCY SICK LEAVE

During a pandemic declared either by the state or other governing authority, the Conference reserves the right to implement a temporary emergency sick leave policy.

9.12.5 PAID LEAVE FOR COLORADO EMPLOYEES

As of January 1, 2021, employees in Colorado will receive paid leave in accordance with Colorado's "Healthy Families and Workplaces Act" for the following conditions and needs:

1. having a mental or physical illness, injury, or health condition that prevents them from working;
2. needing to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
3. needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
4. the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention,

LEAVE AND TIME OFF

mental health care or other counseling, victim services (including legal services), or relocation; or

5. due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

The Healthy Families and Workplaces Act requires Colorado employees to receive one hour of paid leave for every 30 hours worked, up to 48 hours per year, which begins to accrue starting on the first day of employment. However, since RMC provides paid sick leave at a higher rate for some employees that is higher than the Colorado requirements, Colorado employees will accrue paid sick leave at the following rates:

- Colorado non-exempt employees that work more than 50% of full-time employment will follow the same accrual rate as all other similarly situated RMC employees because the RMC accrual rate is greater than the Healthy Families and Workplace Act.
- Colorado employees that work less than 50% of full-time employment (less than 19 hours per week) will follow the Colorado Healthy Families and Workplaces Act accrual rate of one hour of paid leave for every 30 hours worked, up to 48 hours per year.

All Colorado employees are entitled to the benefits and protections in the Colorado Healthy Families and Workplaces Act, including taking leave in accordance with the.

9.12.5.1 Public Health Emergency

Colorado law provides supplemental paid sick leave during a public health emergency. An employee will receive two weeks of paid sick leave for qualifying reasons based on the number of hours the employee works in a two-week period (i.e. 76 hours for employees working 38 hours per week), up to a maximum of 80 hours of paid leave for employee that work 40 or more hours of work.

Previously accrued paid sick leave may be counted toward the supplemental sick leave bank, but will counted as the last hours used for the public health emergency qualifying reason (e.g. if the employee has 10 hours of accrued sick leave in the short-term sick leave bank, those hours will be credited as the 71-80th hours of supplemental paid sick leave). If those hours are not used, the hours will remain in the employee's accrued sick leave bank. Employees will continue to accrue up to 48 hours of accrued paid sick leave.

An employee may take emergency supplemental paid sick leave for the following purposes:

1. self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the public health emergency;
2. seeking diagnosis, treatment, or care (including preventative care) of such an illness;

3. being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed with the illness);
4. being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
5. caring for a child or other family in category (1)-(3), or whose school or childcare is unavailable due to the public health emergency.

Employees are required to notify their supervisor and/or Human Resources as soon as practicable when the need for leave is foreseeable. Additionally, employees will be required to present “reasonable” documentation to substantiate the purpose for the leave when the leave is for four or more consecutive work days.

Using paid leave will not be counted as an absence against the employee’s attendance record. Employees who use paid leave will not be subject to retaliation or any adverse employment action.

For additional information, please refer to the Paid Leave under the Healthy Families and Workplaces Act (HFWA).

9.13 Workers’ Compensation

The Conference provides Workers’ Compensation (WC) coverage for all employees. If an employee suffers from an illness or injury that is related to their work, they may be eligible for workers’ compensation. Workers’ compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries.

If an employee is injured or becomes ill through work, they must inform their supervisor and/or Human Resources immediately regardless of how minor the injury or illness might be.

To report an injury or illness or to find out more about workers’ compensation, contact Human Resources at hr@rmcsda.org or 303-282-3610.

Time off due to a workers’ compensation illness or injury may be coordinated with the leave provisions under the FMLA. If you are receiving worker’s compensation benefits while on FMLA leave, you may not use accrued paid leave for the hours you miss; this would result in receiving more than your usual pay.

9.14 Family and Medical Leaves of Absence (FMLA)

The Family and Medical Leave Act provides qualified employees with up to twelve weeks of unpaid, job-protected leave within a 12-month measurement period. The Rocky Mountain Conference calculates this measurement period as the 12-month period measured forward from

LEAVE AND TIME OFF

the date of an employee's first FMLA leave usage. If eligible employees have accrued paid leave benefits, they may be required to use that time to continue compensation during the leave. FMLA also ensures that an employee's group health and other accrued employee benefits are maintained during the leave. Upon application and approval of an eligible FMLA need, an employee may be granted up to twelve weeks of an unpaid and/or paid family or medical leave of absence in a twelve-month period for the following reasons:

- 1) birth, adoption, or foster placement of a child with the employee;
- 2) to care for a child, parent, or spouse of an employee with a serious health condition;
- 3) a serious health condition that makes the employee unable to perform the essential functions of his/her position; or
- 4) a qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

In addition, an employee may be eligible for up to twenty-six weeks of FMLA to care for a covered servicemember with a serious injury or illness, when the employee is a spouse, child, parent, or next of kin of the servicemember. Upon completion of the FMLA leave, the employee is guaranteed employment in the same or a comparable position unless extenuating circumstances arise such as financial exigency.

Eligibility—To be eligible for leave under this policy an employee must have been employed by the Rocky Mountain Conference for at least twelve months in total and must have worked at least 1250 hours during the twelve-month period immediately preceding the commencement of leave. For purposes of eligibility, all full-time teachers of an elementary or secondary school system, or other educational establishment or institution, and all exempt employees, are deemed to meet the 1250-hour test unless the Conference can clearly demonstrate that the employee did not work 1250 hours during the previous twelve months.

Employees unable to work for extended periods of time due to an FMLA-qualifying need, must apply for FMLA through the Human Resources department. When foreseeable, the employee is expected to provide a written 30-day advance notice of when leave will be needed and the duration of the expected leave. Paid time depends on the following:

Nonexempt employees (hourly)—accrued paid time off banks (extended sick, short sick, and vacation). After the paid time off banks are exhausted, the remaining time is unpaid time.

Exempt employees (salaried) 10-month Teachers—accrued time in the employee's extended sick leave bank. After the extended sick leave bank is exhausted, the teacher may use any remaining short-term sick (maximum of ten days) or personal days (maximum of two days). Any remaining time is unpaid time.

NOTE: If an injury or illness happens during the summer months between June 1 and July 31, a teacher would only need to request time off under FMLA if the duration of recovery time is expected to extend beyond July 31. Medical certification would be required to support the need

for FMLA after July 31. The period during the summer break when the teacher is not expected to report for duty is not counted against the employee's FMLA entitlement. Rocky Mountain Conference teachers are required to report for duty on August 1.

Exempt employees (salaried) Pastors/Office Staff—medical leaves of absence are fully paid for the duration of an exempt employee's absence.

Certification—The Conference requires medical certification to support a request for leave for a qualified employee's own serious health condition or to care for a seriously ill child, spouse, parent or servicemember. The Conference may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Conference, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Conference and the employee.

Fitness for Duty Certification—All returning employees will need to obtain a medical release/job-related fitness for duty certificate from the attending physician or health care provider prior to returning to work if the medical leave was taken for the employee's own serious health condition.

9.15 Family Leave

Family Leave provision of FMLA includes a parent who takes leave to care for and bond with a newborn, newly adopted child, or recently placed foster child. This type of leave must be completed within a year after the birth, adoption or placement. Both the mother and father are entitled to FMLA leave to be with and care for a healthy newborn child (i.e. bonding). A mother and father who are eligible for FMLA leave and are both employed by the Rocky Mountain Conference are limited to a combined total of 12 weeks of leave. The mother is entitled to FMLA leave for incapacity due to pregnancy, for prenatal care, or for her own serious health condition during or following the birth of the child. Circumstances may require that FMLA leave begin before the actual date of birth of a child. An expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work. The father is entitled to FMLA leave if needed to care for his pregnant spouse who is incapacitated or if needed to care for her during her prenatal care, or if needed to care for his wife following the birth of a child if she has a serious health condition as a result of her pregnancy or delivery.

- a. The beginning date and duration of a need for medical or family leave as a result of pregnancy shall be in harmony with the advice of the attending physician. Employees will be required to use any accrued paid time off as follows:
 - i. Nonexempt employees (hourly)—accrued time in the employee's paid time off banks (extended sick, short-term sick and vacation) up until the attending physician has released the mother and baby from medical care. From that day, if the employee chooses to remain on FMLA for bonding purposes, any paid leave from the extended sick leave bank would be discontinued. The employee, however, may use any remaining days in

their short-term sick or vacation banks. Any remaining time would be unpaid time up to a combined total of twelve weeks (paid and unpaid time).

- ii. Exempt Employees (salaried) 10-month Teachers—accrued time in the employee’s extended sick leave bank up until the attending physician has released the mother and baby from medical care. From that day, if the teacher chooses to remain on FMLA for bonding purposes, any paid leave from the extended sick leave bank would be discontinued. The teacher may use any remaining days in their short-term sick bank (maximum ten days) and any days in their personal bank (maximum two days). Any remaining time would be unpaid time up to a combined total of twelve weeks (paid and unpaid time). If a teacher gives birth to a baby during the summer months between June 1 and July 31, FMLA requests would only be needed if the duration of recovery time is expected to extend beyond July 31 or if the employee chooses to continue family leave for bonding purposes. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee’s FMLA leave entitlement. Rocky Mountain Conference teachers are required to report for duty on August 1.
- iii. Exempt employees (salaried) Pastors/Office Staff/12-month Educators—paid time until the employee has been released from medical care. At that time, the employee will be required to use their accrued vacation until exhausted. Any remaining time would be unpaid time up to a combined total of twelve weeks (paid and unpaid time).

9.15.1 INTERMITTENT LEAVE

Employees may take leave all at one time or intermittently—that is, a few hours or days at a time—for all types of leave listed above except leave to care for a new child. In the case of leave for your own serious health condition, to care for a family member with a serious health condition, or to care for a family member who suffers or aggravates a serious injury or illness in military service, intermittent leave is available only if it is medically necessary.

If you need intermittent leave for scheduled medical treatment, you must make a reasonable effort to schedule your leave so it doesn’t unduly disrupt the Conference’s operations. We may temporarily assign you to a different position with equivalent pay and benefits to accommodate the intermittent schedule.

Requests for intermittent leave to care for a new child will be considered on a case-by-case basis.

9.15.2 EMPLOYEE BENEFITS WHILE ON LEAVE

Health Insurance—Employee health insurance benefits will continue during leave. The employee is responsible for paying the monthly contribution that they ordinarily pay while working and must make arrangements to make these payments while they are on leave.

Employees who choose not to return from family and medical leave may be required to reimburse the Conference for any contributions the employee failed to pay while on leave.

Life Insurance—Supplemental and AD&D life insurance coverage that the employee elected will continue during leave. The employee is responsible for paying the monthly premiums that they ordinarily pay while working and must make arrangements to make these payments while they are on leave. Employees who choose not to return from family and medical leave may be required to reimburse the Conference for any premiums the employee failed to pay while on leave.

9.15.3 SPOUSES

If a husband and wife both work for the Conference, they will be entitled to a combined total of 12 weeks of leave to care for and bond with a newborn, newly adopted child or recently placed foster child and to care for a parent with a serious health condition. In the case of care for a covered service member with a serious health condition or injury, the husband and wife will be entitled to a combined total of 26 weeks of leave.

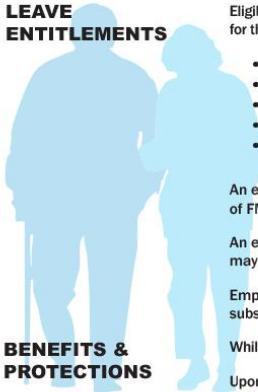
9.16 FMLA Request Process

1. The employee should notify their immediate supervisor of the intended leave and submit a written request to Human Resources, indicating the purpose, expected date and duration of the leave. Employees may email this request to the HR Director.
2. Within 5 days of receipt of the request, HR will provide the employee with a completed form WH-381, Notice of Eligibility and Rights & Responsibilities.
3. Based on the purpose for the requested leave (self or family member), the employee will be required to submit the appropriate physician certification form, either WH-380 E, or WH-380 F. Employees will have 15 days to complete and return the form.
NOTE: For Family Leave purposes, a medical certification is not needed.
4. Within 5 days of receiving the physician's certification form, HR will provide the employee a Designation of Notice form, either approving/denying the employee's request. The form also provides additional information to the employee regarding their leave of absence.
5. HR will notify and work with the employee's direct supervisor, if needed, to ensure that the employee's responsibilities are covered if the employee's leave is approved.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

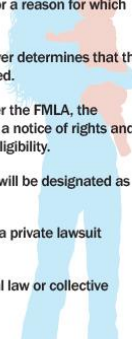
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.






