



EMPLOYEE HANDBOOK

Revised February 2019

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ORGANIZATION DESCRIPTION

I. The Mission and Vision of Hennepin Avenue United Methodist Church

The Mission

To make disciples of Jesus Christ for the transformation of the world.

The Vision

We will grow in our love of God and neighbor, welcome new people and heal a broken world.

The Method

We will focus and align our ministry in the five core practices for fruitful congregations.

1. Radical hospitality
2. Passionate worship
3. Intentional faith development
4. Risk-taking mission and service
5. Extravagant generosity

Core Values

We will be relevant, seeking to meet real needs in God's world in order to extend the blessings of God to our neighbors

- We will be inclusive, (race, age, gender, sexual orientation, disabilities and abilities, economic strata, etc.) All are welcome.
- We will strive for excellence because offering our best selves and best practices honors God and God's people
- We will take risks and boldly innovate for the sake of our mission
- We will offer grace with extravagant generosity and work for transformation and justice

II. Facilities and Location(s)

Hennepin Avenue United Methodist Church is located at 511 Groveland Avenue, Minneapolis, MN 55403. The Main Office Telephone Number for the church is (612) 871-5303. The fax number is (612) 871-4684. The web Site for HAUMC is www.haumc.org.

Koinonia Retreat Center, a ministry of HAUMC, is located on Lake Sylvia at Route 1, Box 139, South Haven, MN 55382. The phone number for Koinonia Retreat Center is (320) 236-7746. The website for Koinonia is www.koinoniaretreatcenter.org.

Steeple People Surplus Store, a separate 501(c)3 ministry of HAUMC is located at 2004 Lyndale Avenue South, Minneapolis, MN 55403. Phone (612)871-8305.

III. A Brief History of HAUMC

The Church was organized in 1875 and has been located at its present site since 1916. Minneapolis architect Edwin H. Hewitt designed the Gothic-style building. The sanctuary is modeled after the central core of the Cathedral at Ely, England.

The Art Gallery on the second floor houses the Walker Art Collection with religious paintings from the 16th to 19th centuries and other works of art including lithographs and sculpture.

The education wing features the Border Memorial Chapel renamed to commemorate our joining in 1957 with Border Methodist Church, an African American congregation.

IV. Organizational Structure

An Organizational Chart is available from the Director of Administration that will assist you with questions about reporting lines of authority and the structure of HAUMC

INTRODUCTORY STATEMENT

All staff (non-clergy) at Hennepin Avenue United Methodist Church (HAUMC) are subject to the policies and procedures covered in this manual.

The ordained elders and ordained deacons are subject to the policies of the Minnesota Annual Conference (MAC) and the Book of Discipline of the United Methodist Church. In those instances where the MAC and/or the Book of Discipline do not address a specific policy, the policies set forth in this manual will be applied.

This employee handbook is designed to acquaint you with HAUMC and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You are expected to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a staff and outlines the programs developed by HAUMC to benefit its employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth free from discriminatory behavior.

No employee handbook can anticipate every circumstance or question about policy. As HAUMC continues to grow, the need may arise and HAUMC reserves the right to revise, supplement, or rescind any policies or portion of the employee handbook from time to time as it deems appropriate, in its sole and absolute discretion. Changes or supplements to these policies must be approved by the Staff Parish Relations Committee of the church. All employees with the HAUMC are employed at-will, allowing either the employee or HAUMC to terminate the employment relationship at any time for any reason. This handbook does not create, nor should it be reasonably understood to constitute a contract of employment between HAUMC and its employees.

This handbook supersedes previously distributed copies of the Employee Handbook or Lay Personnel Policies.

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a) (1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

EMPLOYEE ACKNOWLEDGEMENT FORM
ACKNOWLEDGEMENT AND AGREEMENT

***** Important Read Carefully*****

I acknowledge receipt of HAUMC's Employee Handbook and I understand and agree that I am bound by the policies, terms and conditions of employment set forth in this Handbook. I understand and agree that HAUMC has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted or implemented, to the extent not limited by law. I also understand that this Handbook is not a contract, express or implied, and it does not guarantee employment for any specific duration.

I understand and agree that my employment with HAUMC is At-Will and that I may terminate my employment at any time, for any reason, with or without notice and HAUMC may do the same. I understand and agree that the Policies and conditions stated in this Employment Handbook govern my employment at HAUMC. I understand and agree that this Employment Handbook supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment with HAUMC. I understand and agree that no employee has the authority to change the terms of my employment as stated in this Handbook other than Staff Parish Relationship Committee in writing signed by Chair of Staff Parish Relations Committee.

I certify that I have read, fully understand, and accept all of the foregoing terms of this Handbook and Acknowledgement and Agreement

Employee Signature: _____

Print Name of Employee: _____

Date: _____

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a) (1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

EMPLOYMENT

101 Nature of Employment

Employment with HAUMC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, HAUMC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this employee handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between HAUMC and any of its employees. The provisions of the employee handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at HAUMC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Lead Minister under the supervision of the Staff Parish Relations Committee of HAUMC.

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a) (1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

102 Employee Relations

HAUMC believes that the working conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in the work of church ministry. If employees have concerns about work conditions or compensations, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

The Staff-Parish Relations Committee (SPRC) of HAUMC is responsible for the regular review of the policies and practices and for the recommendation of any additions, modification or deletions.

