

Presbytery of Los Ranchos

Employee Handbook

DISCLAIMER

This Employee Handbook, used by the Presbytery of Los Ranchos, is provided as a **MODEL ONLY** for your church. It is not intended for direct application to any particular local church. This model is for information purposes only.

We hope it may help your church as you develop and use your own specific policies for the nurture and supervision of your employees. It may be particularly helpful as you identify issues and areas which may not be covered in your current policies.

Labor laws change regularly. We suggest that any Personnel Policies or Employee Handbooks developed by your church be approved by your labor attorney.

Revised and approved
September 21, 2005

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I. INTRODUCTION

This employee handbook is designed to summarize many of the employment policies of The Presbytery of Los Ranchos (hereinafter "PLR"). PLR reserves the right to modify, delete, or add to the provisions of this handbook from time to time in its sole discretion, with the exception of the at will employment policy. PLR will provide notification of such changes when they occur.

II. EMPLOYMENT PROCESS

A. AT WILL EMPLOYMENT

PLR hopes that every employee will find the employment relationship satisfying and rewarding in all respects. However, we realize that employment relationships are not always mutually satisfactory. To protect the interests of both the employee and PLR, all employment with PLR is at will. Accordingly, employment can be terminated at will with or without cause and with or without notice, at any time, either at the option of the employee or PLR. No employee or representative of PLR has the authority to modify the at will employment policy except for the Executive Presbyter of PLR, and any such modification to the at will employment policy must be in a written agreement signed by both the employee and the Executive Presbyter. This constitutes an integrated agreement with respect to the at will nature of the employment relationship, and there may be no implied or oral agreements that in any way modify the at will employment policy. With the sole exception of the employment at-will policies, the contents of this handbook do not create an employment contract.

B. EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PLR will be based on merit, performance, qualifications, abilities, and attitude. PLR does not discriminate in employment opportunities or practices on the basis of race, color, ancestry, national origin, age, disability, medical condition, religion (except where a bona fide occupational qualification exists), sex, marital status, sexual orientation, veteran status, political affiliation, or any other characteristic protected by law. PLR will comply with all applicable equal employment opportunity laws.

Employees with questions or concerns about any type of discrimination or harassment in the work place should promptly report the incident in writing to their supervisor, the Administrative Assistant to the Executive Presbyter, Executive Presbyter and/or the Moderator of the Staff Relations Committee. Employees can raise concerns and make truthful reports without fear of retaliation. PLR will investigate claims of discrimination, and will take appropriate corrective action, including disciplinary action, up to and including termination.

C. **MINIMUM AGE REQUIREMENTS**

All employees must be at least 18 years of age. Employees may be asked to provide proof that they are at least 18 years of age at any time.

D. **RIGHT TO WORK**

The law requires all employers to verify each new employee's identity and legal authority to work in the United States. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States.

E. **POST-OFFER MEDICAL EXAMINATIONS**

Employees may be required to take a post-offer medical examination after receiving an offer of employment and before work may be commenced. This examination is provided by PLR at its sole expense, and there is no cost to the employee. Offers of employment may be contingent upon an employee's successful completion of the medical examination.

PLR is committed to providing a safe, efficient, and productive workplace. To achieve this objective, we want to prevent drug or alcohol use from adversely affecting the workplace. Accordingly, as part of the post-offer medical examination, applicants who receive offers of employment will be required to complete a drug and alcohol screening examination before work may be commenced, subject to any applicable legal requirements. All offers of employment are conditioned upon the successful completion of the post-offer medical examination.

F. **INTRODUCTORY PERIOD**

All new employees shall serve an introductory period of 90 calendar days commencing with their first day of employment. During this period, PLR and the employee will have an opportunity to determine whether further employment is appropriate. PLR reserves the right to extend the duration of the introductory period one or more times if it is determined that such an extension is appropriate. The completion of the introductory period does not alter the at will nature of employment with PLR.

G. **MODIFICATION OF EMPLOYMENT**

PLR reserves the right to modify an employee's compensation, benefits, schedule, status position, and/or duties at PLR's discretion, unless otherwise prohibited by law.

H. **EMPLOYEE STATUS**

"Full-time employees" are defined as those employees who are regularly scheduled to work and who regularly work 37.5 or more hours per week. Full-time employees are eligible for most employer sponsored benefits.

"Part-time employees" are defined as those employees who are regularly scheduled to work and who regularly work less than 37.5 per week. Regular part-time employees are entitled to pro rata benefits and a description of these benefits is to be included in the terms of employment.

"Temporary employees" are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work loads, or emergencies. An employee will not change from temporary status to any other status unless specifically informed of such a change in writing by PLR. Temporary employees are not eligible for any employer sponsored benefits.

"Exempt employees" include all regular employees who are classified by PLR as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as exempt executive, administrative or professional employees.

"Non-exempt employees" include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday. Such employees include, but are not limited to, hourly, clerical, and secretarial workers

I. **EMPLOYMENT OF RELATIVES**

PLR does not maintain a strict policy that prohibits the employment of relatives of employees. However, there are significant restrictions on the employment of relatives in situations where potential problems may arise concerning supervision, morale, and/or conflicts of interest. For example, PLR may refuse to hire a relative, allow one relative to supervise another relative, or allow relatives to work together, in PLR's sole and absolute discretion. Employees must notify PLR when a relative becomes employed by PLR. Relatives include an employee's spouse, parent, grandparent, child, sibling, cousin, uncle, aunt, niece, nephew, in-law, and/or step-relation.

J. **CHANGE OF NAME AND/OR ADDRESS**

It is the responsibility of each employee to immediately advise PLR of any change in name, address, telephone number, or status that may affect employer-sponsored benefits.

III. PAY

A. WORK WEEK

PLR's work week begins at 12:00 midnight on Sunday and ends seven days later. PLR's normal business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, the work schedule may vary depending upon the needs of the business. Occasionally, a Non-exempt employee is required to attend an outside scheduled PLR meeting or event in which case the supervisor may change the normal work day hours by so advising the employee in writing, in advance of the meeting or event.