For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WH1420 REV 04/16

9.17 Colorado Family Pay Act

Note that the Rocky Mountain Conference, as a religious organization, is exempt from providing leave under the Colorado Family Pay Act.

9.18 Doctors' Notes

In certain instances, employees will be required to obtain a doctor's note in order to return to work after an injury or illness. A doctor's note will be required when an employee has been absent for three or more consecutive days, when an employee requests a leave of absence for a medical purpose or when an employee requests an accommodation as a result of a medical condition in order to perform their essential job duties. Doctors' Notes should be provided to Human Resources and not to an employee's direct supervisor.

Employees are expected to communicate with their direct supervisor each day they will be absent from work except in instances where an extended leave of absence has been requested and approved.

For pregnancy accommodation, please refer to the *Pregnant Workers Fairness Act* on page **Error! Bookmark not defined.**

9.19 Leave of Absence Notification

Employees must notify their direct supervisor and/or Human Resources in advance of being absent from work. Additionally, some requests for a leave of absence, such as a vacation, may be denied if the absence occurs during a busy or demanding time for the Conference. In the event of an emergency, the notification of an employee's absence should happen as soon as practical, depending on the circumstances.

If an employee is unable to reach their direct supervisor, they should leave a voice mail, text message or email with information regarding their absence. Employees may also contact Human Resources to report their absence if they are unable to reach their direct supervisor.

9.20 Unpaid Leave of Absence

Any accrued paid time off, including vacation and sick, must be used prior to requesting an unpaid leave of absence. Paid time off banks must be exhausted before unpaid time can be taken. If unpaid time off is needed, the employee should request that time off in writing and in advance from their direct supervisor as well as Human Resources. Note that taking unpaid time off may affect eligibility for employee benefits.

10 PERFORMANCE

Each and every employee contributes to the success or failure of the Conference and its mission. If one employee allows his or her performance to slip, then everyone suffers. The Conference expects each employee to perform the duties of his or her position at the highest level of performance possible.

Poor job performance can lead to discipline, up to and including termination.

10.1 Performance Reviews

Because each employee's performance is vital to Conference success, all employees should have their performance evaluated periodically to document their performance and provide feedback. The value of performing and documenting a performance evaluation includes fostering the professional development of employees, providing clarification of job expectations, raising employee morale, documenting and correcting performance problems, assessing employees for promotional opportunities, and reviewing individual levels of performance in comparison to established standards.

The goal of the performance review process is to ensure that supervisors and employees understand and communicate openly about job performance, goals and timelines, and how to help employees develop the skills and abilities that they need to achieve performance goals and be successful in their job roles.

The supervisor and employee have equal responsibility to contribute to the performance review process. Both should understand the job responsibilities, job goals, and the related standards against which actual performance will be evaluated. Failure to participate could lead to discipline, up to and including termination.

10.1.1 ONGOING REVIEW

- Office Staff: Employees shall participate annually with the supervisor in an employee performance review.
- Officers, President and Vice Presidents for Finance, Administration—reviewed every five years prior to Constituency.
- Department Directors and VP of Education—reviewed annually by officers.
- Teachers—reviewed annually by the VP for Education and/or Associate Superintendent
- Pastors—reviewed annually by Administration and Ministerial Director

11 CODE OF CONDUCT

All employees, in their job-related activities and their personal lifestyles are expected to maintain standards of behavior consistent with the moral vision implicit in the fundamental beliefs of the Seventh-day Adventist Church.

The Conference is an institution of the Seventh-day Adventist Church. All employees are expected to demonstrate good judgment, ethical personal behavior, common sense, honesty, and the high moral standards of conduct and lifestyle expected of employees of a Seventh-day Adventist institution at all times. Failure to meet these expectations may result in disciplinary action, including, but not limited to suspension with or without pay, or termination.

The following conduct is illustrative of the type of behavior which is prohibited by Conference employees, and which is subject to disciplinary action. It is not an exhaustive list, but is stated here for purposes of illustration. All employment is at-will and the following list of prohibited behavior does not alter that policy.

- Violations of conditions of employment, including unsatisfactory job performance
- Violation of published employment policies and regulations
- Failure to practice the Fundamental Beliefs of the Seventh-day Adventist Church
- Habitual tardiness or absenteeism
- Unauthorized possession, theft, misappropriation, or misuse of organizational funds, other assets, or property of another employee
- Misuse of administrative position, influence, or authority
- Unauthorized endorsement(s) that associate the name or prestige of Conference with product(s), service(s), or issue(s)
- Committing, aiding, advocating, or being convicted of a felony
- Supporting or being involved with activities that are in conflict with the mission and objectives of the Conference
- Persistent disregard or violation of sound principles of Christian interpersonal relationships or inability to maintain professional relationships with fellow employees
- Refusal to accept a transfer or a justified assignment
- Falsification of records, time reports, or expense reports
- Insubordination
- Misuse of confidential information
- Unauthorized possession or use of firearms or other weapons on Conference property
- Assault
- Premarital, extramarital, or homosexual intimacy
- Remarriage without biblical grounds

- Gambling
- Smoking
- Use of alcoholic beverages
- Use of profanity or other abusive language
- Harassment as defined in this Employee Handbook
- Violation of the Sexual Standards described in this Employee Handbook
- Other conduct described as grounds for discipline elsewhere in the Employee Handbook

11.1 Professional Conduct

People who work together have an impact on each other's performance productivity, and personal satisfaction in their jobs. In addition, how employees act toward members, guests, parents, volunteers, etc. will influence whether those relationships are successful for the Conference.

Because employee conduct affects many more people than just themselves, the Conference expects employees to act in a professional manner whenever they are representing the Conference at business or social functions.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum include the following:

- Following all the rules in this Handbook that apply to you
- Refraining from rude, offensive, or outrageous behavior
- Refraining from ridicule and hostile jokes
- Treating coworkers, customers, and vendors with patience, courtesy, respect, and consideration
- Being courteous and helpful to others, and
- Communicating openly with supervisors, managers, and coworkers

Individuals who act unprofessionally will face discipline, up to and including termination.

11.2 Threatening, Abusive, or Vulgar Language

The Conference expects employees to treat everyone they meet through their jobs with courtesy and respect. Threatening, abusive, or vulgar language has no place in the workplace. It destroys morale and relationships, and it impedes the effective and efficient operation of business goals and the mission of the Conference.

As a result, the Conference will not tolerate threatening, abusive, or vulgar language in any form.

If you have any questions about this policy, contact the Human Resources Director.

Employees who violate this policy will face disciplinary action, up to and including termination.

11.3 Punctuality and Attendance

Employees are important to the effective operation and mission of the Conference. When employees are not at work at expected times or on expected days, it causes disruption and delays to not only their work, but also to their coworkers and customers.

As a result, the Conference expects employees to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday. Of course, things will sometimes happen that will prevent an employee from showing up to work on time. For example, an employee may be delayed by weather, a sick child, or car trouble. If you are going to be more than 15 minutes late, please call your direct supervisor. If you cannot reach this person, please contact the Human Resources Director. Please give this notice as far in advance as possible.

If you must miss a full day of work for reasons other than vacation, sick leave, or other approved leave (such as leave to serve on a jury or for a death in a family), you must notify your direct supervisor as far in advance as possible. If you cannot reach this person, please contact the Human Resources Director.

If you are late for work or fail to appear without calling in as required by this policy or by other policies in this Handbook, you will face disciplinary action, up to and including termination.

11.4 Personal Appearance

Because the Conference believes that personal appearance is an important aspect of an employee's overall effectiveness, the following guidelines for dress and personal appearance have been established. The Conference, while not acting as conscience for others, requires all of its employees, from the first day of employment, to follow the personal appearance standards outlined below except as they may be in conflict with existing legal state statutes:

- Hair (including mustaches, sideburns, and beards) is to be neat, clean and well-groomed. It must in no way interfere with the technical requirements of one's work assignment.
- Proper body hygiene requires cleanliness and neatness in grooming.
- Employees of the Conference community must not wear rings (except wedding/engagement rings), necklaces, chokers, earrings, or bracelets (except medical), while representing the Conference in any setting.
- Tattoos are contrary to the image of the Conference. Employees must cover their tattoos while conducting Conference business.
- Clothing and accessories are to be clean, modest, neat, and appropriate for professional wear and/or appropriate to the work performed.
- Employees of the Conference office are expected to dress in professional/business casual attire that does not include blue jeans or denim.

CODE OF CONDUCT

- Employees are expected to refrain from the conspicuous use of cosmetics.

Employees who, by virtue of the job performed, represent the Conference in an official capacity, may be required to maintain a greater degree of professional dress.

If you have any questions about the proper attire for your position, please contact your direct supervisor or the Human Resources Director.

The Conference will try to accommodate an employee's special dress or grooming needs that are a result of ethnicity, race, or disability.

11.5 Confidential Information

Frequently within the Conference, personal and organizational disclosures are made which are strictly confidential. Employees are expected to handle this information in a professional manner.

- Examine records pertaining to friends or acquaintances only as necessary for work-related assignments.
- Disseminate information only to such persons or organizations, inside or outside of the organization, as are authorized by the appropriate authority.
- Properly dispose of confidential records, including computer printouts.

Professional handling of confidential information is explicitly a term and condition of every person's employment by the Conference. An employee's failure to act in a professional manner with regard to confidential records or information shall be considered sufficient cause for discipline or termination.

11.6 Self-supervision

Employees are expected to conscientiously observe the appropriate office hours and apply themselves diligently to their work. They should refrain from visiting with fellow employees or visitors for extended periods, and from spending time in other non-productive or personal activities.

Additionally, supervisors are expressly prohibited from requesting employees to perform personal services for them.

11.7 Sexual Standards

All employees, staff, and administration are expected to uphold the sexual standards* of the Seventh-day Adventist Church in their teaching, influence, and example. God's ideal for sexuality is achieved when sexual expression is limited to a husband and wife committed in lifelong marriage. All expressions of premarital and extramarital friendship are to be chaste. All

forms of sexual abuse, exploitation, and promiscuity are contrary to the ideals of the Conference. The Conference honors an ideal of sexual purity, which transcends mere legal enforcement.

“Under the standards of the Seventh-day Adventist Church, Adventists believe marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church.” (Seventh-day Adventists Believe, Hagerstown, MD: Review and Herald Pub. Assn., 1988-294.)

As understood by the Seventh-day Adventist Church, “Sexual practices that are contrary to God’s expressed will are adultery and premarital sex, as well as obsessive sexual behavior. Sexual abuse of spouses, sexual abuse of children, incest, homosexual practices (gay and lesbian), and bestiality are among the obvious perversions of God’s original plan.” (Statement of Concern on Sexual Behavior, 1987 General Conference Committee, Annual Council Action #148-87GN)

11.8 Drugs and Alcohol

The Conference provides and maintains a drug-free workplace at all of its churches, schools and other facilities throughout its region. The unauthorized possession, sale, distribution, or use of a controlled substance is prohibited. Any employee violating this prohibition will be reported to the proper authorities and is subject to discipline up to and including immediate termination.

11.9 Fighting

Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight. Those who violate this policy will be disciplined, up to and including termination.

11.10 Sleeping on the Job

When employees arrive at work, they are expected to be physically prepared to work through their day. Employees who sleep on the job dampen morale and productivity.

As a result, the Conference does not allow any employee to sleep while on the job. Employees who feel sick or unable to finish the day because of weariness should talk to their direct supervisor or the Human Resources Director about using sick leave, if available, to take the rest of the day off. Please refer to *Sick Leave* on page 57 of this Handbook for more information about taking time off as a result of illness.

Employees may choose to use their designated breaks to take short naps if needed, however, time taken for naps beyond the 10-minute morning or afternoon break, if eligible, may be considered sleeping on the job and subject to discipline up to and including termination.

11.11 Insubordination

The Conference operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. Insubordinate employees will face discipline, up to and including termination.

The Conference understands, however, that there will be times when employees have valid reasons for refusing to do as their supervisor says. These reasons may include: the employee fears for his or her own safety or the safety of others; the employee believes that following instructions will violate the law or pose some other problem for the Conference; or the employee thinks that there is a better way to accomplish a goal or perform a task. When these issues arise, the Conference does not ask that employees blindly follow orders. Instead, the Conference asks employees to explain the situation to their supervisor. If, after hearing the employee's side, the supervisor continues to give the same order or rule, the employee must either obey or use the complaint procedures beginning on page 115 of this Handbook.