103 Equal Employment Opportunity

HAUMC has a policy of equal treatment and opportunity in all aspects of employment without regard to race, color, religion, sex, marital status, age, national origin, sexual orientation, gender identity, ancestry, status as a qualified individual with a disability, veteran status or other legally protected category, unless one of the above factors is a bona fide qualification for the job. This policy applies to all employment practices, including recruiting, hiring, training, compensation, benefits, advancement, and all other conditions of employment.

In Minnesota, the following are a protected class: race; color; creed; religion; national origin; sex; pregnancy; childbirth and related disabilities; marital status; disability; genetic information; sexual orientation; off-duty usage of lawful products, such as tobacco and alcohol; and age (over the age of majority).

HAUMC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace must comply with the provisions of this Handbook and shall bring these issues to the attention of their immediate supervisor, the Director of Administration, or any other member of management. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 Ethics and Conduct

The successful operation and reputation of HAUMC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Part of the success of HAUMC depends upon the quality of the relationships between HAUMC, our employees, our parishioners and the general public. The reputation of HAUMC is greatly formed by the people who serve HAUMC. In a sense, regardless of your position, you are HAUMC's ambassador. The more goodwill you promote, the more respect and appreciation HAUMC will receive.

HAUMC will comply with applicable laws and regulations and expects its ministerial staff and employees to conduct business in accordance with the letter, spirit, and intent of relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Our ministerial staff, employees, and parishioners entrust HAUMC with important information relating to their business and personal lives. The nature of this relationship requires confidentiality to the extent permitted by law. In safeguarding the information received, HAUMC earns the respect and further trust of those it serves.

Your employment with HAUMC includes an obligation to maintain confidentiality, even after you leave our employ.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director of Administration or any member of the leadership team.

Compliance with this policy of ethics and conduct is the responsibility of every HAUMC employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Hiring of relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by HAUMC may be hired only if they will not be directly or indirectly working for or supervising a relative. HAUMC employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

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

106 Immigration Law Compliance

All employees of HAUMC are required by federal law to verify their authorization to work in the United States. In compliance with the law, HAUMC prohibits discrimination in hiring, recruiting, referring for a fee, or discharging any person based on citizenship and national origin.

The U.S. Citizenship and Immigration Service requires that HAUMC and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide HAUMC with specific documents to establish their identity and employment eligibility.

Church believes in strict compliance with I-9 compliance and will ensure staff are appropriately trained. HAUMC will not accept any deviation in compliance with the I-9 processes. An employee that fails to comply with the I-9 requirements will be immediately terminated.

Employees with questions are encouraged to contact the Director of Administration. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

107 Outside Employment

If you are employed by HAUMC in a full-time position, HAUMC will expect that your position here is your primary employment. Employees may hold outside jobs as long as they meet the performance standards of their job with HAUMC. All employees will be judged by the same performance standards and will be subject to HAUMC's scheduling demands, regardless of any existing outside work requirements.

If HAUMC determines that an employee's outside work interferes with performance or the ability to meet the requirements of HAUMC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with HAUMC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside HAUMC for materials produced or services rendered while performing their HAUMC jobs.

If you are considering a second job, please notify your direct supervisor. He or she will thoroughly discuss this opportunity with you to make sure that it will neither interfere with your job at HAUMC nor pose a conflict of interest.

108 Disability Accommodation

HAUMC is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable law and providing equal opportunity in employment for qualified persons with disabilities.

Reasonable accommodation is available to all disabled applicants or employees where their disability affects the performance of essential job functions. Employment decisions are based on qualifications in accordance with defined criteria, not the disability of the individual.

HAUMC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. HAUMC will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

If you have a question regarding a disability or requesting an accommodation, please provide your question in writing directed to the Director of Administration.

EMPLOYMENT STATUS AND RECORDS

201 Employment Categories

It is the intent of HAUMC to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and HAUMC.

Each employee is designated as either NONEXEMPT or EXEMPT as defined by federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by HAUMC management and only then if compliant with federal and state law.

In addition to the above categories, each employee will belong to one other employment category:

- REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work HAUMC's full-time schedule (25 hours or more per week). Generally, they are eligible for HAUMC's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by HAUMC, subject to the terms, conditions, and limitations of each benefit program.
- PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work fewer than 20 hours per week. While they receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of HAUMC's other benefit programs.
- TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for any of HAUMC's other benefit programs.
- CASUAL employees are those who have established an employment relationship with HAUMC but who are assigned to work on an intermittent and/or unpredictable basis. They receive all legally mandated benefits (such as workers' compensation insurance and Social Security), but they are ineligible for any of HAUMC's other benefit programs.

202 Access to Personnel Files

HAUMC maintains a personnel file on each employee. Personnel files are the property of HAUMC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of HAUMC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director of Administration. With reasonable advanced notice, employees may review their own personnel files in HAUMC's offices and in the presence of an individual appointed by HAUMC to maintain the files.

203 Employment Reference Checks

To ensure that individuals who join HAUMC are well qualified and have a strong potential to be productive and successful, it is the policy of HAUMC to check the employment references of all applicants.

In the event a terminated employee names HAUMC as a reference, the Director of Administration will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

204 Employment Applications

HAUMC relies upon the accuracy of information contained in your employment application, as well as the accuracy of other data submitted by, and for the benefit of applicants throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the exclusion of an applicant from further consideration for employment or, if the individual has been hired, may result in termination of employment.

205 Personnel Data Changes

It is the responsibility of each employee to promptly notify HAUMC of any changes in personnel data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Director of Administration in writing. Coverage or benefits that you and your family may receive under HAUMC's benefits package could be negatively affected if the information in your personnel file is incorrect. Changes must be reported within 30 days of the change or the opportunity to change may be lost until the next regularly scheduled open enrollment period.