B. TIME SHEETS

Non-exempt employees are required to record their work time at the beginning and end of every work shift and lunch break by accurately filling out time sheets. Any disruption in the regular workday, including times when it is necessary for a Non-exempt employee to leave PLR premises during work hours, must be pre-approved and initialed on the time sheet by the employee's supervisor prior to this event, unless the absence is directed by the supervisor as part of the job responsibility. Employees are responsible to ensure that their time sheets are accurate and complete. Falsification of time sheets will result in discipline, up to and including termination.

C. OVERTIME

Exempt employees are not entitled to overtime. Non-exempt employees are entitled to overtime. PLR complies with both state and federal law concerning the payment of overtime. PLR may be required to schedule its employees to work overtime hours from time to time. When overtime is scheduled, PLR will make every effort to give advance notice to its employees and assign the scheduled overtime in as consistent a manner as possible. All overtime must be pre-authorized by the employee's supervisor or designated alternate. Although PLR will pay non-exempt employees for all overtime worked, failure to obtain pre-authorization for overtime will result in discipline, up to and including termination.

D. MAKE UP TIME

Non-exempt employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. In order to qualify, the make up time must not cause the employee to exceed 11 hours in any workday or 40 hours in the workweek. The employee must also submit a signed request to make up the missed time at straight time for each occasion that make-up work is requested. Time may be made up only if the employee's written request is approved in advance by the employee's supervisor. The

supervisor has sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate. Time that is made up under this policy will be compensated at a straight-time rate. PLR cannot encourage employees to make up time under this policy.

E. **PAYDAY**

Employees will normally be paid by direct deposit on every other Wednesday. If a regular payday falls on a holiday, employees will normally be paid on the preceding business day.

F. **ADVANCES**

PLR does not provide any payroll advances to its employees.

G. **EXPENSE REIMBURSEMENT**

With prior approval, out-of-pocket expenses incurred on behalf of PLR will be reimbursed following submission of an expense account itemization form and acceptable documentation, such as original receipts. All expense reports for the preceding month are due by the 15th day of the next month. Personal items or expenses are not reimbursable by PLR. Falsification of documentation concerning expense reimbursement will be grounds for discipline, up to and including termination. Failure to comply with this policy may result in the denial of the request for reimbursement.

IV. **WORK ENVIRONMENT**

A. **ATTENDANCE**

Attendance and punctuality are important to the efficient operation of any business. All employees are expected to contact PLR at least 1 hour before their scheduled starting time on the first day and each subsequent day of an unscheduled absence and they must indicate the reason and probable duration of the absence. Excessive absenteeism, or any absence without notice, will result in disciplinary action, up to and including termination.

B. **REST AND MEAL PERIODS**

Non-exempt employees are required to take one 10 minute rest period for each 4 hour period worked. PLR will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked.

Non-exempt employees who are scheduled to work five hours or more in a day are required to take a 1 hour meal period each workday. Employees will be relieved

of all active responsibilities and restrictions during meal periods, and will not be compensated for that time. PLR will schedule meal periods to accommodate operating requirements.

C. **OPEN DOOR POLICY**

PLR believes in an open door policy. Employees are encouraged to see their supervisor and/or the Administrative Assistant to the Executive Presbyter of PLR with questions relating to their employment. Employees may also exercise their privilege of requesting a meeting with the Staff Relations Committee. Employees may use this open door policy without fear of retaliation. (See Grievance Procedure page 8).

D. **PROHIBITION AGAINST SMOKING**

PLR has determined that the creation of a smoke-free work environment is in the best interests of its employees. Based on this determination, smoking is absolutely prohibited inside the work place.

E. **DRUG AND ALCOHOL POLICY**

Drug and alcohol use is highly detrimental to the workplace and to the efficiency and productivity of PLR. The use, possession, distribution, and/or sale of drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while on duty, while on PLR's premises, or while operating a vehicle owned or leased by PLR. Violation of this policy will result in disciplinary action, up to and including termination. Employees have the responsibility to report any drug, alcohol or controlled substance situation which affects the workplace.

If there are reasonable grounds for suspecting that an employee is in violation of this policy, PLR has the right to require a drug and alcohol test at its own expense. In addition, any employee involved in an on-the-job accident or injury may be required to submit to a drug and alcohol test. The employee may be suspended pending the availability of the test results. PLR will notify the employee of the results of any tests that are positive for any substance included in the procedure. Any employee in violation of this policy will be subject to discipline, up to and including termination. An employee who refuses to cooperate in the testing process described in this policy will be subject to disciplinary action, up to and including termination

F. **HOUSEKEEPING**

Employees are expected to keep their work areas clean and organized. Employees must immediately clean up any liquid or debris from the floor. Common areas such as lunch rooms and rest rooms shall be kept clean. Employees must clean up after meals and dispose of trash properly, including stale food in refrigerators.

G. **PARKING**

Employee vehicles must be parked in designated areas, if space permits. PLR is not responsible for any loss or damage to employee vehicles or contents while parked or while on PLR business.

H. **SAFETY**

Every employee is responsible for safety. To achieve our goal of providing a completely safe work place, everyone must be safety conscious. Employees should report any unsafe or hazardous condition to the Executive Presbyter or his/her designate. Every effort will be made to remedy problems as quickly as possible. In case of an accident involving a personal injury, employees should notify their supervisor immediately.

I. **NON-FRATERNIZATION**

PLR desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can result from romantic relationships between employees. Accordingly, supervisors and non-supervisors are prohibited from becoming romantically involved with each other. Further, PLR reserves the right to evaluate the employment status of any two employees who are involved in a romantic relationship if PLR believes the relationship creates a potential conflict of interest, causes disruption, creates a negative or unprofessional work environment, or presents concerns regarding supervision, safety, security or morale.