11.12 Personal Cell Phones at Work

Although the Conference allows employees to bring their personal cell phones to work, employees are expected to keep personal conversations to a minimum. While occasional, brief personal phone calls are acceptable, frequent or lengthy personal calls can affect productivity and disturb others. For this reason, employees are generally expected to make and receive personal phone calls during breaks only.

Employees are expected to turn off the ringers on their cell phones while away from them. When employees share a workspace with others, please be courteous and turn off the ringer on your phone while at work.

Employees are expected to turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. It is inappropriate to interrupt a face-to-face conversation with a coworker to take a personal phone call.

Remember, others can hear your cell phone conversations. Try to talk quietly and save intimate discussions for another time.

Please see the following sections for additional information regarding cell phones at work:

- Cameras and Camera Phones, page 89
- Using Technology While Driving, page 87

11.13 News Release/Communications/Publications

All information released to the public is coordinated through the Director of Communication, who works in collaboration with Administration. No information about or on behalf of the Conference should be given to public media outlets (newspapers, TV, radio, etc.) except as approved through the Director of Communication or the President. Employees who have opportunity to interact with media representatives on an informal or casual basis are encouraged to do so, from the point of view of gospel witness and positive public relations; while at the same time being careful to defer any formal, particular, legal, or sensitive points of information to the Director of Communication. All formal publications, brochures and audio-visual productions that represent the Conference as a whole must be coordinated through and approved by the Director of Communication whether or not they are produced within the communication department. This applies to information being produced for both internal (Adventist) and external (non-Adventist) audiences.

11.14 Care of Children

Childcare facilities are not provided. Employees are to refrain from bringing their children into work areas. An employee's failure to provide reliable childcare on a routine basis may be considered sufficient cause for an employee's dismissal. Childcare emergencies should be communicated with the direct supervisor.

Should a minor child be visiting on the Conference grounds, offices, lobbies, etc., they are to be adequately supervised at all times. Children behaving in a disruptive, destructive, rowdy, or unruly manner will be required to leave the premises.

11.15 Political and Civic Activities

The Conference encourages active interest in civic affairs on the local, state, and national levels; however, political activities within the Conference in connection with such affairs are prohibited. Any expression of interest in political or civic activities by employees must not commit the Conference in any way.

Please note that as a religious organization, the church is subject to certain expectations in regards to political matters that could impact the church's status for tax and legal considerations if compromised. Additionally, the world church recognizes that political diversity exists and when a pastor takes a political position, they inevitably risk alienating members and even dividing their church. Because of these reasons, pastors and their churches, in their official

capacities, are not permitted to endorse or oppose any candidate for state, federal or local office. They may not work for or against a specific candidate.

This does not restrict a pastor from voting or having political opinions; however, any time pastors are speaking from the pulpit, within the church, or in any official capacity, they must hold a position of bipartisan, neutrality.

If pastors have questions, they should reach out to the Ministerial Director or Administration.

11.16 Personal Property

The Conference assumes no responsibility for loss or damage to personal vehicles and/or property when brought to work unless authorized by Administration and specifically endorsed to the Conference's property insurance policy.

In the event that a personal vehicle or other property is damaged when brought to work, employees should work through their own insurance, if available, for repair or replacement.

11.17 Conference Equipment

Employees are responsible for the proper use and care of the equipment used in the performance of their work assignments. Any loss or damage to equipment is to be reported to the employee's supervisor immediately.

Conference equipment and supplies are to be kept in their designated places and shall not be removed from the Conference premises nor should ownership be transferred to other offices and/or departments without proper authorization from Administration or the IT Director. This includes, but is not limited to personal computers, typewriters, grounds or lawn equipment, office supplies, etc.

11.18 Progressive Discipline

The purpose of discipline procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to assist employees in achieving optimum performance. Any employee conduct that violates the Conference rules or that, in the opinion of the Conference, interferes with or adversely affects its mission is sufficient grounds for disciplinary action. Both the *Code of Conduct* on page 71 and *Conditions of Employment* on page 3 outline various types of behavior, which may result in disciplinary action, including, but not limited to suspension with or without pay, or termination.

The procedures herein are for guideline purposes only, and may be modified or not followed if, in the sole discretion of the Conference, the gravity of the behavior warrants other appropriate remedies, including major disciplinary action or termination without intervening steps. Should a

serious violation of conditions of employment or a major infraction of policies and regulations occur, the action of the Conference to suspend and/or terminate the employee's services is final. In such cases, an employee may not be given an opportunity to resign. Prior notice and warnings need not be given.

Disciplinary action can range from coaching to immediate discharge. Disciplinary steps may be taken in the following order:

1. **Coaching:** the immediate supervisor and/or Human Resources Director will work with the employee to determine a plan of action to correct performance, behavior, attitude, etc. The plan of action will be communicated and provided to both the employee and supervisor with dates included as to when improvement or changes are expected.
2. **Verbal Warning:** In a follow up counseling session, if goals for improvement are not realized, a verbal warning by the immediate supervisor and/or Human Resources Director will be given to the employee. A verbal warning should be followed up with a written notice to the employee with a copy placed in their personnel file.
3. **Written Warning:** A written warning places the employee on notice that their employment is in jeopardy. A written warning may contain a probationary period and contains the following information:
 - a. An outline of the problem areas;
 - b. Description of action(s) that have been taken to date;
 - c. The corrective action(s) to be taken within the proscribed time frame;
 - d. Notice if the employee is being placed on probation; and
NOTE: If an employee is placed on probation, they may be terminated at any time during the probationary period if their performance, actions, attitude, etc. do not improve or their actions warrant an immediate termination as outlined in this Employee Handbook. A probationary period does not alter or change the at-will employment status for any employee.
 - e. Further action which will occur if improvement is not noted within this time frame. This letter will be given to the employee with a copy placed in the employee's personnel file.
 - At the end of the noted time frame, the supervisor and/or the Human Resources Director and the employee will meet to discuss improvements since the initial coaching session and/or next steps. The results of this session will be documented in writing to the employee with a copy placed in the employee's personnel file.
4. **Termination:** Any cause for discipline which is not corrected, may lead to termination. If terminated, the employee may be given the opportunity to initiate resignation (except in cases of termination for cause).
NOTE: If the employee believes that the written conditions of employment or published regulations, policies, or procedures have been inequitably applied, the

CODE OF CONDUCT

employee may use the established grievance procedure in instances of involuntary termination or lay off due to reductions in force.

The Conference reserves the right to alter the order of the progressive discipline process; to skip disciplinary steps, to eliminate disciplinary steps, or to create new and/or additional disciplinary steps. In choosing the appropriate disciplinary action, the Conference may take into consideration a number of factors, including:

- The seriousness of the conduct
- The history of misconduct
- The employee's employment record, including length of employment
- The strength of the evidence
- Employee's ability to correct the conduct
- Employee's attitude about the conduct
- Actions that have been taken for similar conduct by other employees
- How the conduct affects the Conference, other employees, its members, and ministry
- Any other circumstances related to the nature of the misconduct, to the employee's employment with the Conference and to the effect of the misconduct on the mission of the Conference.

The Conference may give those considerations whatever weight it deems appropriate. Depending on the circumstances, the Conference may give some considerations more weight than other considerations, or no weight at all.

Please note that employment is at the mutual consent of the employee and the Conference. This policy does not change this fact. This means that an employee or the Conference can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

As a result, the Conference reserves the right to terminate employment at any time, for any lawful reason, including reasons not listed in this Employee Handbook. Employees also have the right to end their employment at any time.

12 EMPLOYEE RECORDS

12.1 Personnel Files

This Conference maintains a personnel file on each employee. The purpose of this file is to allow the Conference to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage.

Although we cannot list here all of the types of documents that we keep in your personnel file, examples include: employment application/resume, employment offer, job description, and performance reviews.

The Conference does not keep medical records or work eligibility forms in your personnel file. Those are kept separately.

Your personnel file is physically kept by in the Human Resources Department. If you have any questions about your personnel file, contact the Human Resources Director.

12.2 Confidentiality of Personnel Files

Because the information in your personnel file is by its nature personal, we keep the file as confidential as possible. We allow access to your file only on a need-to-know basis.

12.3 Updating Personal Information

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify Human Resources whenever any of the following changes:

- your name
- your mailing address
- your phone number
- your dependents
- the number of dependents you are designating for income tax withholding
- your marital status
- the name and phone number of the individual whom we should notify in case of an emergency, or
- restrictions on your driver's license.

12.4 Inspecting Records

Employees may examine their personnel file, excluding records of criminal investigations and letters of reference, in the presence of a Human Resources representative. Requests to do so should be made by the employee in writing, at least one full business day in advance. Inspection of the personnel file shall occur in the Human Resources department during regular business hours. Employees may provide a rebuttal statement to documents in their personnel file. Copies of materials in an employee's personnel file (except those items specifically excluded above) are available upon a written request once per year for current employees and only once for previous employees.

12.5 Work Eligibility Records

In compliance with federal law, all newly hired employees must present proof that they are legally eligible to work in the United States. Records related to that proof, including a copy of the USCIS Form I-9, must be kept for each employee. Those forms are kept as confidential as possible. Form I-9 is not kept in the employee's personnel file.

12.6 Medical Records

Employee medical records, including but not limited to workers' compensation information, medical certifications and authorizations, and information pertaining to disabilities and accommodations, are not kept in an employee's regular personnel file. Instead, we keep each employee's medical records in a separate, confidential file. We make these records available only as required or allowed by law.

If you have any questions about the storage of your medical records or about inspecting your medical records, contact the Human Resources Director.

12.7 Verification of Employment and References

12.7.1 EMPLOYMENT VERIFICATION

In the event that an employee needs their employment verified for financial reasons, such as obtaining a mortgage, purchasing a vehicle, etc., financial institutions should send the verification form to the payroll office for completion. The employee is encouraged to contact the payroll office ahead of time to notify them of the request.

12.7.2 REFERENCES

When contacted by prospective employers seeking information about former employees, the Conference will release the following data only: the position(s) held and the dates the employee worked for the Conference.

If an employee would like the Conference to give a more detailed reference, they will have to provide a written release—a consent letter/form giving the Conference permission to respond to a reference request. The Conference will respond only to written reference requests, and will respond only in writing. Please direct all reference requests to Human Resources.

Please note: in instances when the Conference, in good faith, believes that a former employee lacks moral character or presents a real and present danger to future employers or their employees, customers, students, or children, the Rocky Mountain Conference reserves the right to share information, at its discretion, with employers whom the Conference deems have a need to know.

13 HEALTH AND SAFETY

13.1 Workplace Safety

The Conference takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow the safety rules:

- Conditions of Work—It is a condition of employment that each employee shall conduct his/her work in a safe manner.
- Horseplay, roughhousing, and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- Employees in certain positions may be required to wear protective equipment, such as hair nets, hard hats, safety glasses, work boots, ear plugs, or masks. Your supervisor will let you know if your position requires protective gear.
- Employees in certain positions may be required to pull back or cover their hair for safety purposes. Your supervisor will tell you if you fall into that category.
- All equipment and machinery must be used properly. Do not use equipment for other than its intended purpose.
- All employees are responsible for the proper care of Conference property, equipment, and vehicles placed in his or her charge. Such property shall be used in a safe and proper manner. The employee shall notify administration of any malfunction of or damage to Conference property. The Conference reserves the right to hold an employee responsible for destruction or damage to Conference property caused by an employee's negligent or willful acts or omissions.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The Conference will look into the matter promptly.
- All employees must immediately report any workplace accident or injury to the Human Resources Director.

13.2 Workplace Security

It is every employee's responsibility to help keep the Conference's facilities secure from unauthorized intruders. Every employee must comply with these security precautions.

When you leave work for the day, please do all of the following:

- Put all confidential information in secured, locked cabinets or drawers.
- Lock your computer.

- Turn off AND unplug your space heater.
- Turn off all lights.
- Lock and close your office door.

Employees should limit visitors to the office as they can be a disruption to others and interfere with productivity. If you are anticipating a visitor, please let the Receptionist know. When your visitor arrives, you will be notified. Please note that the Conference has sensitive and confidential information in offices throughout the building. Because of this, please do not leave your visitor unattended in the workplace. If you have a visitor, you must accompany your visitor at all times. This includes escorting your visitor to and from the entrance to the Conference office.

If you are the last to leave the office for the evening, you are responsible for doing the following:

- Ensure all lights have been turned off in the bathrooms, hallways and common areas. However, please leave the stairwell lights and front desk lights on.
- Set the office alarm when you exit the building.

For employees who work in other locations, please review the handbook for your site location or speak to your direct supervisor if you have questions about locking the facility when you leave.