206 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Written performance evaluations are encouraged to be conducted periodically.

EMPLOYEE BENEFIT PROGRAM

301 Employee Benefits

HAUMC, in its sole discretion, reserves the right to add to, modify, amend, alter, reduce, or eliminate any or all of the benefits described in this employment handbook or which may otherwise be provided. Changes in the law may affect the benefits and programs described in this employment handbook.

HAUMC does not contribute to or participate in any unemployment insurance program.

Benefits eligibility is dependent upon a variety of factors, including employee classification. If you are a full-time employee, during the time you are qualified and the benefit is offered, you will enjoy the benefits described in this manual as soon as you meet eligibility requirements for each particular benefit. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 403(b) Pension Plan
- Group Dental Benefit
- Group Health Benefit
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Leave
- Short-Term Disability
- Paid Time Off
- Voting Time Off
- Continuing Education

Eligibility for each plan is subject to plan requirements. Some benefit programs require contributions from the employee. Additional information and the conditions that govern the provisions of this benefit are made available to employees.

302 Paid Time Off Benefits

Paid time off (PTO) is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. It may be used for vacation, sick time and personal holidays. Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

- Regular full-time employees (pro-rated if less than 40 hours)
- Regular part-time employees (pro-rated accordingly)

The amount of PTO off employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility, the employee is entitled to 15 days each year.
- After 5 years of eligible service, the employee is entitled to 20 days each year.
- After 10 years of eligible service, the employee is entitled to 25 PTO days each year.

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn PTO. An employee’s benefit year may be

extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule. PTO is accrued at each pay period.

PTO can be used in minimum increments of two (2) hours.

To take PTO, employees should request approval from their supervisors at least two weeks in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. If employees schedule PTO at the same time, the person with the most seniority shall have preference.

PTO is paid at the employee's base pay rate at the time of PTO. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, supplements or shift differentials.

Up to eighty hours of PTO may be carried over into the next year. This number will be prorated for schedules less than 40 per week.

Upon termination of employment, employees will be paid for 66.6% of all accrued hours not to exceed 40 hours. This number will be pro-rated for reduced schedules.

303 Holidays

HAUMC will grant holiday time off to employees on the holidays listed below, subject to meeting the needs of the church calendar:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- President's Day, or another day designated by the Senior Pastor
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)
- One additional day at the discretion of the Lead Minister

HAUMC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification (see Employment Categories, section 201). Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees
Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as paid time off), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 2 floating holidays in each anniversary year. These floating holidays must be scheduled with the prior approval of the employee's supervisor.

304 Workers' Compensation Insurance

HAUMC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries should inform their supervisor immediately and are required to complete a First Report of Injury. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither HAUMC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by HAUMC.

306 Reasonable Accommodations Pregnancy/Childbirth

The Church will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request at the direction of a licensed health care provider or certified doula unless the Church can demonstrate that such accommodation would impose an undue hardship on the operation of the Church's business. A pregnant employee does not need the advice of a licensed health care provider or certified doula for the following accommodations:

- More frequent restroom, food, and water breaks;
- Seating; and
- Limits on lifting over 20 pounds.

Upon request for an accommodation, the employee and the Church will engage in an interactive process to determine appropriate accommodations. The Church is not required to create a new or additional position in order to accommodate an employee.

307 Continuing Education and Responsibilities beyond the Local Church

Employees are expected to maintain their knowledge and skills through continuing education. For this purpose, staff may use one week annually with pay. Continuing education events and the time away must be approved by the supervisor, and may not exceed the budgeted amounts for each person or department. Additionally, staff may be allowed up to two weeks annually for work on behalf of the UMC connection. Unused continuing education or connectional time may not be claimed for any other purpose.

308 Health & Dental Benefits

HAUMC provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classification are eligible to participate in the health and dental plans:

- Regular full-time employees
- Part-time employees who are scheduled for 25 hrs/week or more.

Eligible employees may participate subject to all terms and conditions of the agreement between HAUMC and the insurance carrier as it may change over time.

A change in employment classification that would result in loss of eligibility to participate in the health and dental insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health and dental insurance plans are described in the Summary Plan Descriptions (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Director of Administration for more information.

310 Life and AD&D Insurance

Life insurance offers you and your family important financial protection. HAUMC provides a basic life insurance plan for eligible employees equal to annual base pay rounded to the nearest one thousand dollars of annual salary.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between HAUMC and the insurance carrier as it may change over time.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Director of Administration for more information about life insurance benefits.

311 Short-Term Disability

HAUMC provides short-term disability (STD) benefits to eligible employees who are temporarily unable to work due to a qualifying health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between HAUMC and the insurance carrier as it may change over time. Employees in the following employment classifications are eligible to participate in the STD plan:

Regular full-time employees

Eligible employees should make requests for STD at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted to the insurance carrier verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Director of Administration and insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illnesses are treated the same as any other illness that prevents an employee from working. A regular delivery, and a caesarean section delivery, not subject to medically verified complications, will be presumed to require, respectively, 6 weeks and 8 weeks recovery.

Disabilities covered by workers' compensation are excluded from STD coverage. Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Director of Administration for more information about STD benefits.

312 Long-Term Disability

HAUMC provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for eligible employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

Regular full-time employees

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between HAUMC and the insurance carrier as it may change over time. Eligible employees may begin LTD coverage only after completing 180 calendar days of service.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Director of Administration for more information about LTD benefits.