J. **POLICY AGAINST HARASSMENT**

PLR is committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, PLR maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, natural origin, ancestry, age, gender, sexual orientation, marital status, religion, disability, medical condition, pregnancy, political affiliation, or any other characteristic protected by state or federal law. This policy applies to all employees, including supervisory and non-supervisory employees.

Sexual harassment includes, but is not limited to, the following:

- Unwanted sexual advances or propositions;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual sexual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoon or posters;
- Verbal sexual conduct: making or using derogatory comments, epithets, slurs, and jokes; graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
- Suggestive or obscene letters, notes or invitations;
- Physical conduct: touching, assault, impeding or blocking movements.

Employees who believe that they have been harassed by a co-worker, supervisor, agent of PLR, customer, client, vendor or other non-employees providing service to PLR should promptly report the incident in writing to their supervisor, Executive Presbyter and/or the Moderator of the Staff Relations Committee. Supervisors should immediately report any incidents of unlawful harassment, as well. PLR will investigate claims of unlawful harassment, and will take appropriate corrective action, including disciplinary action, up to and including termination. (See Grievance Procedure page 8). PLR will comply with all applicable laws prohibiting harassment.

K. **ANTI-VIOLENCE POLICY**

PLR is committed to providing a workplace that is free from violence. In keeping with this commitment, we have established a policy that provides "zero tolerance" for actual or threatened violence against co-workers, visitors, and/or any other persons who are on our premises or have contact with our employees in the course of their duties. Security and safety in the workplace is every employee's responsibility. It is essential that every employee understand the importance of workplace safety and security. Compliance with this anti-violence policy is a condition of employment. Every verbal or physical threat of violence must be treated seriously and reported immediately to a supervisor. PLR will investigate the matter and will take any and all appropriate

corrective action. Employees who threaten, engage in, or contribute to violent behavior will be subject to disciplinary action, up to and including termination.

L. **WHISTLEBLOWER PROTECTION**

No employee is ever expected, encouraged or allowed to violate any law when conducting PLR business. Employees must promptly report any suspected violations of laws or violations of ethical standards to the Executive Presbyter. PLR will not take any adverse employment action against any employee who engages in any such legally protected "whistleblower activity."

M. **LACTATION ACCOMMODATION**

PLR will provide a reasonable amount of break time and a secure environment to any female employee desiring to express breast milk for her infant child. Wherever possible, the break time should run concurrently with any break time already provided to the employee and in such circumstances will be paid. However, if such break time does not run concurrently with the employee's normal break times, such time may be unpaid.

N. **PERFORMANCE EVALUATIONS**

The evaluation of an employee's performance is an ongoing process. Written evaluations may occur from time to time as determined appropriate. Employees can ask their supervisors regarding their performance if they have any questions.

An annual performance evaluation will be conducted with the staff of PLR. Our hope is to provide a consistent, on-going support system that establishes open lines of communication with all PLR staff and Staff Relations Committee members. The objectives of the performance evaluation are as follows:

To provide an opportunity for Los Ranchos Staff Relations committee to assess, on a regular and systematic basis, the quality and quantity of responsibilities and accomplishments of the PLR staff.

To provide a forum to openly discuss any concerns staff members may have in their area of responsibility.

To review performance from previous year, recognizing areas of growth and areas of concern, which will provide the basis for determining future compensation.

To engage PLR staff members in ongoing discussion and agreement on expectations for future performance and goals for the next year.

To provide guidance and suggest opportunities for continuous staff development in each position.

O. **GRIEVANCE PROCEDURE**

PLR has established a formal grievance procedure to allow employees an opportunity to voice any concerns they may have. The purpose of this policy is to provide an avenue for the identification and solution of differences between an employee and PLR regarding wages, hours, working conditions, or other work-related issues. The following steps are provided all employees for the settlement of a grievance:

Step One: Employees should first raise any problem or grievance verbally with their immediate supervisor within 3 days of the incident or occurrence that gives rise to the problem. If the grievance is with the employee's immediate supervisor, the employee may bypass this step of the grievance procedure.

Step Two: If a grievance is still not settled, employees should file a formal written grievance with the Executive Presbyter within 3 days of the meeting with their supervisor, or within 3 days of the incident if the grievance is with the employee's supervisor.

Step Three: If a grievance is still not settled, employees should file a formal written grievance with the Moderator of the Staff Relations Committee within 3 days of the meeting with their supervisor, or within 3 days of the incident if the grievance is with the employee's supervisor or the Executive Presbyter.

PLR will review the grievance and provide the employee with a prompt response. PLR will take appropriate remedial action to address the problem when it is warranted under the circumstances. Employees will not be retaliated against in any way for using this grievance procedure.

(See Open Door Policy page 5)

V. **JOB REQUIREMENTS**

A. **PERSONAL APPEARANCE AND DRESS CODE**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect PLR's image. During business hours, employees are expected to present a clean, neat, and modest appearance, and to dress according to the requirements of their position. Clothing must not bear slogans, graphics or other features that could be considered offensive to others and/or create a hostile work environment. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

B. **STANDARDS OF CONDUCT**

PLR requires order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. For this reason, it may be helpful to identify some examples of types of conduct that are impermissible and that may lead to disciplinary action, up to and including termination. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Unsatisfactory performance.
2. Insubordination, including improper conduct toward any supervisor, or refusal to perform tasks assigned by any supervisor in the appropriate manner.
3. Possession, distribution, sale, use or being under the influence of alcoholic beverages or illegal drugs while on PLR property, while on duty, or while operating a vehicle or equipment leased or owned by PLR.
4. Release of confidential information about PLR and/or its employees.
5. Theft or unauthorized removal or possession of property from PLR, fellow employees or anyone on PLR property.
6. Unauthorized personal use of PLR's electronic systems.
7. Altering or falsifying any time-keeping record.
8. Falsifying or making a material omission on an employment application, expense report, or any other PLR document or record.
9. Absence for three or more consecutive work days without notice to the employee's supervisor, unless a reasonable excuse is offered and accepted by PLR.
10. Misusing, destroying or damaging property of PLR, an employee or a visitor.
11. Fighting on PLR property or engaging in threatening and/or violent behavior.
12. Bringing dangerous or unauthorized materials, such as explosives, firearms, weapons, or other similar items on PLR property.
13. Violations of PLR policies.