If you have questions about any of these responsibilities, please speak with your supervisor or the Office Manager.

13.3 What to Do in an Emergency

In case of emergency, such as a fire, flood, or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries IMMEDIATELY DIAL 9-1-1 to alert police and rescue workers.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. The Conference will hold periodic drills to familiarize everyone with the routes they should take. Remember that every second may count. Don't return to your office to retrieve personal belongings or work-related items. Once you have exited the building, head toward the picnic table in the far corner of the main parking lot.

First Aid Kits—The Conference office keeps emergency supplies on hand. First aid kits are located at the front desk and in the mail room.

Fire Extinguishers—can be found on each floor of the building.

For employees who work in other locations, please review the handbook for your site location or speak to your direct supervisor if you have questions about emergency procedures and the location of emergency supplies.

13.4 Violence

The Conference will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously, and may result in your termination. Please do not joke or make offhand remarks about violence.

13.4.1 WEAPONS

No weapons are allowed on Conference property. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

13.4.2 WHAT TO DO IN CASE OF VIOLENCE

If you observe an incident or threat of violence that is immediate and serious, IMMEDIATELY DIAL 9-1-1 and report it to the police.

If the incident or threat does not appear to require immediate police intervention, please contact the Office Manager and report it as soon as possible, using the Conference's complaint procedure. All complaints will be investigated and appropriate action will be taken. Employees will not face retaliation for making a complaint.

13.4.3 DOMESTIC VIOLENCE

If you have been threatened or are concerned about violence or abuse by a current or former spouse, boyfriend or girlfriend, or other family member, you are encouraged to report it to the Human Resources Director. This information will be kept as confidential as possible. The Conference will not discriminate against employees who are victims of domestic violence.

Once an employee makes a report, the Conference will decide what steps to take for their safety and the safety of other employees while at work. The Conference may ask for copies of any restraining orders or other legal papers filed against the abuser, as well as a picture of the abuser for security purposes.

The Conference understands that domestic violence can affect performance and attendance. If an employee needs time off to ensure their own safety, appear in court, or handle other matters relating to domestic violence, please contact the Human Resources Director or review the information regarding *Domestic Abuse Leave* on 51 of this Handbook.

13.5 Pets and Animals

Employees are not permitted to bring animals or pets of any kind into the Conference office or other Conference facility (unless a specific policy is approved by Conference Administration)

whenever the facility is open for business or meetings. An exception is provided for certified service dogs.

13.6 Using Technology While Driving

The Conference expects employees to exercise good judgment at all times including when driving on Conference time or conducting business while driving. Cell phones or other types of mobile device usage while driving can increase the likelihood of an accident causing injury to oneself or others; therefore, using a cell phone or other mobile devices in any capacity while driving is prohibited.

The Conference expects employees to avoid unnecessary use of such devices while driving, even where use is not restricted by law as required by the state.

14 COMPUTER AND INFORMATION SYSTEMS

The Conference reserves the right to control, evaluate and monitor all employee computer and electronic tele-communications, work output and data input, except as may be prohibited by Federal or State Laws.

14.1 Electronic Device Monitoring

The Rocky Mountain Conference reserves the right to inspect all Conference property to ensure compliance with its rules, regulations, and the law. The Rocky Mountain Conference owns all electronic data related to Conference business, including electronic files, information, messages, text messages, e-mail, internet history, and other digital archives. Employees of the Rocky Mountain Conference should have no expectation of privacy regarding such information. If an employee receives a reimbursement for electronic devices (including data plans), such as cell phones, the employee should also have no expectation of privacy in the electronic data related to Conference business on that device. The Rocky Mountain Conference desires to respect the right to privacy of its employees and does not monitor the electronic data stored on employees' devices as a routine matter. However, it reserves the right to inspect Conference owned electronic devices and data when it suspects the law or Rocky Mountain Conference policies have been violated.

14.2 Cameras and Camera Phones

Many cell phones today come with built-in recording capabilities, including cameras, video and audio recording devices. Although these features are fun for personal use, using them in the workplace can lead to violations of privacy and breaches of confidentiality.

Therefore, the Conference does not allow employees to use any recording devices, including cameras and the recording capabilities of cell phones at work. Employees should not photograph or record the work place, their coworkers or visitors without their authorization. In addition, employees should not bring these devices into areas where individuals have an expectation of privacy, such as restrooms and changing/locker rooms.

Violation of this policy will lead to discipline, up to and including termination.

14.3 Information and Data Security

To help prevent unauthorized access to computer information, please follow these precautions:

- Keep passwords confidential.
- Log off your terminal before leaving it.

- Lock terminal areas that are unattended.
- Use only the computer accounts for which you are authorized.
- Use the computer only for official business.

Each user is responsible for the safety and security of data and equipment by observing the following:

- Not leaving data on the screen when away from work station.
- Frequently backing up all data.
- Do not attempt to circumvent computer security and report attempts to do this to the supervisor.
- Appropriate disciplinary action will be taken for intentional misuse of confidential information.

14.4 Software Use

It is the Conference's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical: It is also illegal and can subject the Conference to criminal prosecution and substantial monetary penalties.

To help us adhere to this policy, employees may not do any of the following without permission from IT Director:

- copy any Conference software program, for any reason
- install a Conference software program on a home computer
- install a personal software program (that is, software owned by the employee) on any Conference computer, or
- download any software program from the Internet to a Conference computer.

The Conference may audit Conference-owned computers at any time to ensure compliance with this policy.

14.5 Email

The email system is intended for official Conference business. Although you may use the email system occasionally for personal messages, you may do so during non-work hours only.

14.5.1 EMAIL IS NOT PRIVATE

Email messages, including attachments, sent and received on Conference equipment are the property of the Conference. We reserve the right to access, monitor, read, and/or copy email messages at any time, for any reason. You should not expect privacy for any email you send

using Conference equipment, including messages that you consider to be personal or label with a designation such as “Personal” or “Private.”

14.5.2 ALL CONDUCT RULES APPLY TO EMAIL

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to reveal sensitive or confidential Conference information.

14.5.3 EMAIL SECURITY

To avoid email viruses and other threats, employees should not open email attachments or click on links in email from people and businesses they don't recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an email attachment or click a link that has a strange name or is not referenced in the body of the email. It may have been transmitted automatically, without the sender's knowledge.

If you believe your computer has been infected by a virus, worm, or other security threat to the Conference's system, you must inform the IT Director immediately.

Employees may not share their email passwords with anyone, including coworkers or family members. Revealing passwords to the Conference's email system could allow an outsider to access the Conference's network.

14.5.4 RETAINING AND DELETING EMAIL MESSAGES

Because email messages are electronic records, certain messages must be retained for compliance purposes. Please refer to the Conference's record-keeping policy for guidance on which records must be kept, and for how long. If you have any questions about whether and how to retain a particular email message, please ask your supervisor or the Human Resources Director.

Because of the large volume of emails our Conference sends and receives each day, we discourage employees from storing large numbers of email messages that are not subject to the retention rules explained above. Please make a regular practice of deleting or archiving email messages once they have been read and/or responded to. If you need to save a particular message, you may print out a paper copy, archive the email, or save it on your hard drive or disk. The Conference will purge email messages that have not been archived after 90 days.

The Conference may have occasion to suspend usual rules about deleting email messages (for example, if the Conference is involved in a lawsuit requiring it to preserve evidence). If this happens, employees will be notified of the procedures to follow to save email messages. Failing

to comply with such a notice could subject the Conference to serious legal consequences, and will result in discipline, up to and including termination.

When employment ends, the Conference will generally deactivate the employee's email account immediately. If you know that your employment will be ending, please plan to have any personal email deleted or handled as you desire prior to your last day of employment. Upon request, the Conference may authorize an employee to have access to their Conference email account for a limited time not to exceed 90 days beyond their last day of employment.

14.5.5 GUIDELINES FOR EMAIL WRITING

- Always spell-check or proofread your business email messages. Email is official Conference correspondence. Spelling errors in email are all too common, and they look sloppy and unprofessional.
- Use lowercase and capital letters in the same way that you would in a letter. Using all capital letters is the email equivalent of shouting at someone; it can be hard on the eyes. Failing to use capital letters at all (to begin a sentence or a formal noun) can confuse readers and seem overly casual. Unless you are writing poetry, use standard capitalization.
- Remember your audience. Although email encourages informal communication, that might not be the most appropriate style depending on the person you are sending it to. And, remember that your email can be forwarded to unintended recipients, some of whom may not appreciate joking comments or informalities.
- Don't use email for confidential matters. Again, remember the unintended recipient. Your email might be forwarded to someone you didn't anticipate or might be sitting on a printer for all to see. If you need to have a confidential discussion, do it in person or over the phone.
- Send messages sparingly. There is rarely a need to copy everyone in the Conference on an email. Carefully consider who really needs to see the message, and address it accordingly.
- Don't leave the subject line blank. Always include a brief description so readers will know what your email is about at a glance. This makes it easier to manage email, and makes it more likely that you will receive a response to your message.
- Don't overuse the "urgent" tag. Mark a message as urgent only if it is truly important and must be answered right away.

14.6 Using the Internet

14.6.1 INTERNET USE IS NOT PRIVATE

We reserve the right to monitor employee use of the Internet at any time. You should not expect that your use of the Internet—including but not limited to the sites you visit, the amount of time you spend online, and the communications you have—will be private.

14.6.2 PERSONAL USE OF THE INTERNET

Our network and Internet access are for official Conference business. Employees may access the Internet for personal use only outside of work hours and only in accordance with the other terms of this policy. An employee who engages in excessive Internet use, even during non-work hours, may be subject to discipline.

14.6.3 PROHIBITED USES OF THE INTERNET

Employees may not, at any time, access the Internet using Conference equipment for any of the following purposes:

- to view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace
- to operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit
- to download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws
- to stream, run, or download any non-Conference-licensed software program without the express consent of the IT Director
- to stream, run, or download music, video, games, widgets, or any form of multimedia, from the Internet, or
- to read, open, or illegally download any file from the Internet without first screening that file for viruses.

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask your supervisor or the IT Director how to proceed.

14.7 Social Media and Online Posts

Our Conference recognizes that some of our employees may choose to express themselves by posting personal information on the Internet through personal websites, social media, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. We value

our employees' creativity and honor your interest in engaging in these forms of personal expression on your own time, should you choose to do so.

However, problems can arise when a personal posting identifies or appears to be associated with our Conference, or when a personal posting is used in ways that violate the Conference's rights or the rights of other employees.

14.7.1 NO PERSONAL POSTS

Employees may not use the Conference's equipment to transmit their personal opinions by, for example, posting a comment to a blog or social networking page or contributing to an online forum. Even if you don't identify yourself as a Conference employee, your use of Conference equipment could cause your opinion to be mistaken for the Conference's view.

14.7.2 GUIDELINES FOR ONLINE POSTING

You are legally responsible for content you post to the Internet, in a blog, social media site, or otherwise. You can be held personally liable for defaming others, revealing trade secrets or proprietary information, and copyright infringement, among other things.

All of our Conference policies apply to anything you write in a personal blog, post to the Internet, or upload to the Internet. This means, for example, that you may not use personal postings to harass or threaten other employees or reveal Conference trade secrets or confidential information, such as internal reports or confidential Conference communications.

If, in the process of making a personal post or upload on the Internet, you identify yourself as an employee of our Conference, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, or at your blog, social media page, or website, are your own, and do not reflect the views of the Conference.

You may not use the Conference's trademarks, logos, copyrighted material, branding, or other intellectual property in a way that violates intellectual property law.

14.7.3 INTERACTING ONLINE WITH COLLEAGUES

Use good judgment when requesting that coworkers, supervisors, or subordinates join your online social networks, or when responding to such requests. The Conference does not tolerate conduct or communications toward work colleagues that violate Conference policies—such as sexual harassment, bullying, or threats—whether they take place online or off.

Social networking (including, but not limited to, Facebook, Twitter, Instagram, YouTube, blogging, wikis) has become a part of everyday life in the 21st Century and provides powerful communication tools that can have a significant impact on both personal and professional reputations.

It is understood that employees are expected to follow the same behavioral standards online as they would in face-to-face contexts. All conduct should be consistent with the mission, purpose, and values of the Seventh-day Adventist Church.