313 403 (b) Retirement Plan

HAUMC has established a 403 (b) retirement plan to provide employees the potential for future financial security for retirement.

All employees are eligible to contribute to the plan by having money deducted from their pay on a before tax or after tax basis from the date of *hire*.

An employee who is at least 21 years old and is scheduled to work 1,040 hours per year (about 20 hours a week) is eligible to receive the church contribution on the first day of the month coinciding with or following completion of 6 months of service. The match is not prorated for employees that work less than 40 hours a week. Eligible employee classification(s):

Regular full-time employees

Regular part-time employees

Please see the Director of Administration with questions.

TIMEKEEPING / PAYROLL

401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require HAUMC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees must accurately record by time clock or personal log the time they begin and end their work as well as the beginning and ending time of each meal period and break. Timesheets will be approved by supervisors. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime hours are

calculated based on a Sunday through Saturday work week. Overtime work must always be approved in writing before it is performed. Failure to comply with this policy may result in discipline up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If you feel that you have not received proper compensation, you must immediately contact your supervisor. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

402 Paydays

All employees are paid on the 5th and 20th of each month. Pay periods run from the 1st through the 15th and from the 16th through the last day of the month. We strongly encourage all employees to set up automatic deposits.

403 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

HAUMC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to HAUMC, or return of HAUMC-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with HAUMC is based on mutual consent, the employee and HAUMC each have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner: Accrued and vested benefits that are due and payable at termination will be paid pursuant to the Paid Time Off policy. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

DISCLAIMER: Nothing in this Employee Handbook shall be construed to restrict an employee's rights under Sections 7 and 8(a) (1) of the National Labor Relations Act. No policy set forth in this Employee Handbook shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

404 Pay Advances

In the event of a personal emergency, employees may submit a written request for a pay advance to their direct supervisor, indicating the nature of the emergency involved. The direct supervisor will evaluate the request and determine whether a pay advance can be granted.

405 Administrative Pay Corrections

HAUMC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director of Finance so that corrections can be made as quickly as possible.

406 Pay Deductions

The law requires that HAUMC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. HAUMC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." HAUMC matches the amount of Social Security taxes paid by each employee.

WORK CONDITIONS AND HOURS

501 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

502 Use of Telephones and Copiers

Employees are required to reimburse HAUMC for any long distance charges resulting from their personal use of the telephone and for any personal use of copy machine.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

503 Smoking

In keeping with HAUMC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, members, and visitors.

504 Fragrance

All employees must observe good habits of grooming and personal hygiene. To accommodate sensitive individuals, employees are discouraged from wearing or applying excessive amounts of perfume, cologne, body sprays, hair products, or scented lotions in the workplace; using hairsprays, air fresheners, diffusers, or other scented products in the workplace; and eating or keeping fragrant foods or items at your desk or workspace.

505 Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time non-exempt employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

506 Breastfeeding

To the extent that an employee needs to breastfeed her child or to otherwise pump for later use regarding her child, HAUMC will provide suitable arrangements for the Employee. The employee must inform HAUMC of this need.

507 Overtime

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior written authorization. Overtime will be calculated based on a Sunday through Saturday work week.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked in excess of 40 hours per week. Paid time off or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need have repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

509 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt church operations. In extreme cases, these circumstances may require the closing of the building. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. The Director of Facilities will determine if the weather is so severe that hazardous travel conditions exist. WCCO AM radio will be notified if the weather conditions warrant closing the church. Employees unable to be at work due to inclement weather, even though the church has not been closed, are to contact their immediate supervisor as soon as possible.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

510 Travel Expenses

HAUMC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel and continuing education must be approved in advance by the direct supervisor or Senior Minister.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by HAUMC. However, purchase of alcohol shall not be reimbursed and local travel/mileage shall be reimbursed at the rate established annually by the IRS. Employees are expected to limit expenses to amounts established by the annual expense budget.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by HAUMC may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by original receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

511 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at HAUMC, only authorized visitors are allowed in the workplace. Children and pets are not allowed in the church office without prior approval of the supervisor of the employee to whom the child or pet is connected. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. (See beginning section on Facilities for building schedule and hours of operation).

All visitors should enter HAUMC at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on HAUMC's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

512 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are HAUMC property intended for business use. Employees should not password protect a church file, access a church file or retrieve any stored church communication without authorization. Shared purchase of such equipment or services between the church and an employee is not permitted.

Employees should notify the Director of Administration upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

513 Electronic Media Communication

We live and work in a high-tech environment. HAUMC increasingly uses electronic forms of communication and information storage and exchange such as computers, facsimile, copiers,

telephones, internet, and external electronic bulletin boards, all of which have the capability to access non-work related information. Employees shall not use HAUMC's computers, facsimile, copiers, telephones, email or internet for personal, non-work related purposes unless otherwise stated in this handbook.

HAUMC expressly reserves the right to and may in fact without notice, review, monitor or otherwise record employees' use of HAUMC's computers, facsimile, copiers, telephones, email or internet. Improper use of the internet, email, facsimile, copiers, telephones and computer systems is grounds for discipline up to and including discharge. This policy applies to all electronic media and services which are accessed on or from HAUMC's premises, accessed using HAUMC's computer equipment, or via Church-paid access methods, and/or used in a manner which identifies the individual with Church.