C. **PERMISSION TO LEAVE DURING WORK HOURS**

If it is necessary for an employee to leave PLR premises during work hours, permission must be obtained from the employee's supervisor.

D. INSPECTION OF PROPERTY

All PLR's desks, file cabinets, office equipment, vehicles, electronic systems, and the like are the sole property of PLR. These items, as well as any contents, effects, or articles contained therein, may be inspected by any supervisor and/or security personnel designated by PLR, at any time and for any reason, with or without advance notice. Accordingly, employees should not have any expectation of privacy in these items. If employees have items of a personal nature that they wish to keep private, do not keep them at work. Any employee who fails to cooperate in any such inspection will be subject to disciplinary action, up to and including termination. PLR is not responsible for articles left on or in any PLR property that become lost, damaged, stolen or destroyed.

Any supervisor, and/or security personnel designated by PLR has the authority to inspect any packages, bags, knapsacks, or other articles on PLR's premises in the possession of any employee. Employees who wish to avoid such inspections should refrain from bringing such articles onto PLR premises.

E. CONFLICT OF INTEREST POLICY

Employees are expected to devote their best efforts, energies, and loyalty to the business of PLR. Due to the importance of this requirement, PLR prohibits any outside employment or other activities or relationships that create any actual or potential unlawful conflict of interest. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with PLR before engaging in outside activities or relationships that could violate the policy. Violations of this policy will result in discipline, up to and including termination.

F. CONFIDENTIALITY POLICY

There are many aspects of PLR's business operations and activities that are confidential. To safeguard confidential and sensitive information, employees must take all necessary steps to protect PLR's interests and those we serve concerning any such confidential and sensitive information. To protect such information, employees may not disclose any confidential information without prior authorization from the Executive Presbyter or his/her designate. Violation of this policy will result in discipline, up to and including termination.

G. NO SOLICITATION

In order to avoid disruption of PLR's business operations, the following rules shall apply to solicitations and distribution of literature on PLR property. Employees of PLR may not solicit during working time for any purpose. Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does

not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Persons who are not employed by PLR may not solicit or distribute literature on PLR property at any time for any purpose.

H. **MOTOR VEHICLES**

Employees whose work requires the operation of a motor vehicle must present and maintain a valid driver's license and a good driving record acceptable to our insurer, and will be asked to submit a copy of their driving records and proof of insurance to PLR from time to time. These employees must report any changes in their driving records to the Administrative Assistant to the Executive Presbyter immediately.

VI. **COMMUNICATIONS**

A. **TELEPHONES AND MAIL**

PLR's telephone and mail systems are intended for business use. Emergency or necessary calls should be made during break periods or the lunch break whenever possible. Supervisors have the right to monitor the frequency of personal calls and advise the employee of inappropriate number or duration of personal calls. No personal long distance calls or personal mailings are to be charged to PLR.

B. **ACCESS TO ELECTRONIC SYSTEMS**

PLR's electronic systems, including computers, e-mail, telephones, facsimile machines, pagers, voice mail, and the like are an important asset of PLR, and have been installed at substantial expense to facilitate business dealings and communications. All such electronic systems, whether used entirely or partially on PLR's premises or with the aid of PLR equipment or resources, must remain fully accessible to PLR and will remain the sole and exclusive property of PLR.

As such, employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic systems owned, leased, or operated in whole or in part by, or on behalf of, PLR. PLR retains the right to gain access to any information received by, transmitted by, or stored in any such electronic systems, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party's knowledge, consent or approval. Employees should advise non-employees about this policy when engaged in electronic communications with non-employees.

C. **INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS**

PLR has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize electronic communications

devices in a legal, ethical, and appropriate manner. PLR has devised this policy in a manner that addresses PLR's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization.

This policy extends to all features of PLR's electronic communications systems, including but not limited to computers, e-mail, connections to the Internet and World Wide Web and other internal or external networks, voice mail, video conferencing, facsimiles, pagers, and telephones. Any other form of electronic communication used by employees currently or in the future is also intended to be encompassed under this policy.

PLR's policy against unlawful harassment, including sexual harassment, extends to the use of computers, the Internet, and any component of the communications systems. In keeping with that policy, employees should not use any electronic communications device in a manner that would violate that policy. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not store, receive, or transmit pornographic, obscene, or sexually offensive material or information. PLR's anti-discrimination policies also extend to the use of the communications systems. Employees who use electronic communication devices in any manner that violates PLR's anti-discrimination policies will be subject to disciplinary action, up to and including termination.

Employees may not use any electronic communications device for a purpose that is found to constitute, in PLR's sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of PLR. Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization. Employees may not use any electronic communications device in a manner that infringes upon the rights of other persons, entities or organizations to proprietary, or confidential information. Employees may not use any electronic communications device for any purpose that is contrary, either directly or indirectly, to the interests of PLR or for any purpose that creates an actual, potential or apparent conflict of interest with PLR.

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action, up to and including termination. Employees should advise non-employees about this policy when engaged in electronic communications with non-employees.

VII. **BENEFITS**

A. **INSURANCE BENEFITS**

Employees working at least 20 hours but less than 40 hours per week, and who successfully complete their introductory period are eligible for certain benefits (i.e.

medical, dental, pension) on a pro rata basis. Please see the Executive Presbyter if there are any questions about these benefits. PLR reserves the right to rescind or change the benefit plans or programs at any time, without notice.

B. HOLIDAYS

PLR employees receive the following twelve (12) paid holidays each year:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Friday after Thanksgiving Day
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day.