Expectations for all Social Media sites, including personal sites:

- Employees must protect confidential and proprietary information.
- Employees are not permitted to share personal information about their employer, fellow teachers, or students online without their permission.
- Employees are not authorized to use church or school logos on personal sites.
- Employees must comply with all laws and regulations, paying particular attention to laws governing intellectual property rights including copyrights and trademarks.
- Employees must not post student work or pictures with students in them without permission from the student (if 18 or older) or his/her parents (for under 18).
- Employees are expected to be aware of and obey the Terms of Service outlines by any social media platform.
- Employees are expected to respect their employer's time and property.
- Social media activities must not interfere with work commitments.
- All communication transmitted from and residing on work computers is considered Conference property and may be monitored or viewed by the employer without the employee's consent.
- Security warnings and pop-ups must be heeded. Viruses are often spread through social networking sites and could cause serious damage to Conference equipment. Appropriate virus protection software and spyware should be installed on all Conference equipment.
- Employees are legally responsible for anything they write or present online.
- Violation of law can result in legal action.

Violation of policy can result in disciplinary action up to and including termination.

14.7.4 BEST PRACTICES TO PROTECT BOTH EMPLOYEE AND EMPLOYER:

Individuals should think twice before posting.

- Anything posted on the Internet is permanent; content that would not be shared with a member of the media should not be posted online.
- Caution should be used when linking to content; redirecting to another site may imply an endorsement of its content.
- Individuals are advised to stick to the facts and to remember that comments, online or otherwise, can be taken and used out of context.

Professional conduct must always be maintained.

- Employees are role models and, as such, are often held to a higher degree of personal standards.
- All student-teacher communication in particular must be strictly professional. Parents should be included in all online communication between students and teachers.
- The posting of content (including pictures) is a reflection of the individual and his/her employer. Attention should be given, not only to what is posted, but to the tone and presentation of the content.
- Special care should be used when posting or responding to controversial topics or opposing ideas.

Employees should identify their views as their own.

- A disclaimer such as “The postings on this site are my own and do not represent the views or opinions of my employer” can help protect both the employee and the employer.
- Such a disclaimer, however, does not by itself exempt an individual from personal responsibility.

Privacy settings and security alerts are important.

- Teachers in particular must consciously maintain the same professional distance from their students in online relationships as they do in person and may consequently choose to create at least two profiles on social networking sites – a personal profile and a teacher profile – and set the privacy settings accordingly.

14.8 Authorized Use of Computer Equipment

Conference employees are prohibited from using computer equipment (personal computers, printers, desktop publishers, word processors, image scanners, etc.) without the consent of the employee to whom the equipment has been assigned.

The Conference assumes no liability and will hold the offending employee(s) responsible for the consequences of any prohibited use of computer equipment or of any unauthorized use of software in the same manner as other requests for Conference equipment resulting in any loss, cost, expense, legal action or liability, including, but not limited to, any claim of or liability for any infringement upon or any violation of any patent, copyright, trade secret or any other proprietary right of any third party.

14.9 Personal Use of Computer Resources

Personal use of computer resources is generally not permissible. Use of computer resources for commercial purposes is absolutely prohibited. Personal use of computer resources is defined as

use of services or equipment for other than Conference purposes. Personal use would occur only during the employee's own time, and requires approval as provided below.

Requests for personal use of computer resources will be directed to the Office Manager. The request will generally be looked on with favor only if it represents work that is somehow job related, improves the operating situation for the employee, or in some manner benefits the Conference. The request for use of computer resources must be accompanied by an endorsement and positive recommendation by the department director.

If the request for personal use of computer resources is approved, it will be clearly understood that:

- The work must be accomplished in accordance with any special instruction given by the Office Manager.
- Employees shall use their own supplies.
- Personal work will be completed when the employee is off duty.
- The Conference assumes no liability for loss or loss of use of the employee's personal property, papers, electronic data, etc., due to theft, damage, natural causes, malicious or negligent acts, as a result of fellow employees performing their duties, or for any other reason.
- The Conference will hold the individual employee responsible for any loss or damage to equipment, loss of value of electronic data, or legal action against the Conference sustained as the result of:
 - The employee's malicious or negligent actions.
 - The employee acting to infringe upon any copyright or to violate any licensing agreement made by the organization with any other party. Such actions shall include, but are not limited to, unauthorized use or reproduction of any program, document, or data, which is owned or used by the Conference or protected by any copyright.
- Conference IT support will not be available for personal computer usage.

14.10 Using Personal Computer Equipment

Conference use of employee's personal computer equipment shall be defined as the employee working at a Conference facility or personal home office, using his or her own computer equipment.

Access to the Conference's computer system or network through personally owned equipment may be allowed if:

- The use is approved and supervised by the IT Director in consultation with the Office Manager.
- Computer services can establish adequate security procedures.

COMPUTER AND INFORMATION SYSTEMS

- Adequate computer ports are available (where applicable).
- No Financial Consideration—No financial consideration shall be made for the use of personal equipment at work or at home unless under a pandemic and there is a mandated order by either the state or the Conference to work from home. Additionally, requests must be preapproved by Conference Administration.

Any Conference employee who intentionally accesses or causes to be accessed Conference computer systems to devise or execute any scheme to falsely alter, add, delete, damage or destroy data contained therein may be subject to criminal prosecution and/or immediate dismissal from Conference employment.

For purposes of this policy, "access" means to instruct, program, communicate with, store data in, or retrieve data from the computer system or operate the systems.

15 CONFERENCE PROPERTY

The Conference has invested a great deal of money in the property and equipment that employees use to perform their jobs. It is a senseless and avoidable drain on the Conference's bottom line when people abuse Conference property, misuse it, or wear it out prematurely by using it for personal business.

The Conference asks that all employees take care of Conference property and to report any problems to their direct supervisor, Human Resources, or Administration.

If a piece of equipment or property is unsafe for use, please report it immediately.

Please use property only in the manner intended and as instructed.

The Conference does not allow personal use of its property unless specifically authorized by Administration.

Failure to use Conference property appropriately, and failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination.

15.1 Conference Property is Subject to Search

Employees do not have a right to privacy in their workspaces or in any other property belonging to the Conference. The Conference reserves the right to search Conference property at any time, without warning, to ensure compliance with policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. Conference property includes, but is not limited to, lockers, desks, file cabinets, storage areas, vehicles, and workspaces.

15.2 Conference Vehicles

The Conference at specific locations, including its camps, schools and churches, have invested in vehicles so that employees can use them for Conference-business instead of using their own vehicles. This can save on wear and tear of personal vehicles and eliminates the need for keeping track of mileage.

The Conference needs the help of those employees who use these vehicles to keep them in good condition. Please keep them clean and please remove any trash or personal items when you are finished using them.

Please immediately report any accidents to the Risk Control Manager at the Conference Office. Any mechanical problems or other problems should be reported to the employee's direct supervisor or to the designated personnel who handles the vehicle's maintenance. Problems and

CONFERENCE PROPERTY

maintenance issues should be repaired or serviced as soon as possible to limit the severity of the repairs and also ensure that vehicles are in good operating condition for employees to use.

Only authorized employees may use Conference vehicles, and they may do so only on Conference business. Conference vehicles may not be used while an employee is under the influence of drugs, alcohol or while otherwise impaired. Employees may not text or talk on a cell phone while driving a Conference vehicle.

Employees must have a valid driver's license to use a Conference vehicle. The Conference expects employees to drive in a safe and courteous manner. If an employee receives any tickets for parking violations or moving violations, they are responsible for taking care of them. The Conference does not pay for these tickets.

Violating this policy in any way may result in disciplinary action, up to and including termination.

15.3 RMC Vehicle Usage Policy

When a vehicle is purchased by a local entity, the Conference Risk Manager must be notified so the vehicle can be added to the Conference's auto policy. The conference will bill the local entity for the insurance premium on their vehicle(s). Should a vehicle be sold or is no longer owned, the Risk Manager must be notified as soon as possible so the vehicle can be deleted off the insurance policy.

All 15 passenger vans are prohibited from being used, borrowed, owned, or leased for any reason.

The following requirements apply to the use of denominational owned vehicles:

- Drivers must be at least 21 years old. A driver must not have more than two traffic citations and no at fault accidents during the three previous years. All drivers must be properly licensed and comply with all federal and state laws for the class of vehicle they are authorized to drive.
- Vehicle may not carry more passengers than the official rated load capacity of the vehicle.
- Seat belts (if available) must be worn by all occupants during the vehicle's operation. Child restraint laws must be complied with.
- Vehicles must be inspected regularly and maintained in safe condition.

The following requirements apply to employees/volunteers using their personal owned vehicle:

- Employees must carry a minimum of \$250,000/\$500,000 and volunteers must carry a minimum of \$100,000 /\$300,000 limits of liability.
 - Make sure the vehicle owner understands that their personal auto insurance is "*primary*"

- Make sure the owner understands that their insurance is responsible for any physical damage done by the vehicle or to the vehicle.
- In the event of an accident, the vehicle owner must go to his/her insurance company.
- Drivers must be at least 21 years old. A driver must not have more than two traffic citations and no at fault accidents during the three previous years. All drivers must be properly licensed and comply with all federal and state laws for the class of vehicle they are authorized to drive.
- Driver needs to provide to the local entity a copy of their driver's license and proof of auto insurance.
 - Make sure driver's license and insurance is not expired
 - Check insurance coverage to meet minimum liability requirements
 - Make sure the insurance is for the car that is being used
- Verify that the vehicle is in good working order.
 - Check all lights (headlights, brake lights, backup lights, turning lights, etc.) tire tread, air pressure, etc.
- Vehicle may not carry more passengers than the official rated load capacity of the vehicle.
- Seat belts must be worn by all occupants during the vehicle's operation. Child restraint laws must be complied with.

15.4 Telephones

Telephone usage is a major Conference expense. Employees are urged to plan their business calls and limit the length of conversations. International or overseas phone calls should be kept to a minimum and be limited to situations where email or fax communication is inadequate.

Personal telephone calls should be kept to a minimum and of limited time duration; calls should be made during an employee's lunch hour or break time. Personal long distance calls shall not be made from any Conference phone and charged to the Conference. Employees shall not publish the toll-free number to acquaintances or relatives. The Conference telephone numbers should not be given in connection with secondary jobs or non-related office activities. Extensive personal use of Conference phones is grounds for discipline.

Care and courtesy in using the telephone not only creates a good impression for the Conference, but also makes the contact more pleasant for those who are calling. In using the telephone:

- Answer promptly and pleasantly.
- Identify your office and your name.
- Give accurate and careful answers.
- Display a helpful attitude.

CONFERENCE PROPERTY

- Maintain a pleasant tone of voice at all times.
- Take careful notes (include spelling of names) and pass on information to persons concerned.
- Transfer calls tactfully.
- Hang up gently.

Employees should ensure that their away message is regularly updated and briefly shares helpful information to the caller.

15.5 Care and Neglect

Employees will be charged the costs to repair or replacement Conference property if it is damaged, destroyed or lost as a result of their neglect or intentional conduct. Such items may include computer equipment, documents, reports, phones, vehicles, property and other items for which employees are responsible or which are entrusted to employees.

15.6 Personal Use of Conference Property

The Conference and all of its churches, schools and other entities are tax exempt for the purposes of property taxes. When its facilities are used for purposes that do not meet the regulations for tax exempt status, such usage can adversely affect the Conference's exempt status to the point that the Conference could lose that designation for a defined amount of time on one or more facilities. Any facility business use, including employee personal business conducted on Conference property, is to be reported to the Corporate Treasurer for Asset Management for inclusion on the Conference's property tax filings.

To ensure that the Conference maintains its tax exempt status, employees are not allowed to use any of its properties for personal use, including personal business use, except as may be authorized, in writing by Administration, in consultation with the Corporate Treasurer for Asset Management.

If authorized, an employee will only be allowed to use Conference property for personal business use when the following conditions are met:

- The business is not in conflict with the Conference's mission or goals as stated in the Conflict of Interest Section on page 105 of this Handbook.
- There is a written agreement, outlining the dates the property is allowed to be used, the facility and areas to be used, any agreed upon rent to be collected, and acceptance of liability in the event of loss as a result of usage.
- Employee obtains liability insurance in the amounts as specified by Adventist Risk Management.

15.7 Return of Conference Property

When employment with the Conference ends, employees are expected to return all Conference property, clean and in good repair. This includes all manuals and guides, documents, phones, computers, equipment, keys, tools and any other special equipment or items that may have been provided.

The Conference reserves the right to take any lawful action to recover or protect its property.

If an employee does not return a piece of property, the Conference will withhold from their final paycheck the cost of replacing that piece of property. If an employee returns a piece of property in disrepair, the Conference will withhold from the employee's final paycheck the cost of repair

16 CONFLICTS OF INTEREST

16.1 Holding Other Employment

Full-time employees are expected to devote their full-time energy and efforts into their job duties with the Conference. They are not to hold other employment or to engage in other activities which may conflict with the full and proper discharge of the duties and responsibilities of the position held.