Employees may not use a code, access a file, copy, download, upload any software or retrieve any stored communication unless specifically authorized in advance. Only the employee's supervisor or the Director of Administration of HAUMC has authority to give such authorization. All pass codes are the property of HAUMC. No employee may use a passcode or voice mail access code belonging to another employee without authorization.

Employees may not use HAUMC's computers, facsimile, copiers, telephones, email or internet in violation of HAUMC's Non-Discrimination and Harassment Policy. This means that X-rated, derogatory, obscene or other harassing information may not be accessed, and X-rated, derogatory, obscene or other harassing personal messages, jokes, cartoons, screensavers, etc., must not be forwarded, displayed, or sent. Employees are requested to report any incidents of inappropriate viewing, harassment, "cyberstalking" or threats immediately to their supervisor. **Violations of this policy will result in disciplinary action, up to and including discharge.**

514 Church Information on Personal Computers, Phones, and Emails

In order to protect the information of the Church, Employees are strictly forbidden from conducting Church business using their personal email account(s) and from storing church information on personal computers, phones, and other personal devices.

Additionally, from time to time an employee may be sick and the information regarding the work they are performing is needed by other employees. If the information is on the employee's personal computer, personal phone or personal email, the Church will not be able to gain access to the information or complete the work.

This policy will be strictly enforced. Failure to comply with this policy will result in discipline up to and including termination.

515 Computer Viruses

To prevent viruses from being transmitted through church computers, no downloading of software is allowed unless an IT approved anti-virus program is installed and is running on your personal workstation. Software should not be downloaded for personal use. If an employee receives an e-mail with an attached file, they must check that attachment for viruses. Employees

must not keep e-mails or attachments from persons or sites they do not know or do not trust. If an employee's system is suspected as having a virus, the Director of Administration is to be notified.

516 Social Media Policy

Social media are powerful communications tools that have a significant impact on organizational and professional/personal reputations. Because they blur the lines between personal voice and institutional voice, HAUMC has crafted the following policy and guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media. Social media has expanded the way people communicate. HAUMC views online networking communities as tools to strengthen the church, its culture, conditions of employment and further employees' personal reputation.

As a business, HAUMC is held to a different standard when it comes to its online communications. Our members and potential members will make a decision regarding us based upon what they read about us.

This policy and the guidelines set forth herein should be applied to any online medium where information may reflect back on the image of HAUMC. This policy and guidelines applies to all forms of social media including, but not limited to: blogs, message boards, Internet forums, blogs (WordPress[®]), microblogs (Twitter[®]), online profiles (Facebook[®] / LinkedIn[®] / Match[®] / MySpace[®]), diaries, journals, wikis, podcasts, chat rooms, picture albums (Flickr[®] / Picasa[®] / Shutterfly[®]), videos (YouTube[®]), email, instant messaging or any other form or process.

DISCLAIMER: Nothing in this policy shall be construed to restrict an employee's rights under Section 8(a) (1) of the National Labor Relations Act and specifically Section 7 of the Act. This policy does not apply to discussions or activities involving your terms and conditions of employment, wages, hours, and working conditions.

A. General Guidelines

The following guidelines apply to all employees of HAUMC when using HAUMC's internet, computer, or related systems or devices or when using their personal systems or devices outside of work. Employees should:

- ◆ **Not** post as an agent or authorized representative of Church without first acquiring permission from the Church. This does not mean you may not post as an individual of the Church.
- ◆ **Not** comment on confidential information and proprietary HAUMC without the advance approval of your supervisor and the Director of Administration.
- ◆ **Not** make negative comments about our members in any social media.

Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

YOU MUST DO THE FOLLOWING:

- ◆ Treat all complaints of sexual or other harassment (as defined by our harassment/discrimination policy) as confidential.
- ◆ Refrain from using HAUMC's logos, marks or other protected information or property for any business/commercial venture without the express written authorization.
- ◆ Refrain from knowingly making false representations about your credentials or your work.
- ◆ Refrain from engaging in any discriminatory conduct of any nature or form as proscribed under State and Federal law.
- ◆ Be thoughtful in all your communications and dealings with others, including email and social media. Never harass (as defined by our anti-harassment policy), threaten, libel or defame fellow professionals, employees, members, competitors or anyone else. In general, it is always wise to remember that what you say in social media can often be seen by anyone. Accordingly, harassing comments, obscenities or similar conduct that would violate Church policies is discouraged in general and is never allowed while using Church's equipment during your work time.

This policy is an addendum to all guidelines provided and policies already in place at Church such as Policy Against Unlawful Employee Harassment, Discrimination, Workplace Violence, Conflict of Interest, Confidential Information and Electronic Guidelines, which said policies are merged and incorporated herein as though fully written.

HAUMC reserves the right to monitor comments or discussions about its employees, members, competitors and the industry posted by anyone for the purpose of protecting legitimate protected proprietary, confidential and financial information, enforce anti-harassment and anti-discrimination policies, and to protect member confidential information.

Employees are also cautioned that they should have **no expectation** of privacy or confidentiality using HAUMC equipment or facilities.

Failure to comply with this policy may lead to disciplinary action up to and including termination. If appropriate, the church will pursue all available legal remedies. The church will also report suspected unlawful conduct to the appropriate law enforcement authority

LEAVES OF ABSENCE

602 Family and Medical Leave Act

Upon hire, HAUMC provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities Under the Family and Medical Leave Act (“FMLA”).

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Director of Administration.

A. General Provisions

Under this policy, HAUMC will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Church for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Church within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.

- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Church's sick leave policy are encouraged to consult with the Director of Administration.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Church may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying emergency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying emergency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- o In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- o In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- o A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- o A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- o In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- o In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning

of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

D. Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The Church will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Church will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Church will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the Church and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the Church and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the Church will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty ("FFD") clearance from the health care provider.

G. Use of Paid and Unpaid Leave

All Paid Time Off leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

I. Certification for the Employee's Serious Health Condition

The Church will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

J. Certification for the Family Member's Serious Health Condition

The Church will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

K. Certification of Qualifying Exigency for Military Family Leave

The Church will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

L. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The Church will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

M. Recertification

The Church may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Church may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the HR manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the HR manager will provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Church's usual and customary notice and procedural requirements for requesting leave.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

P. Intent to Return to Work from FMLA Leave

The Church may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. An employee will be entitled to the same position, or one with comparable duties, hours and pay, upon returning to work.

HAUMC will not retaliate against an employee for requesting or obtaining a leave under this policy.

603 Personal Leave of Absence

Employees who require time off in addition to Paid Time Off may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact the Director of Administration for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

604 Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.

Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.

- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the Church.

605 Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The Church will pay regular full-time and regular part-time employees for time off for jury duty up to one week of pay.

606 Voting Leave

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to four hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

607 Election Leave

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records.

608 Military Leave of Absence

HAUMC is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Church's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Church policy. If any employee believes that he or she has been subjected to discrimination in violation of Church policy, the employee should immediately contact Director of Administration.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Director of Administration to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact Director of Administration.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, HAUMC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating church-owned vehicles or equipment
- Physical fighting or threatening physical violence in the workplace
- Failure to perform assigned duties and/or substandard performance.
- Negligence or improper conduct leading to damage of employer-owned or congregation member(s)-owner property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Violations of the policies contained herein.
- Unauthorized use of telephones, mail system, or other church-owned equipment
- Unlawful disclosure of confidential information
- Violation of personnel policies

This list is not all-inclusive. Discipline, up to and including employment termination may result from other action or failure to act as determined by HAUMC. Employment with HAUMC is at the mutual consent of HAUMC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

It is HAUMC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. HAUMC facilities are smoke and alcohol-free. Illegal substances will not be allowed on the church premises.

While on HAUMC premises and while conducting business-related activities off HAUMC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director of Administration without fear of reprisal.

An Employee may be requested to take a drug test if, upon reasonable suspicion HAUMC believes the employee is under the influence of an illegal drug while at work. Failure to submit to the drug test may result in discipline including, but not limited to termination.

703 Sexual and other forms of Harassment Prohibited by Law

HAUMC affirms *The 2012 Book of Resolutions* of the General Conference of the United Methodist Church, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the church are incompatible with biblical teachings of hospitality, justice and healing. In accordance with *The 2012 Book of Discipline*, all human beings, both male, and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states, all are one in Christ. We support equity among all persons without regard to ethnicity, situation, or gender.

A. Non-Discrimination/Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason [“protected class”] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our employees is also prohibited.

In Minnesota, the following are a protected class: race; color; creed; religion; national origin; sex; pregnancy, childbirth, and related disabilities; familial status; marital status; disability; genetic information; sexual orientation and age [over the age of majority].

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, teasing or physical contact.

Any employee who believes that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designed to receive such complaints: the Lead Pastor or the Director of Administration. If an employee

makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to the Chair of the Staff Parish Relations Committee.

The Church will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

B. Sexual Harassment

All employees are responsible for assuring that our workplace is free from any type of harassment, including sexual harassment. Because any form of protected class harassment is illegal, all employees must avoid any action or conduct which would be viewed as harassment, including sexually harassing conduct such as:

1. Unwelcome sexual advances
2. Requests for sexual acts or favors
3. Other verbal or physical conduct of a harassing nature that might be viewed as sexually offensive
4. Sexual favoritism

Any employee who has a complaint of harassment, including sexual harassment, at work by anyone, including supervisors, co-workers or third parties, should immediately bring the problem to the attention of either his/her direct supervisor or the Director of Administration.

This policy applies to harassment of any kind, including, for example, harassment based on race, color, national origin, religion, age, sex, disability, sexual orientation, or gender identity. All complaints will be promptly investigated, and information obtained will be treated as confidential, to the extent possible. Employees who complain or participate in an investigation under this policy are also protected from any retaliation. Any employee who is found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination. The harasser could also be subject to personal legal liability under applicable law.

C. Racial/National Origin Harassment

No unlawful harassment of any employee or customer will be tolerated at Church. Racial and national origin harassment is verbal or physical conduct that denigrates, belittles or shows hostility or aversion towards an individual because of his/her race or national origin and has the purpose or effect of creating an intimidating, hostile, or offensive working environment, has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities.

Racial or national origin harassment includes, but is not limited to, epithets, slurs, intimidating or hostile acts that relate to race or national origin, written or graphic material that denigrates, belittles or shows hostility or aversion toward an individual because of his/her race or national

origin or that is placed on walls, bulletin boards or elsewhere on our premises or circulated in our offices.

D. Employee Recourse

Any employee who feels subjected to discrimination or harassment, including sexual harassment, or who witnesses any conduct which appears to involve sexual harassment, must immediately report it to his/her supervisor, in writing, who will investigate the matter and take or recommend appropriate action. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Director of Administration of the Staff Parish Relations Committee Chair, in writing, who will undertake the investigation. Such reports will be investigated promptly and thoroughly. If the report has merit, disciplinary action will be taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to termination of employment.