Temporary employees are not eligible to receive paid holidays. When a scheduled holiday falls on a Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday. Full-time employees will receive a day off with pay on each of these holidays. In order to qualify for holiday pay, employees must work their regularly scheduled hours on the workday immediately before and after the holiday. Holidays that occur during an employee's vacation will not be counted as a vacation day. Employees are not eligible for holiday benefits that occur while they are on leave of absence. Employees will not be paid for the holiday if they have an unauthorized absence on the day preceding or following the holiday.

C. VACATION

Exempt employees receive paid vacation benefits as outlined in the Clergy Policies of PLR.

Non-exempt full-time employees receive paid vacation benefits on an accrual basis throughout each year. Non-exempt full-time employees receive the paid vacation benefits set forth below:

<u>Completed Years of Service</u>	<u>Vacation Days Per Year</u>
0-2 completed years	10 vacation days per year
3-7 completed years	15 vacation days per year
8+ completed years	20 vacation days per year

Non-exempt part-time employees receive a pro rata share of these benefits based upon the average number of hours worked each week in comparison to a 40 hour work week. For example, if a part-time employee works an average 20 hours per week, the employee would receive 50% of the vacation benefits obtained by full-time employees (20 hrs / 40 hrs = 50%). All employees are provided with a continuous statement of their accrued vacation on each pay stub.

The maximum benefits an employee may have at any time shall equal no more than two times (2x) the employee's current annual vacation accrual rate. For example, if the employee's annual vacation accrual rate is 10 days, the maximum benefit the employee could accrue would be 20 days (10 \times 2 = 20 days). If an employee's earned but unused vacation pay reaches the maximum, the employee will not accrue any additional vacation benefits. If the employee later uses enough vacation pay to fall below the maximum, the employee will resume earning vacation pay from that date forward. In such a case, no vacation accrual will be earned for the period in which the employee's vacation accrual is at maximum. Employees are encouraged to use all earned vacation pay each year.

Employees begin to accrue vacation credit on their hire date. However, employees are not eligible to take vacation until completion of 6 months of employment with PLR. After this 6 month period has been completed, vacation can be scheduled any time with approval of the employee's supervisor. The normal procedure is to submit written vacation requests to the Executive Presbyter at least 30 days prior to the vacation start day, unless otherwise approved by the Executive Presbyter or their supervisor. The approved written request will then be given to the Administrative Assistant to the Executive Presbyter for recording and for inclusion in the employee's personnel file. Vacations are to be taken in whole work weeks, with exceptions only upon approval of the Executive Presbyter or their supervisor.

Temporary employees are not eligible to receive paid vacation. Employees may not receive pay in lieu of taking vacation, except on separation of employment. Accrued vacation benefits that have not been used will be paid at the time of separation at the employee's final base rate of pay at the time of separation. If the employee has taken more vacation than he/she has accrued at the time of separation, then PLR will deduct the excess amount of vacation taken from the employee's final paycheck. By signing the document entitled, "Acknowledgment of Receipt of Handbook and At Will Employment Agreement" at the end of this handbook, employee authorizes PLR to deduct any excess amount of vacation taken from the employee's final paycheck.

D. FAMILY TEMPORARY DISABILITY INSURANCE (FTDI)

California law creates a benefit program that allows eligible employees to receive Family Temporary Disability Insurance Benefits ("FTDI Benefits") if they miss work due to specified family responsibilities. Eligible employees may receive up to six weeks of FTDI benefits that replace a portion of an employee's wages, subject to state-imposed limitations. Receipt of both FTDI benefits and any additional benefits provided by PLR may not exceed 100% of the employee's regular wages.

Employees qualify for FTDI Benefits only if they are unable to work and miss work to care for a seriously-ill child, spouse, parent, or domestic partner, or to bond with a new child within the first year after the birth or placement of the child. The eligibility standards are not the same as those applicable to qualify for leaves of absence under PLR's family and medical leave policy. Employees must satisfy a seven day

waiting period before they qualify to receive FTDI Benefits, employees must provide a medical certification to qualify for FTDI Benefits in some instances and employees are not eligible for FTDI Benefits if they are receiving other benefits from the state.

If employees miss work for any reason, including one for which FTDI Benefits may be available, they must provide at least 30 days' advance notice to PLR whenever the need for the absence is foreseeable. If the need for the absence is unforeseeable, they must provide notice as soon as possible after they learn of the need for the absence.

If an employee is eligible for FTDI Benefits and also for leave under a policy of PLR, the time off will run concurrently with time available under all applicable leave of absence policies maintained by PLR. As a result, the time will be charged against the maximum time allowable under the potentially applicable leave policy.

The costs of this program are paid by employees who are required to make contributions through legally required payroll taxes. These taxes are automatically withheld from each employee's wages each pay period. Eligible employees must apply directly with the California Employment Development Department to receive benefits. PLR does not distribute FTDI Benefits to employees.

VIII. PAID / PARTIAL PAID LEAVES OF ABSENCE

A. SICK AND PERSONAL LEAVES OF ABSENCE

In establishing this policy, PLR has intended to provide a method of furthering the health and general welfare of regular, nonexempt employees, as well as establishing standards to insure maximum and reasonable job attendance. Eligible employees receive a total of 12 days of paid Sick and/or Personal Leave per year on a prorated basis throughout each year. Therefore, PLR-provided personal leave should not be viewed as a right to be used at an employee's discretion, nor as a permissive level of absence. Rather, it is a privilege of time away from work duties where such absence is necessary in the following two circumstances.

B. SICK LEAVE

PLR provides paid sick leave to full-time and part-time employees. Temporary employees are not eligible to receive paid sick leave. Paid sick leave is available only in the case of actual illness or injury of an employee or the employee's immediate family members.

Where practicable, employees must notify their supervisor in advance before they take sick leave, or they will not be eligible to receive paid sick leave. Sick leave must be taken in increments of not less than one-half day. Sick leave benefits will be paid at the employee's regular pay rate, and shall not be counted as hours worked for the purpose of computing overtime.