The immediate supervisor, in consultation with the Office Manager and/or Human Resources Director, shall determine whether outside activities are interfering with the employee's efficiency and contribution.

16.2 Endorsements

No employee may endorse or imply endorsement of a product or service in the name of the Conference. This applies to the wording of contracts with organizations outside the Conference; to the use of Conference stationery in making statements regarding products, services, or issues; or to any communications or dealings which could imply endorsement by the Conference.

16.3 Ethical Foundations

STATEMENT OF ETHICAL FOUNDATIONS FOR NORTH AMERICAN DIVISION AND ITS EMPLOYEES

Our Mission

The Seventh-day Adventist Church mission is to proclaim to all people the everlasting gospel, in the context of the three angels' messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior, and encouraging them to unite with His church and prepare for His soon return. Within the scope of this mission, the General Conference office exists to lead the Church in being a worldwide witness for God's kingdom and in making disciples of Jesus Christ.

Our Responsibilities

- We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.

CONFLICTS OF INTEREST

- We are responsible to the communities in which we work and live and also to the world community. We accept the challenge to be exemplary individuals and corporate citizens. We support good works and charities. We encourage civic improvements, a better quality of life, security, health, and education for all.
- We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.
- We are responsible to each other within the office complex. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed; to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

Our Values

We value the *Bible* as the primary reference for life's direction and qualities.

We value *excellence* in all that we do.

We value *ethical and moral conduct* at all times and in all relationships.

We value *creativity and innovation* in the completion of our mission.

We value *honesty, integrity, and courage* as the foundation of all our actions.

We value the *trust* placed in us by colleagues and by the world Church membership.

We value *people* as children of God and therefore brothers and sisters of one family.

16.4 Conflict of Interest Policy

The Conference, as an entity of the General Conference of Seventh-day Adventists has developed the Conflict of Interest Policy, as set forth below, to address and encompass the various law, policy, and regulation requirements of the Conference and applicable governmental unit(s). The guidelines prohibit employees from using their positions for purposes that are, or give the appearance of being motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties.

Conflict of Interest and/or Commitment Defined—Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well being of the denomination. Because of the common objectives embraced by the various organizational units and institutions of the Seventh day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. However, an officer, trustee, or director serving on an organization's board is expected to act in the best interest of the organization and its role in denominational structure. A conflict of commitment

shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

Individuals Included Under This Policy—All trustees, officers, executive committee/board members, exempt employees, and volunteers of denominational organizations shall be subject to this policy.

A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:

1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.
2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.

CONFLICTS OF INTEREST

7. Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.
11. Using one's connections within the organization to secure favors for one's family or relatives.

16.5 Statement of Acceptance

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the **Rocky Mountain Conference of Seventh-day Adventists**. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the **Rocky Mountain Conference of Seventh-day Adventists** in writing.

1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment.
2. I am in compliance with my employer's policy on Conflict of Interest and/or Commitment as printed above.
3. Except as disclosed below:
 - a. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interest of the **Rocky Mountain Conference of Seventh-day Adventists**.
 - b. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of, nor receive/have received financial benefits either directly or indirectly from any enterprise (excluding less than five percent (5%) ownership in any entity with publicly traded securities) which is or has been doing business with or is a competitor of the **Rocky Mountain Conference of Seventh-day Adventists**.

- c. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than of nominal value) from other denominational entities, suppliers, or agencies doing business with the **Rocky Mountain Conference of Seventh-day Adventists**.
- d. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the **Rocky Mountain Conference of Seventh-day Adventists** in any decision-making process involving financial or legal interests adverse to the **Rocky Mountain Conference of Seventh-day Adventists**.
- e. Neither I nor my family serve currently as Power of Attorney (general, medical, or durable) for any member of a **Rocky Mountain Conference of Seventh-day Adventists** church, other than a family member.

Disclosures:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Employees understand that they are to be in compliance with the Conflict of Interest and/or Commitment Policy and resolve to remain in compliance throughout the duration of their service to the Rocky Mountain Conference of Seventh-day Adventists. If a conflict needs to be disclosed, please contact the Human Resources Director.

17 DISCRIMINATION AND HARASSMENT

17.1 Anti-Harassment

The Conference values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated by the Conference. The Conference also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment. (NAD Policy E 84)

17.1.1 NONDISCRIMINATION POLICY

The Rocky Mountain Conference is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to conduct our mission and ministry as stated in *General Conference Working Policy BA 60 10*.

The world Church supports nondiscrimination in employment practices and policies and upholds the principle that both men and women, without regard to race and color, shall be given full and equal opportunity within the Church to develop the knowledge and skills needed for the building up of the Church. Positions of service and responsibility (except those requiring ordination to the gospel ministry) on all levels of church activity shall be open to all on the basis of the individual's qualifications.

Membership and office in the local church, and at various levels of administration, shall be available to anyone who qualifies, without regard to race, color, or gender.

The appointment of individuals to serve as Bible instructors or chaplains, or in departmental or pastoral responsibilities, shall not be limited by race or color. Neither shall these positions be limited by gender (except those requiring ordination to the gospel ministry).

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with the Human Resources Director or their supervisor. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination; we cannot solve the problem until you let us know about it. Managers are required to report any discriminatory conduct or incidents to the Human Resources Director.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

DISCRIMINATION AND HARASSMENT

17.1.2 NON-RETALIATION

The Conference will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

The Conference will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

17.1.3 SEXUAL HARASSMENT

Sexual harassment is reprehensible and will not be tolerated by the Conference. It subverts the mission of the Conference and threatens the careers, educational experience, and well-being of staff and employees. Relationships involving sexual harassment or discrimination have no place within the Conference. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to the organization, employees, and the community as a whole. When through fear of reprisal, an employee submits, or is pressured to submit, to inappropriate sexual attention, the Conference's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty, or supervisor's position. Through grades, wage increases, promotion, and the like, a person in a position of power can have a decisive influence on the future of the student, faculty, or staff member.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the Conference also recognizes that sexual harassment may occur between peers. The Conference will not tolerate behavior between or among members of the Conference community, which creates an unacceptable educational, working, or clinical environment.

Prohibited Acts—No member of the organization shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as inappropriate sexual advances, such as requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Harassment is considered to have occurred if:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission to or rejection of such conduct by an individual is used as a basis for an educational, employment or clinical decisions affecting an individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, work or clinical performance, or of creating an intimidating, hostile, or offensive environment for learning or work;
- There are inappropriate or unwanted sexual approaches.

Examples of Sexual Harassment—Sexual harassment encompasses any sexual attention that is unwanted or inappropriate. Examples of the verbal, visual, or physical conduct prohibited above include, but are not limited to:

- Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment.
- Unwelcomed sexual flirtation or propositions.
- Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.)
- Displays of sexually suggestive pictures, drawings, cartoons, or objects.
- Threats or demands for sexual favors.
- Unwelcome or derogatory statements related to gender (for example, kidding, teasing, degrading jokes or offensive comments, or tricks).
- Demeaning or degrading comments about an individual's appearance related to the individual's gender.
- Denying an employee the opportunity to participate in training or education on account of gender.
- Limiting opportunities for promotion, transfer, or advancement on account of gender.
- Requiring an employee, on the basis of the employee's gender, to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

If you are experiencing sexual harassment, you have the right to inform the harasser that their conduct is offensive and ask them to stop; however, if you are uncomfortable confronting them, you may report what is happening or has happened directly to the Human Resources Director or your supervisor.

17.1.4 HARASSMENT ON ACCOUNT OF AGE, RACE, ETHNICITY, COLOR, NATIONAL ORIGIN, OR DISABILITY

Harassment on account of age, race, ethnicity, color, national origin, or disability includes, but is not limited to, the following:

- Subjecting employees to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity, color, national origin, or disability;
- Denying employees opportunities to participate in training or education on account of their age, race, ethnicity, color, national origin, or disability;

DISCRIMINATION AND HARASSMENT

- Limiting opportunities for promotion, transfer or advancement on account of age, race, ethnicity, color, national origin, or disability;
- Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the Conference shall endeavor to take the following actions:

- Each employee shall receive a copy of this harassment policy and complaint procedure;
- Each employee shall acknowledge receipt of this policy and complaint procedure, which will be maintained in the employee's personnel file;
- The Conference has designated that complaints of harassment on account of age, race, ethnicity, color, national origin, gender or disability can be made to the Human Resources Director, in addition to an employee's department director;
- Employees who file harassment complaints will not be subjected to retaliation by supervisors or co-workers.

17.2 Reasonable Accommodation for Disabilities

The Conference seeks to provide reasonable accommodations to enable qualified employees with disabilities to perform their jobs and to enjoy the benefits and privileges of employment, unless doing so would cause undue hardship.

If you believe you need a reasonable accommodation, please submit your request to the Human Resources Director. You may make your request orally or in writing.

If you know of a particular accommodation that you believe will help, please mention it in your request. Although we cannot guarantee that we will grant your specific request, we will certainly consider it.

Once you make your request, the Conference will engage in a flexible, interactive dialogue with you to determine whether it can provide an effective and reasonable accommodation that does not create undue hardship. As part of this process, we may request medical records or information from your medical provider regarding your disability and possible accommodations. We will treat all information on accommodations as confidential medical records.

18 COMPLAINT PROCEDURES

The Conference is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our workers. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to the Human Resources Director or to any Conference Officer. Any supervisor, manager, or Conference Officer who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify the Human Resources Director. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage employees to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, the Human Resources Director, in consultation with Administration, will determine how to handle it. For serious complaints, a complete and impartial investigation will be conducted.

All employees are expected to cooperate fully in Conference investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible. When the investigation is complete, the Conference will take corrective action, if appropriate.

The Conference will not engage in or allow retaliation against any employee who makes a good-faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to your direct supervisor or the Human Resources Director.

18.1 Open Door Policy

The Conference desires to maintain a positive and pleasant environment for all employees. To help meet this goal, the Conference has an open-door policy, by which employees are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel comfortable bringing the matter to your supervisor, feel free to raise the issue with the Office Manager or the Human Resources Director.

The Conference encourages employees to come forward and make their concerns known. Problems cannot be solved when they are not known.

18.2 Conflict Resolution

In spite of the best intentions of the individuals involved, there may still be an occasion where there is a perceived conflict or disagreement in the workplace. Most forms of conflict may be generally classified as either conflict between coworkers, or conflict between an employee and the employer.

Should an employee perceive a potential conflict between themselves and another coworker, the process for resolution is outlined in the following Section, *Interpersonal Conflict Resolution*.

Should an employee perceive a potential conflict between themselves and the employer, the process for resolution is outlined in the *Grievance Policy* on page 116 of this Handbook.

18.2.1 INTERPERSONAL CONFLICT RESOLUTION

In recognition of established biblical principles, and in the Christian heritage and lifestyle, the Conference encourages employees to use the following steps to resolve conflict or disagreements between coworkers.

Employees are strongly urged to initiate personal discussion of the issue central to the conflict with the individual involved. Effort should be made to resolve the issue as quickly and confidentially as possible. At all times, the employee who initiates discussion as well as the individual being approached is requested to consider how he or she would feel and respond should roles in the discussion process be reversed. It is explicitly understood that the person who is in disagreement over the actions or behavior of another employee has a responsibility to voice the concern directly to the person whose behavior may need improvement.

If after prayerful discussion and reflection the issue in question cannot be resolved one-to-one, the employee is encouraged to approach the supervisor, the Human Resources Director, or the Office Manager with the affected individual, and request assistance, input and mediation for a successful resolution of the central issue of conflict. All involved are expected to keep such discussions confidential, to treat others as you would like to be treated, and work positively to assist in resolution of the issue at stake.

18.3 Grievance Procedure

Employees should be able to communicate problems and concerns arising from work situations in an open manner and should expect to be treated fairly and receive a prompt response when issues are raised. For this reason, the Conference provides a grievance procedure to address such concerns and respond in a way that gives careful and fair consideration to the employee and their concerns. This procedure may be used freely without fear of retaliation and know that the office of Human Resources is available to assist throughout the process. The process outlined below should be used if an individual disagrees with a supervisor's actions including any disciplinary

action. If the problem involves discriminatory harassment, sexual harassment and/or discrimination, please refer to those policies on page 111 to initiate a complaint. When unsure which policy applies, contact the Human Resources Director.