Complaints of this nature will be maintained in confidence and divulged only to the extent necessary to complete the investigation and determine the appropriate resolution. While we cannot guarantee confidentiality, we will do our best to ensure that the information is limited to those persons who have a basis for having or knowing such information.

HAUMC prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if HAMUC determines that false information was provided regarding a complaint, disciplinary action may be taken against that individual up to and including discharge.

704 Attendance and Punctuality

To maintain a safe and productive work environment, HAUMC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on HAUMC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

If an employee misses three (3) consecutive days of work without calling in, the employee will be treated as a voluntary resignation.

705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image HAUMC presents to congregation members and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor if you have questions as to what constitutes appropriate attire.

If you require a religious accommodation to this policy, please make the request in writing to your supervisor.

706 Workplace Violence

Incidents of workplace violence have increased in recent years. Church has a zero-tolerance policy against threats or acts of violence in the workplace and threats or acts of violence against any Church employee, customer or visitor. Employees are prohibited from bringing any type of firearm, weapon, knife or explosive device onto Church premises. Church reserves the right, at its sole discretion, to inspect any desk, work area, package, purse, wallet, vehicle or other personal belongings brought onto Church premises for any type of firearm, weapon, knife, or explosive device onto Church premises or parking area.

Employees play an indispensable role in keeping the workplace safe. They, in many cases, are the eyes and ears of the Church. Employees have a duty to warn their supervisor or higher management of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees or visitors which appear problematic or dangerous. This includes, but is not limited to, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks and the revealing or indication of the presence of a weapon or other dangerous instrumentality.

Employee reports of violence or potential violence will be held in confidence to the extent possible. Retaliation of any kind is not permitted against any employee who makes a report under this policy.

If a threat of actual violence is imminent, employees should call 911, contact a supervisor or a Principal and seek safety.

707 Anti-Bullying Policy

A. Purpose

HAUMC hereby finds and determine that bullying and harassment are problems that are pervasive in today's society.

B. Statement of Policy

HAUMC prohibits acts of bullying and harassment in or on its properties/buildings and in connection with providing and implementation of HAUMC's services and programs to the public by its employees. HAUMC has determined that a safe and civil work environment is required and appropriate in order that its officers, managers, supervisors, and employees be able to properly perform their job functions and duties.

HAUMC adopts, as a central purpose and goal a policy to eliminate bullying and harassment in the workplace, on its property, and in connection with the delivery and enjoyment of the services it provides to the public. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both the employee's ability to perform his or her job duties and/or ability to interact with other employees and the public. Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of all employees, managers, and supervisors.

HAUMC recognizes that education and awareness are primary tools in eliminating this behavior.

C. Definitions

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – *i.e.* internet, cell phone, personal digital assistant (pda), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off HAUMC property, during or after work hours, or weekends, or at any function or event.

"Harassment" is conduct that meets one or more of the following:

- a. is directed at one or more employees;
- b. places the person or person in reasonable fear of harm to the person or person's property;
- c. causing a substantially detrimental effect on the person or person's physical or mental health;
- d. substantially interferes with the employees ability to perform his or her job and his or her duties to the public; and
- e. adversely affects the ability of an employee to participate in activities related to employment because the conduct, as reasonably perceived by the employee, is so severe, pervasive, and objectively offensive as to have this effect.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying. Bullying is conduct that meets all of the following criteria:

- a. is directed at one or more employees;
- b. places the person or person in reasonable fear of harm to the person or person's property;

- c. causing a substantially detrimental effect on the person or person's physical or mental health;
- d. substantially interferes with the employees ability to perform his or her job and his or her duties to the public; and
- e. adversely affects the ability of an employee to participate in activities related to employment because the conduct, as reasonably perceived by the employee, is so severe, pervasive, and objectively offensive as to have this effect is directed at one or more employees.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. is directed at one or more employees;
- b. places the person or person in reasonable fear of harm to the person or person's property;
- c. causing a substantially detrimental effect on the person or person's physical or mental health;
- d. substantially interferes with the employees ability to perform his or her job and his or her duties to the public; and
- e. adversely affects the ability of an employee to participate in activities related to employment because the conduct, as reasonably perceived by the employee, is so severe, pervasive, and objectively offensive as to have this effect is directed at one or more employees.

D. Employee Conduct and Discipline

HAUMC expects employees to conduct themselves in a professional and businesslike manner at all times.

HAUMC believes that the best discipline is self-imposed, and that it is the responsibility of managers and supervisors to use disciplinary situations as opportunities for improving employee performance, behavior, and attitudes.

HAUMC prohibits both active and passive support (bystanders) or acts of harassment or bullying. Managers, supervisors, and employees should encourage and be encouraged to support employees who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

HAUMC has developed procedures that ensure both the appropriate consequences and remedial responses to an employee who commits one or more acts of harassment or bullying.

The following factors, at a minimum, shall be given consideration in determining appropriate discipline and remedial measures for each act of harassment or bullying.

1. Factors for Determining Consequences:

- Degree of harm
 - Surrounding circumstances
 - Nature and severity of the behavior(s)
 - Incidences of past or continuing pattern(s) of behavior
 - Relationship between the parties involved
 - Context in which the alleged incident(s) occurred
 - Employee past disciplines
- The persuasiveness of the proofs as to the incident or occurrence of bullying and/or harassment
- The offending party's receptiveness and willingness to follow and/or participate in remedial measures.

2. Remedial Measures and Consequences

Consequences and appropriate remedial actions for employees who commit one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or termination of employment.