PLR may request proof of illness or injury from a doctor before providing paid sick leave.

PLR does not advance un-accrued sick leave to employees. Accrued but unused sick leave cannot be used as vacation. Accrued but unused sick leave may be carried over from year to year, as per the schedule below (see Personal Leave) and is not paid upon separation of employment.

C. **PERSONAL LEAVE**

PLR provides personal necessity leave when required for personal/family medical and legal matters and other similar urgent matters approved by the employee's immediate supervisor. Exempt Employees need to inform the Administrative Assistant to the Executive Presbyter of leave taken, in writing.

Employees begin to accrue personal leave credit on the first day of the month following their hire date. New employees are not eligible to use personal leave, but will be given credit for accrued personal leave days, once regular employment status is achieved.

Personal leave accrues monthly for eligible employees. On the first day of each successive month following completion of a month of continuous service, all regular full-time employees will accrue personal leave credit as follows:

<u>Annual Personal Leave Days</u>	<u>Maximum Accumulation Days</u>	<u>Length of Service</u>
12	12	1 through 2 years
12	15	3 through 7 years
12	20	8 years and after

Regular part-time employees will accrue at a pro rata rate based on their full-time equivalent rate.

Employees may accumulate a portion of unused Personal Leave Days for use in the event of serious disability or family necessity. The accrual of personal leave credit can be, and is encouraged to be, accumulated up to the established maximum number of days. Use of Accumulated Personal Leave Days will be by request to the employee's supervisor for non-exempt staff and to the Executive Presbyter for exempt staff.

Upon separation from PLR employment, accrued, unused, personal leave will not be paid.

Emergency Situations:

In an emergency situation, eligible non-exempt employees are to notify their supervisors promptly whenever the use of personal leave becomes necessary. Exempt Employees are to notify the Administrative Assistant to the Executive. Employees are expected to:

1. Notify the Presbytery office by 8:00 a.m.;
2. Advise their supervisors of the specific reason for taking personal leave;
3. Advise their supervisors of the probable duration of absence;
4. Seek their supervisor's verbal or written approval to use personal leave and;
5. Keep their supervisors informed of conditions during a personal leave of absence, including requested medical verifications.

Accounting:

Personal leave shall be accounted for in the following manner.

1. Personal leave credits will be charged as follows:
 - 2- 4 hours absence - ½ day

over 4 hours absence - 1 day

2. Doctor or dentist appointments are authorized up to two hours in any one workweek without personal leave credits being charged, subject to review of his/her supervisor.
3. The use of any personal leave taken by non-exempt employees must be so noted on the employee's time sheet by the supervisor for each pay period in which time is taken.
4. The use of any personal leave applicable to an exempt employee will be recorded by the Administrative Assistant to the Executive Presbyter in the employee's personnel file.
5. At PLR's sole discretion, an employee using personal leave may be required to produce evidence (attending physician's statement, death certificate, employee's affidavit, etc.) to substantiate the reason for length of personal leave. Where personal leave is taken due to health reasons, PLR reserves the right to require that the employee be examined by a PLR-paid physician prior to returning to work, and/or within one month after returning to work, in order to assure fairness for a resumption of duties, and the welfare of other employees. The Staff Relations Committee will act on behalf of PLR in these matters.
6. If a legitimately absent employee exhausts his/her accrued personal leave and any disability benefits, the employee will be required to use accrued vacation leave. Thereafter, the employee may request a leave of absence.

D. **FAMILY AND MEDICAL LEAVE OF ABSENCE**

Any employee may request a family and medical leave of absence up to 4 months for any of the following reasons: (1) the birth of the employee's child; (2) the placement of a child with the employee in connection with an adoption or foster care; (3) to care for a child, parent, or spouse who has a serious health condition; or (4) for the serious health condition of the employee that prevents the employee from performing one or more of the essential functions of his/her job. The term "serious health condition" as used in this policy includes pregnancy, childbirth and related medical conditions (see Pregnancy Disability Leave).

An employee who is granted a family and medical leave of absence must utilize any accrued sick leave benefits and thereafter may use earned vacation benefits during the period of the leave. Any portion of the leave that occurs after all accrued sick leave benefits have been exhausted will receive 75 percent of their regular pay for up to two months and any remaining portion of this leave shall be without pay. The total period

of all absences after the leave commences shall be considered part of the same leave and may not exceed 4 months. For purposes of this 4 month limitation, any paid and unpaid portions of the leave shall be added together. Leaves due to unusual circumstances will be at the discretion of the Executive Presbyter.

All benefit coverage and service credit (except vacation and sick leave accrual) will be continued during the authorized leave of absence with the cost of benefits being paid by PLR. The cost of dependent coverage normally borne by the employee will remain the sole responsibility of the employee.

An employee must notify the Executive Presbyter in writing of the need for such a leave, the date it will commence, and the anticipated duration of the leave. If the employee knows of the event that necessitates the leave more than 30 calendar days in advance of the date the leave is needed, the employee must provide such notice in writing a minimum of 30 days before the leave will begin. If the employee learns of the event less than 30 days before the date the leave must begin, the employee must provide as much advance notice as practicable, preferably as soon as the employee learns of the need for the leave. A failure to comply with these notice rules may result in a denial of postponement of the requested leave until the employee complies with these rules. However, if the need for a family and medical leave results from an emergency or is otherwise unforeseeable, the leave will not be denied simply because an employee fails to provide advance notice.

If an employee requests a leave due to a serious health condition of the employee or a family member, the employee must support the request with a certification issued by the health care provider of the individual with the serious health condition. The certification should include the following information: (1) the date, if known, on which the serious health condition commenced; (2) the probable duration of the condition; (3) an estimate of the amount of time that the health care provider believes that the employee needs to care for the individual requiring the care; and (4) a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care. If an employee requests intermittent leave for planned medical treatment, their certification should specify the dates on which such treatment is expected to be given and the duration of such treatment. If the time estimated by the health care provider under (3) above expires, the employee must submit a recertification if the employee desires additional leave. In addition, an extension will not be granted that causes the total period of the leave to exceed the 4-month limitation identified above.