Definitions—Within the scope of this policy, a grievance is the formal written protest by an active or terminated employee, of the application of a policy directly affecting the employee, or a formal written protest of disciplinary action, termination, or layoff. A grievance excludes the protest by a present or terminated employee of such matters as the content of Conference policy, NAD Working Policy, or of a determination involving the North American Division retirement or health care plans.

Neither the employee nor the Conference shall use legal counsel in the grievance procedures although either party may consult with counsel outside of the proceedings.

THE EMPLOYEE IS ENCOURAGED TO SUBMIT HIS OR HER GRIEVANCE BY EITHER CERTIFIED MAIL WITH RETURN RECEIPT OR TO SECURE THE SIGNATURE AND DATE OF THE INDIVIDUAL TO WHOM THE GRIEVANCE IS ADDRESSED IF HAND DELIVERED.

The following chart outlines the chain of authority that should be followed in the grievance process:

Employee	First Step	Second Step	Third Step	Fourth Step	Fifth Step
Teachers	Head Tch/Principal	VP Education	Education Executive Comm	NAD Process	-
Pastors	Ministerial Director	VP for Administration	Exec Committee	NAD Process	-
Directors	Conf President	Exec Committee	NAD Process	-	-
Assoc/Assist Directors	Depart Director	Conf President	Exec Committee	NAD Process	-
Support Staff	Supervisor	Office Manager	Conf President	Exec Committee	NAD Process

18.3.1 STEP ONE: DISCUSS COMPLAINT WITH IMMEDIATE SUPERVISOR

The Conference encourages informal resolution of complaints. Employees should first discuss the complaint with their immediate supervisor as soon as possible when an employee perceives problems in the course of their work or believes a Conference policy or rule has been applied

COMPLAINT PROCEDURES

incorrectly. The direct supervisor will provide a written response to the complaint, summarizing the discussion and resolution.

If the complaint is not resolved as a result of this discussion, or such a discussion is not appropriate under the circumstances, proceed to Step Two.

If the action in dispute involves suspension or termination of employment, Steps One and Two should be bypassed. If the immediate supervisor is an officer of the Conference, please go immediately to Step three.

18.3.2 STEP TWO: SUBMIT COMPLAINT FORM TO HUMAN RESOURCES

If the employee feels the complaint was not resolved in discussions with his or her immediate supervisor, they may prepare and submit a formal written complaint for review by the person to whom the employee's immediate supervisor reports ("second-level supervisor"). To do so, the employee should prepare a written complaint and submit it to the Human Resources Director within fourteen (14) calendar days of the Step One discussion with the immediate supervisor (or within fourteen (14) calendar days of the event being grieved if Step One is bypassed). In the case of involuntary termination or permanent layoff due to reduction in force, the formal grievance shall be submitted within thirty (30) calendar days of the date of notification of action.

The Human Resources Director will review the complaint, send a copy to the second-level supervisor and the immediate supervisor (if appropriate), and schedule a meeting for the employee, the second-level supervisor, and the Human Resources Director to discuss the complaint. The second-level supervisor and the Human Resources Director will issue a written decision.

If the complaint is not resolved to the employee's satisfaction, they may proceed to the next step.

18.3.3 STEPS THREE—FIVE

If the employee is not satisfied with the decision, they may submit a written appeal of the decision to the Human Resources Director within five (5) calendar days of the previous step's decision. The Human Resources Director will work to set up a meeting between the employee and the next step supervisor and/or committee. The Executive Committee may give approval to begin the NAD Process. The President shall provide a written response of the appeal, with copies to the supervisor, office manager, and employee, as well as a copy for the employee's personnel file.

18.3.4 PLEASE NOTE

While a grievance is in process, the employee has the obligation to continue to perform his or her duties in a satisfactory manner; however, an employee terminated or suspended without pay as the result of disciplinary action is not permitted to continue to work. After a thorough review of

the facts in each case, if the employee prevails, he or she shall be reinstated with or without back pay.

The Conference at each level is responsible for the fair and objective review of an employee's grievance, for the utilization of staff advice and counsel, and for any adjustment which the facts may indicate.

The employee is responsible for a factual and objective presentation of the facts and position, and for continued adherence to Conference employee standards of conduct during the time the grievance is in process.

At each step of the process, the Human Resources Director is responsible for providing a timely and objective evaluation of the circumstances and facts involved in the grievance to the appropriate administrator, and for recommending a position consistent with the facts.

Each grievance decision stands alone. Decisions regarding grievances are not precedent-setting or binding on future grievances.

Nothing in this section modifies the Conference's at will employment policy.

19 CONFERENCE FUNDS

19.1 Contributed Funds

All funds contributed by our members for tithes and offerings, including authorized special projects in response to appeals, shall be passed through the regular channels of the church.

19.2 Expenditure of Conference Funds

Expenditure of Conference funds is by prior approval only. It is each employee's explicit responsibility to be a careful steward of the operating funds that have been contributed and paid to the Conference by denominational organizations. In expending these funds for travel and other purposes, employees should exercise more care and a greater sense of accountability than might be exhibited in the handling of personal funds.

19.3 Solicitation of Funds

The Seventh-day Adventist Church has accepted the commission to "go into all the world and preach the gospel." This has resulted in the development of a network of schools, hospitals, churches, clinics, mission stations, publishing houses, and other institutions, and the involvement of thousands of workers. In developing and maintaining this worldwide outreach, a philosophy of church funding has been adopted that not only provides for local needs, but also encourages support by strong churches and Conferences for development in weaker areas.

Stability for the work is assured by coordinating church giving into a regular offering pattern which guarantees continuing income to the various church operations around the world. Certain funds are kept at the local church level, others are sent to the local Conference, and still others to the Union, Division, or General Conference. For example, the regular Sabbath School mission offering provides funds for the regular operation of missions around the world while the local expense offering is kept in the local church to provide for Sabbath School supplies. Although there are never enough funds to meet every need, the church administration endeavors to provide balanced support for all the approved operations of the church.

Direct or indirect private solicitation of funds by workers serving outside their home divisions is considered to be in violation of denominational policy and not in the best interests of the long-term support and development of the church.

No Conference, church, institution, or self-supporting enterprise is to solicit funds from outside its own territory without written authorization from its Conference officers and of the Conference administration of the area in which the solicitation is to take place.

No individual representing special interests in one part of the field is to solicit help for that work in any other part of the field or in any other Conference, without the written authorization from the Conference officers of their own territory and of the area in which the solicitation takes place.

19.4 Solicitation and Presentations

Use of Pulpit – Ministers and church officers should not grant the privilege of the pulpit to persons who have no written recommendation from the pastor.

Literature – Literature for solicitation purposes shall be provided only to responsible persons.

Unauthorized Solicitation – Conference and church officers shall take such steps as may be necessary to prevent unauthorized or illegal public solicitation.

Regular Channels – All funds contributed by our people in response to appeals for any cause, including authorized special projects, shall be passed through the regular channels of the local church or Conference.

Appropriation Adjustment – The General Conference and/or Divisions reserve the right to make adjustments in the appropriations of organizations that, without proper authorization, solicit funds in other territories.

19.4.1 OVERSEAS TOUR SOLICITATION

Employees shall not promote any tours unless they have authorization by the Conference Executive Committee.

Due to insurance issues and potential conflicts of interest, employees should seek the permission of the Executive Committee for all trips, including mission trips, Holy Land excursions, and/or group sponsored vacation cruises.

19.4.2 SHARING OF OFFERINGS WITH DENOMINATIONAL EMPLOYEES

In view of the fact that denominational employees receive wages from and are under the direction of regular denominational boards and committees, employees are to refrain from and tactfully discourage the practice in which churches receive an offering to be shared with any denominational employee.

It is inappropriate for employees to solicit donations or gifts for themselves or for personal equipment from churches or individuals.

Wedding and funeral fees may be retained at the discretion of the employee; however, it should be understood that members of the Seventh-day Adventist Church are not expected to pay the pastor for their professional services.

19.5 Tithing Principles and Procedures

Tithing is a basic biblical principle, which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of His children. Only as we remember that we are stewards of God's creation and not owners can we find the peace and satisfaction God designed for us. Systematic and regular tithing reinforces and reminds us of our relationship with God. We do not pay our tithe, it is not ours to give; we return the Lord's tithe to Him. All that we have and are belongs to Him. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

Tithe is to be held sacred for the work of the ministry and Bible teaching, including the carrying forward of Conference administration in the care of the churches and of field missionary operations. Tithe is not to be expended upon other lines of work such as church or institutional debt-paying or building operations.

Seventh-day Adventist denominational employees who have been issued a credential/license are to be models in every facet of their lives. Because of its importance as a principle and the spiritual experience it represents, tithe, like other basic beliefs and practices of the church, becomes a **CONDITION OF EMPLOYMENT**. (Receipt of this Employee Handbook constitutes employee notification of this condition of employment.)

The Conference will use the following process to deal with the auditing of employees' tithing practices:

1. Treasury will perform the audit.
 - a. Exempt employees will be required to turn in their tithe tax receipts each year by February 28.
 - b. Non-exempt employees will be required to turn in a copy of their annual church donation tax receipt by February 28.
2. Letters from the President asking for further information if reports indicate missing funds. If response from employee indicates resistance or refusal:
 - a. President will meet with employee one-on-one to appeal and listen.
 - b. If employee continues to resist or refuse, meet again with one other (ie administrator or supervisor)
3. If above meetings do not resolve issues—a letter (with legal advice) will be written to employee.
4. If the issue is still not resolved—discussion will be taken to appropriate governing committee, recommending probation/dismissal.

19.6 Wills and Trusts

All requests for wills and trust documents should be referred to the Planned Giving and Trust Services department at the Conference office. Under no circumstances should employees give legal counsel or endeavor to help church members draft legal documents of any kind.

20 END OF EMPLOYMENT

20.1 Resignation

When employees decide to leave their positions, the Conference requests that they notify their supervisor and the Human Resources Director in writing about their plans. While at will employees are not required to provide any notice of resignation, Conference requests that all employees provide at least two weeks' notice when possible. This gives the Conference time to calculate final paycheck and accrued overtime, vacation pay, and any other money that needs to be paid.

Employees must return all Conference property in good condition. Please see page 103 of this Handbook for more about company property.

Please remember that even when employees leave the Conference and move on to future endeavors, they still have an obligation to keep confidential the Conference's protected and confidential information. Please see page 74 of this handbook for more about this obligation.

20.2 Final Paychecks

Employees who resign from their job will receive their final paycheck on the next regularly scheduled payday. Employees whose employment is terminated involuntarily will receive their final paycheck in accordance with state law.

The employee's final pay check, including any unused, accrued vacation time, will be mailed to the employee. The employee should ensure that the Treasury Department has the correct forwarding address for the final paycheck and year-end W2 mailings.

20.3 Reduction in Force Policy

Economic slowdown, reduction of a department or program, or financial reversal may make it necessary to reduce the number of employees, reclassify position(s), or to reduce individual employee working hours. Should this happen, the Conference may reduce employees and/or hours based on, but not limited to the following, in no order of preference:

- Employee's degree or skills and their performance evaluations.
- Employee's length of service in the department or program.
- Employee's length of service with Conference.
- Employee's total years of denominational service.

In the event that an entire department or program is eliminated, employees in that department may be terminated without regard to the above schedule of considerations. Reasonable effort will

be made to place affected employees in another open position within the Conference, if available.

20.4 Transfers within Conference

Requests for an internal transfer may be initiated by an employee, department director or administrator. Employees desiring a transfer are expected to remain in the department of hire for at least one year before requesting a transfer. If employees wish to transfer from one department to another position, they should discuss the situation with the current department director and provide adequate notice; however, if an employee feels that their position could be jeopardized by notifying the current department director, they may contact the Human Resources Director directly to request and facilitate a transfer.

20.5 Retiree Move Allowance

A retiring employee may be granted assistance for one actual move to the place of retirement if the employee has been moved at denominational expense during his or her career.

When an employee retires, the Conference may arrange to pay the moving expense for household goods, and transportation expense including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of choice in the North American Division. If the employee's service credit is less than thirty years, the Conference will pro-rate the move expense based on years of actual service credit.

The Retirement move must occur within five years after retirement, unless other arrangements are documented by the employer prior to retirement.

At the discretion of the employer, the move may be arranged by the employer, a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.

If both spouses are denominationally employed by different employers at the time of retirement, and are holding a position normally moved at denominational expense, the assistance shall be shared equally by the two employers.

The retiring employee shall be responsible for any tax obligation accruing due to such assistance provided.

20.6 Termination Settlement

A termination settlement may be granted to an involuntarily terminated full-time employee who has worked in denominational employment on a full-time basis for at least two years immediately before the date of termination. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy.