E. Designated Person To Receive Complaints-Anti-Retaliation

HAUMC requires that a person be designated at the HAUMC for receiving complaints alleging violations of this policy. The person designated shall be the Chair of the Staff-Parish Relations Committee (SPRC). All employees are required to report alleged violations of this policy to the Chair of SPRC. Reports may be made anonymously, but formal disciplinary action *may not* be based solely based on an anonymous report.

HAUMC requires the Chair of SPR be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Chair of SPR shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three business days after a report or complaint is made.

HAUMC prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Chair of SPR after consideration of the nature, severity, and circumstances of the act.

Moreover, HAUMC, to the extent possible, will protect the identity of the person or persons reporting acts of bullying and will keep such person's identity confidential. It is the policy of the HAUMC that to the extent allowed by law, all information collected during the investigation will be kept confidential.

HAUMC prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely

accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or termination of employment.

HAUMC requires that this Policy be annually disseminated to all employees.

708 Return of Property

Employees are responsible for all HAUMC property, materials, or written information issued to them or in their possession or control. Employees must return all HAUMC property immediately upon request or upon termination of employment. Where permitted by applicable law, HAUMC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. HAUMC may also take any action deemed appropriate to recover or protect its property.

709 Resignation

A resignation is a voluntary act initiated by the employee to terminate employment with HAUMC. Although advance notice is not required, HAUMC requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

710 Progressive Discipline

The purpose of this policy is to state HAUMC's position on administering discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and supervision at all employment levels.

The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with HAUMC is based on mutual consent and both the employee and HAUMC have the right to terminate employment at will, with or without cause or advance notice, HAUMC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- first written warning, second written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a first written warning; a next offense may be followed by a second written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

HAUMC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline steps, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and HAUMC.

The following disciplinary measures do not constitute an exclusive list of actions. These actions are intended as a guide. In no case will discipline be overturned solely because these guidelines are not followed. Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

- First Written Warning: A first written warning should be clearly identified as such and should be administered in private. Recommendations for changes in behavior should clearly be delineated. A copy of this written warning shall be placed in the employee's personnel file. The employee will have an opportunity to defend his/her actions and rebut the opinion of his/her supervisor at the time the warning is issued. The Problem Resolution Process may be utilized to resolve any disagreements resulting from this warning.
- Second Written Warning: A second written warning should include the reasons for the supervisor's dissatisfaction and any supporting evidence. Changes necessary to correct the deficiency should be clearly delineated. A copy of this written warning shall be placed in the employee's personnel file. The employee will have an opportunity to defend his/her actions and rebut the opinion of his/her supervisor at the time the warning is issued. The Problem Resolution Process may be utilized to resolve any disagreements resulting from this warning.
- Dismissal: When the disciplinary process has failed to bring about a positive change in the employee's behavior, termination is likely to occur. With the exception of Serious Misconduct, employees involuntarily terminated for unacceptable behavior will be notified two weeks in advance of their last day of employment.
- Serious Misconduct: In case of serious misconduct where HAUMC finds it necessary, an employee may be suspended immediately without pay pending investigation of the circumstances. If the reasons for the suspension are valid, the employee can be terminated immediately.
- Other Involuntary Termination: Employees involuntarily terminated for reasons other than unacceptable behavior (e.g., elimination of a position, layoff, non-recalled employees or retirements) will be notified two weeks in advance of their last day of employment. At the discretion of HAUMC, severance pay (not to exceed two weeks' pay) may be made in lieu of advance notification of termination.

711 Problem Resolution

HAUMC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from HAUMC supervisors and management.

HAUMC strives to provide fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with HAUMC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they must make use of the following progressive steps.

1. Employee presents problem to immediate supervisor within 10 calendar days after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Director of Administration or another member of management. Supervisor or another member of management responds to problem during discussion or within 10 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
2. Employee presents problem to Lead Minister within 10 calendar days if problem is unresolved. Lead Minister counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and consults SPR Committee for review of problem.
3. Employee presents problem to Staff Parish Relations Committee in writing. SPR Committee reviews and considers problem. SPR Committee informs employee of decision within 10 calendar days of its meeting, and forwards copy of written response to Senior Minister for employee's file. The SPR Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

This problem resolution process is mandatory and employees are required to follow each of these steps as listed. Non-compliance with the process may result in disciplinary action, up to and including termination of employment. Furthermore, discussing grievances with HAUMC members who are not employed by HAUMC may result in disciplinary action, up to and including termination.

Not every problem can be resolved to everyone's total satisfaction. But only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

MISCELLANEOUS

801 Recycling

HAUMC supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the

purchase, use and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

HAUMC is enrolled in a single-sort recycling program. The following items are acceptable to place in any specially marked recycling receptacle located in the church:

- Metal food cans
- Glass bottles and Jars (all colors)
- plastic containers and lids (#1 through #7)
- Aseptic and gabled-topped containers
- Newspaper
- Cardboard
- Boxboard i.e.: cereal, cracker, shoe boxes
- Mixed mail
- Magazines
- Office Paper
- Envelopes

The following items are not accepted as recycling and should be properly disposed of by other means:

- No plastic bags
- No egg cartons
- No Styrofoam
- No pizza boxes
- No food-soiled paper
- No window glass
- No mirror or plate glass
- No ceramic or porcelain
- No toys, dishes
- No Plastic hangers
- No Motor oil jugs

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycling and be a part of this solution.

Whenever possible, employees of HAUMC are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, HAUMC is helping to solve trash disposal and control problems facing all of us today.

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