Except where the law authorized a different result, an employee who complies with the provisions of this policy will be guaranteed reemployment upon expiration of an approved leave, provided that the total period of the leave does not exceed 4 months. The employee will be reemployed in the same or an equivalent position as that which he or she occupied when the leave commenced. An employee who takes a leave because of his or her own serious health condition must provide a medical certification verifying that he or she is able to return to work in the same manner as

employees who return from other types of medical leave. If an employee fails to return for work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily resigned.

E. **NOTICE CONCERNING MEDICAL LEAVES**

PLR reserves the right to require a satisfactory statement of a qualified health care provider whenever an employee misses work due to an illness, injury or disability. The employee may be asked to provide a statement which verifies that an injury or disability existed, its beginning and ending dates, and/or the employee's ability to return to work without presenting an immediate and significant risk to the employee's own health or safety or the health or safety of others. When requested, such verifications and releases may be a condition to receive sick leave benefits and returning to work. Although a health care provider's statement normally will not be requested for absences of less than three working days, we may request such a statement in situations where it determines that it is warranted. If employees are eligible and their leave is approved, they may not be employed with any employer, other than PLR, during this leave of absence. Outside employment during this leave will result in discipline, up to and including termination.

F. **STUDY LEAVE**

PLR provides paid study leave to full-time, exempt employees. Study leave is cumulative up to 6 weeks maximum, accrued at 2 weeks per year, subject to prior approval of a study leave by the Staff Relations Committee. Annual study leave requests are to be submitted in advance of the leave period to the Staff Relations Committee for time and cost review and approval. A report on learning in relation to agreed goals must be reviewed with the supervisor within one month after the completion of the leave. Study leave does not usually include attendance at conferences, seminars, or meetings that are in line with the duties and responsibilities of the governing bodies. PLR encourages all exempt employees to utilize their study leave annually.

G. **SABBATICAL LEAVE**

Sabbatical leave may be granted to the Executive Presbyter and full-time Associate Executive Presbyters. Sabbatical leave shall be for no more than 3 months with pay in addition to the employee's annual vacation. The leave will be for professional development and related to the life of the Presbytery. Eligible employees must have been employed with PLR for a minimum of 5 consecutive years and not interrupted by prolonged personal paid leave or leave of absence. A report on learning in relation to agreed goals must be reviewed with the supervisor within one month after the completion of the leave. A detailed written plan of study with clearly identified goals and expected end-products must be approved by the Executive Presbyter and/or by the Staff Relations Committee, where appropriate, long enough in advance so that budget and staffing needs may be met.

H. **MILITARY LEAVE**

Military leave is granted to employees who enlist in the U.S. military, are members of a Reserve or National Guard Unit who are called to active duty, or are otherwise legally entitled to leaves to perform military duties. Employees are required to provide advance notice to the Executive Presbyter of this leave, unless giving notice is precluded by military necessity, or is otherwise impossible or unreasonable. Leave of absence with pay up to 2 weeks annually is provided during this leave, provided the employee has worked for one full year. The employee's benefits will also continue during this leave.

I. **BEREAVEMENT LEAVE**

PLR provides up to 5 days off with pay for its full-time and part-time employees to attend the funeral of immediate family members, as well as to take care of any necessary arrangements during the bereavement period. Immediate family is defined as the employee's spouse, children, parents or stepparents, grandparents, parents-in-law, grandchildren, brothers, sisters, brothers-in-law and sisters-in-law, sons-in-law, daughters-in-law, and others for whom the employee has been the primary caregiver. Payment for bereavement leave will be made only for the days the employee is normally scheduled for work. No payment will be made for any Saturday, Sunday, or holiday, or any day within the employee's vacation period. Eligible employees are paid at their base salary rate on the day of the absence, exclusive of overtime or any other premiums. Temporary employees are not eligible for paid bereavement leave.

J. **OFFSETS CONCERNING LEAVES**

PLR intends to administer its leave of absence policies in accordance with the requirements of all applicable state and federal laws. Instances may exist where two or more leave of absence policies provide overlapping protections for an eligible employee. However, it is the general intention of PLR's policies to limit employees to the time available under the single most favorable leave of absence policy and to prevent employees from exceeding the limitations of that policy. Accordingly, any leave of absence that is taken by an employee under any policy that could have been taken under any other PLR policy, if the employee had requested the opportunity to do so, shall be credited against the maximum limit on leaves established in each of the policies that provided the employee a basis to request a leave.

K. **JURY DUTY AND COURT PROCEEDINGS**

Employees may take a leave of absence to serve on jury duty or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable notice to PLR of the need for this leave. Employees must provide the Administrative Assistant to the Executive Presbyter with documentation that the employee participated in jury duty or the court proceeding. Employees so required to provide this community service will receive their regular rate of pay for normal hours worked up to a maximum of 5 workdays for this occasion of absence, which may be extended 5 additional days for residents of Los Angeles County, provided the employee submits evidence of the summons and selection notice. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals.

IX. UNPAID LEAVES OF ABSENCE

A. ALCOHOL AND DRUG REHABILITATION

PLR wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship on the work of PLR to provide the time off. If an employee requests time off to participate in such a program, the employer will make reasonable efforts to keep that knowledge confidential. The employee may use any accrued vacation and/or sick leave while on leave. No benefits will be earned during this leave of absence.

B. PREGNANCY DISABILITY LEAVE

When an employee is temporarily disabled due to pregnancy, childbirth, and/or related medical conditions, employees will be granted a leave of absence upon request without pay for the period of the employee's disability up to a maximum of 4 months in accordance with the law. Pregnancy Disability Leave may not be added to the time period allowed for a Medical Leave. Some special rules apply to pregnancy leave, as set forth below.