Termination settlements may be granted provided the employee meets at least one of the following conditions, signs a Settlement Agreement & Full Release of All Claims, and is not eliminated under the provisions of the Section titled: Ineligible Employee.

- The employee is involuntarily terminated by the Conference due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.
- The employee is counseled to resign by the Conference and has not been offered employment by another denominational organization in an area of service for which the person has acquired qualifications through training and/or experience.
- The employee may be terminated for failing to adequately perform the functions of the job.
- The employee is unable to continue employment because of medical disability as determined by appropriate medical certification and the controlling denominational committee, and is not eligible for disability retirement benefits or benefits from the Employee Disability Income Plan (NAD Working Policy Y 33).

20.6.1 INELIGIBLE EMPLOYEE

Not Eligible for Termination Settlement:

- Part-time and non-regular status employees.
- An employee who was dismissed from employment for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.
- An employee who voluntarily resigns from employment.
- An employee, including one who is not reelected at the time of a session, who has to be terminated because he or she does not accept reassignment in the same organization or a call to another denominational organization in an area of service for which the person has acquired qualifications through training and/or experience.
- Retirement—An Employee who (i) is counseled to resign or terminated, (ii) is eligible for retirement benefits at his/her normal retirement age (as defined in the NAD Retirement Plan) and (iii) begins to receive retirement benefits following his/her cessation of employment.
- Continued Denominational Employment—An Employee who at the time of execution of the Release has been offered comparable employment by another entity as listed in the *Adventist Yearbook*.
- An employee who refuses to sign a Settlement Agreement & Full Release of All Claims.

20.6.2 SERVICE RECORD

- The termination settlement shall be noted on the employee's personal service record but does not cancel any part of the individual's service credit.
- If an employee who has received a termination settlement re-enters denominational service at a later date, any further settlement(s) will be based on service accrued since the date of the previous settlement.
- A termination settlement shall not add service credit to the employee's record.

The settlement shall be a payment equal to 25 percent of one month's remuneration (wages and cost of living) excluding area travel and all other allowances, multiplied by total number of years of denominational service credit up to a maximum of twenty years.

20.7 Health Insurance Continuation

The Conference does not generally provide continuation coverage, such as coverage under COBRA (the Consolidated Omnibus Budget Reconciliation Act). As a church plan, the Conference and the Plan are not required by law to provide COBRA coverage.

An employee's health care coverage through the Conference ends the latter of (a) the end of the month in which your employment with the Conference ends, or (b) the end of the month in which you cease to be paid for full-time work;

However, in the event of a termination settlement where the employee has received and signed a Severance Agreement and Release, the former employee and any dependents currently on the Conference's Health Care Assistance Plan will be offered continued health care coverage for up to two months (60 days) from date of termination or until the former employee has obtained other health coverage, including Medicare, whichever comes first. The former employee will be expected to pay the full amount of the employee contribution for the time period of continued coverage.

You may be eligible to buy an individual plan through the Health Insurance Marketplace when you lose group health coverage. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

Information about the federal Health Insurance Marketplace can be found at www.healthcare.gov.

20.8 Additional Reminders

Information regarding expectations when an employee ends their employment can be found throughout this Handbook. Please take time to review that information, including:

- Retaining and Deleting Email Messages on page 91
- Return of Conference Property on page 103
- Verification of Employment and References on page 82

For questions regarding any of these matters, please contact the Human Resources Director.

21 ACKNOWLEDGMENT STATEMENTS

Employment with the Rocky Mountain Conference is not considered complete or secure until this form and any additional requested forms or information have been completed and received.

The Conference wants you to be informed and knowledgeable of the principles and guidelines that directly relate to your employment.

Please initial each line and sign and date the bottom of the form.

_____ I acknowledge that I have received a copy of the Conference's Employee Handbook. I understand that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me.

_____ I understand it is my responsibility to read, understand and comply with the policy on harassment in all aspects of my employment with the Conference. Through this policy, I have been informed of the steps I should take if I am subject to or become aware of any act of employment harassment. I understand that the Conference will make every effort to investigate and resolve harassment complaints and will take corrective action against any Conference employee engaging in workplace harassment. I also understand that engaging in harassment in violation of this policy will result in corrective action, up to and including dismissal from employment.

_____ I understand that amendments are likely to be made to the contents of this Handbook and that any voted actions by the Executive or Administration Committees can change the terms of the policies.

_____ I understand that nothing in the Handbook constitutes a contract or promise for continued employment and that I am employed by the Conference at-will and may cease employment at any time or be released by the Conference for any lawful reason without notice or requirement of cause.

_____ I understand that should my employment end with the Conference, I am not eligible for unemployment benefits. The Conference is a religious, non-profit organization and therefore, not liable for the tax imposed under the Federal Unemployment Tax Act or under any state programs regarding unemployment.

_____ I understand that I must wear my seat belt when driving or traveling as a passenger on Conference business. If driving, I will not use my cell phone or any mobile device to conduct any Conference business.

Signature

Date

22 INDEX

- Acknowledgments, 131
- Adoption Expense Assistance, 45
- Adventist Beliefs, 3
- AIDS
 - Policy, 14
- Anti-Harassment, 111
- At Will Statements, 7
- Attendance, 73
- Automobile Coverage, 32
- Background Checks, 11
- Benefits
 - Education Reimbursement, 39
 - Eligibility, 45
 - Life Insurance, 36
 - Professional Enrichment, 39
 - Retirement, 37
- Benefits Eligibility
 - Service Recognition, 48
- Bereavement, 56
- Breaks
 - Meal and Rest, 24
 - Nursing Mothers, 25
- Cameras and Camera Phones, 89
- Child Protection, 11
- Child Protection Training, 12
- Child Support Reporting, 14
- Children
 - Care of, 77
- Christmas Bonus, 33
- Classifications
 - Exempt and Nonexempt, 20
 - Part-time and Full-time, 19
 - Temporary, 19
 - Temporary Employees, 19
- Colorado Family Pay Act, 67
- Communications
 - News Release, 77
- Complaint Procedures, 115
- Condition of Employment
 - Ongoing Training, 13
 - Tithe, 123
- Conditions of Employment, 3
- Conditions of Work, 84
- Conduct
 - Professional, 72
- Conference
 - Office Hours, 21
 - Work Hours, 23
- Conference Equipment, 78
- Conference Property, 99
 - Return, 103
 - Subject to Search, 99
- Conference Vehicles, 99
- Confidential Information, 74
- Conflict Resolution, 116
 - Interpersonal, 116
- Conflicts of Interest, 105
- Data Security, 89
- Direct Deposit, 27
- Disabilities

ACKNOWLEDGMENT STATEMENTS

Reasonable Accommodation, 114
Discipline Procedures, 78
Discrimination and Harassment, 111
Doctors' Notes, 67
Domestic Violence, 86
Drugs and Alcohol, 75
Duplicate Housing, 16
Education Reimbursement, 39
 Education Personnel, 39
 Ministerial Personnel, 40
Education Values, 2
Electronic Device Monitoring, 89
Email, 90
Emergency, 85
Employee
 Acknowledgment Statements, 131
 Benefits, 19, 35
 Break Times, 24
 Handbook, 4
 Ongoing Review, 69
 Resignation, 125
 Service Record, 128
 Transfers, 126
 Work Hours, 23
Employee Records, 81
Employees'
 Children, 44
Employment
 Classification, 19, 35
 Conditions, 3
 Verification, 82
Employment of Relatives, 10
End of Employment, 125
Equal Employment Opportunity, 9
Exceptions to Policies, 5
Exempt and Nonexempt, 20
Exempt Employees
 Time Off, 47
 Work Expectations, 21
 Workers' Reports, 30
Expense Reimbursement, 30
Expense Reports, 30
Fidelity Insurance, 13
Fighting, 75
FMLA, 61
 Employee Benefits, 64
 Intermittent, 64
 Request Process, 65
Garnishments, 29
Grievance Policy, 116
Handbook
 Changes, 5
 Current Revision, 4
 Purpose, 4
Harassment, 111
 Age, Race, Ethnicity, Disability, 113
 Sexual, 112
Health and Safety, 84
Health Insurance
 Continuation, 128
Hepatitis
 Policy, 14
Holiday Gifts, 33
Holidays, 49

- Reporting, 29
- Hours, 21
 - Conference Office, 21
 - Flexible Scheduling, 24
- Human Resources Department, 5
- I-9 Form, 11
- Immoral Conduct, 4
- Insubordination, 76
- Insurance
 - Fidelity, 13
 - Unemployment, 45
- Internet, 93
- Jewelry, 4, 73
- Jury Leave, 50
- Labor Laws
 - Local, 9
- Leave
 - Extended Sick, 58
 - Sick, 57
- Leave and Time Off, 47
- Leave of Absence
 - Notification, 67
 - Unpaid, 67
- Leaves of Absence
 - Family and Medical, 61
 - Family Leave, 63
 - Intermittent, 64
- Life Insurance, 36
- Local Laws, 9
- Mileage
 - Reimbursement rate, 31
- Ministerial Values, 2
- Mission, 2
- Move Allowance
 - Duplicate Housing, 16
 - Retirement, 126
 - Second Moves, 16
 - Self-move, 15
- Moving Allowance, 14
- Moving Allowances, 14
- Moving Expense Amortization, 16
- Nepotism, 10
- New Arrivals
 - Per Diem and Lodging, 18
- New Employee Information, 11
- Nonexempt Employee
 - Time Reporting, 22
- Nonexempt Employees
 - Time Off, 48
- Nursing Mothers, 25
- Offerings
 - Sharing with Employees, 122
- Overseas
 - Tour Solicitations, **122**
- Overtime Pay, 23
- Pay
 - Severance, 126
- Pay Docking, 28
- Pay Periods, 27
- Paychecks
 - Final, 125
- Payday, 27
- Payroll
 - Advances, 27

ACKNOWLEDGMENT STATEMENTS

- Deductions, 29
- Per diem
 - Rates, 31
- Per Diem and Lodging
 - New Employees, 18
- Performance Reviews, 69
- Personal Property, 78
- Personal/Professional Leave, 56
- Personnel Files
 - Confidentiality, 81
 - Inspecting, 82
- Pets and Animals, 86
- Phones, 101
 - Cameras, 89
 - Personal, 76
- Policies
 - Background Checks, 11
 - Equal Employment Opportunity, 9
 - Exceptions, 5
 - Pay, 27
 - Reduction in Force, 125
- Policy
 - AIDS and Hepatitis Antigen, 14
 - Children's Schooling/Education, 41
 - Computer/Information Systems, 89
- Political and Civic Activities, 77
- Professional Enrichment, 39
- Progressive Discipline, 78
- Proof of Work Eligibility, 11
- Purpose
 - Employee handbook, 4
- Reasonable Accommodation, 114
- Recruitment, 9
- References, 83
- Reimbursement
 - Mileage, 31
 - Travel Expenses, 31
- Reimbursement, 30
- Remuneration, 27
- Reporting Holidays, 29
- Resignation, 125
- Retirement, 37
 - Move Allowance, 126
- Security, 84
- Service Recognition
 - Benefits, 48
- Service Record, 128
 - Termination, 128
- Severance Pay, 126
- Sexual Harassment, 112
 - Examples, 113
 - Prohibited Acts, 112
- Sexual Misconduct*, 12
- Sexual Standards, 74
- Sick Leave, 57, 58
 - Eligibility, 57
 - Short-term, 58
- Sleeping on the Job, 75
- Social Media, 93
- Technology While Driving, 87
- Temporary Employees, 19
- Ten-month Educators
 - Personal/Professional Leave, 56
- Termination

- Additional Reminders, 129
- Service Record, 128
- Settlements, 126
- Time Off
 - Exempt Employees, 47
 - Nonexempt Employees, 48
 - Vacation, 47
- Time Sheets, 22
- Tithe, 123
- Tithing
 - Principles and Procedures, 123
- Training
 - Child Protection, 12
 - Ongoing, 13
- Travel Expenses, 31
- Trusts and Wills, 124
- Tuition Benefits, 43
- Unemployment Insurance, 45
- Unpaid Leave of Absence, 67
- Vacation, 47
- Values
 - Education, 2
 - Ministerial, 2
- Vehicle Usage Policy, 100
- Violence, 86
 - Threatening, Abusive, or Vulgar Language, 72
- Voting Time, 51
- Weapons, 86
- Welcome
 - Conference History, 1
- What we Believe, 3
- Wills and Trusts, 124
- Workers' Compensation, 61
- Workers' Reports, 30
- Workpalce Behavior, 71
- Workplace Safety, 84