Pregnancy Disability Leave does not need to be taken in one continuous period of time, but can be taken on an as needed basis. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth are all covered by the employee's Pregnancy Disability Leave. The employee may use any accrued vacation or sick leave as part of her pregnancy disability leave before taking the remainder of her leave as an unpaid leave.

Employees may be required to obtain a certification from their health care provider of their pregnancy disability. The certification should include the following information: (1) the date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer; (2) the probable duration of the period or periods of disability or the period or periods for the advisability of the transfer, and (3) a statement that is due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy or to other persons, or a statement that due to her pregnancy, the transfer is medically advisable.

Subject to exceptions provided by law, employees who have returned from a medical leave necessitated by a pregnancy related disability will be reinstated to the same position, unless either the job ceases to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate PLR safely and efficiently. If the same position is not available, the employee will be

offered a comparable position for which the employee is qualified, provided that a comparable position exists. If any employee fails to return for work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily resigned.

In addition to any Pregnancy Disability Leave, employees may be eligible for an additional 12 work weeks of leave in order to care for the employee's newborn child.

C. **DOMESTIC VIOLENCE**

Employees may take an unpaid leave of absence to address problems directly related to domestic violence, such as seeking medical attention, obtaining services from a domestic violence program, obtaining psychological counseling, or participating in safety planning and other action to increase safety, including temporary and permanent relocation.

Employees must provide reasonable notice to PLR of the need for this leave and must provide PLR with documentation concerning this leave.

D. **SEXUAL ASSAULT**

Employees may take an unpaid leave of absence to address problems directly related to being a victim of sexual assault or being the parent of a victim of sexual assault, such as time off for court proceedings, medical attention, crisis counseling, psychological counseling, and safety planning.

Employees must provide reasonable notice to PLR of the need for this leave and must provide PLR with documentation concerning this leave.

E. **CRIME VICTIMS**

Employees who are victims of serious crimes or employees whose immediate family members are victims of serious crimes may take an unpaid leave of absence from work to participate in judicial proceedings.

Employees must provide reasonable notice to PLR of the need for this leave and must provide PLR with documentation concerning this leave. Employees may use their accrued sick leave and/or vacation to cover the period of the absence.

X. **AUTHORIZED TIME AWAY**

A. **VOTING**

Employees who are unable to vote in a statewide election during non-work hours may arrange in advance to take up to 2 hours off from work with pay to vote. In order to qualify for paid time off to vote, employees must obtain prior approval from their supervisor if the employee knows or has reason to believe that time off is necessary to vote, and the employee submits a voter's receipt on the first working day following the election.

B. CHILD'S SCHOOL ACTIVITIES

Periodically employees with children may need to take time off from work to attend their child's school activities. An employee who is the parent or legal guardian of a child attending kindergarten through 12th grade, or attending a licensed child day care facility, may take time off from work for the purpose of participating in the child's school activities. Such time off will be charged to personal leave credits and may not exceed 40 hours per calendar year and may not exceed 8 hours in any calendar month. The employee must request the time off in advance from his or her supervisor. Documentation from the school as proof that the employee participated in the child's school activity may be required.

C. VOLUNTEER FIREFIGHTERS

Employees who are volunteer firefighters may take time off without pay as necessary to perform emergency duties. Employee should give notice in advance, if possible, or within a reasonable period of time after performing such duties.

XI. DISCIPLINE AND TERMINATION

A. REDUCTIONS IN WORK FORCE

Circumstances may arise which may cause PLR to determine that staff reductions are warranted. PLR will attempt to avoid layoffs and will normally consider alternatives to layoffs first. However, PLR reserves the right to reduce staff when circumstances warrant.

B. VOLUNTARY RESIGNATION

An employee who fails to report for work for 3 consecutively scheduled work days, without written notice to or approval by the employee's supervisor, will be considered to have voluntarily resigned from employment with PLR. If an employee wishes to resign from employment with PLR, please do so in writing. Although not required, please try to provide PLR with advanced notice of resignation whenever possible as a courtesy to PLR. Providing such notice does not alter the at will nature of employment with PLR.

C. RETURN OF PROPERTY

At the end of employment with PLR, all employees must immediately return any property of PLR in their possession on or before their last day of work, including but not limited to vehicles, keys, key cards, credit cards, pagers, cellular telephones, computers, computer files, confidential and proprietary business information, and any other company property.

D. **SEVERANCE PAY**

Although PLR does not ordinarily provide severance pay to employees, PLR reserves the right to make exceptions to this policy and provide employees with severance pay in its sole and absolute discretion. However, any payment of severance will be contingent upon an employee's execution of a satisfactory settlement agreement and release.

E. **EMPLOYMENT REFERENCES**

PLR prohibits employees from providing a response to any request for an employment reference for a current and/or former employee of PLR, including any "off the record" comments. Employees are directed to refer all such requests to the Executive Presbyter for references on Exempt staff and to the Administrative Assistant to the Executive Presbyter for references on Non-exempt staff.

XII. SIGNATURE RECEIPT

A. ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK AND AT WILL EMPLOYMENT AGREEMENT

I acknowledge that I have received a copy of the _____ 2005 edition of PLR's employee handbook. I acknowledge that I am expected to read, understand, and adhere to the policies in the handbook, and that my employment with PLR is governed by the contents of the handbook. I also agree to conform to the rules and standards of PLR.

I agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of PLR. I agree that no employee or representative of PLR has the authority to modify the at will employment policy, except for the Executive Presbyter of PLR, and that any modification to the at will employment policy must be in a written agreement signed by both the employee and the Executive Presbyter of PLR. I agree that this constitutes an integrated agreement with respect to the at will nature of the employment relationship, and that there may not be any implied or oral agreements that in any way modify the at will employment policy.

In the event that my employment with PLR terminates and I have taken more vacation than I have accrued at the time of my separation, then I hereby authorize PLR to deduct the excess amount of vacation taken from my final paycheck.

DATE

EMPLOYEE'S SIGNATURE

PRINT EMPLOYEE'S NAME

Signed original to Employee's
Personnel File