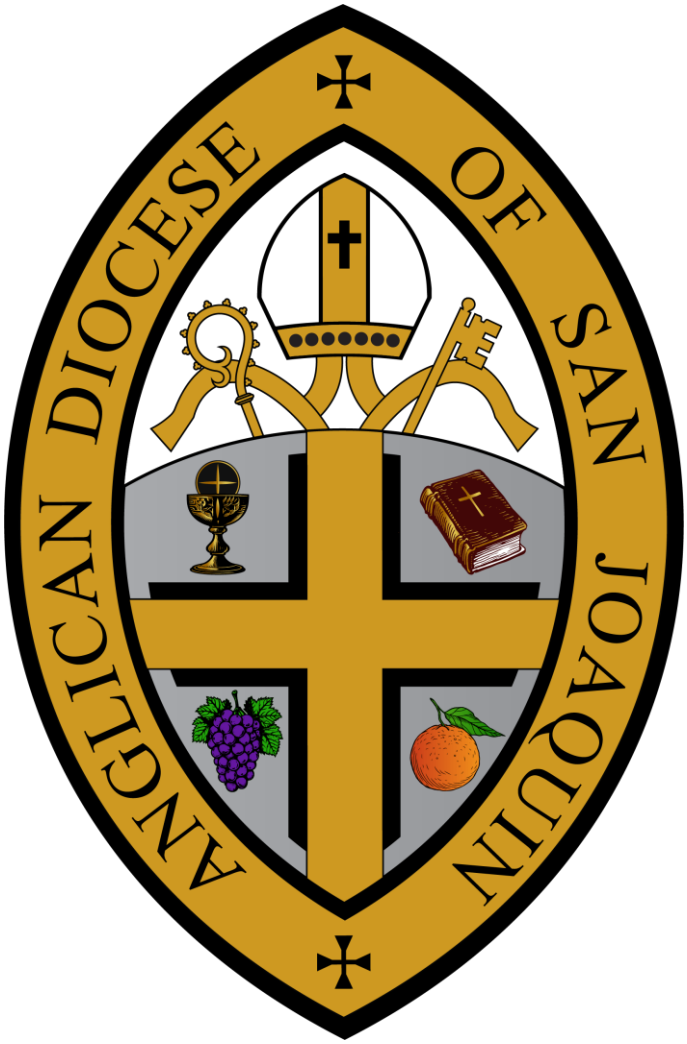
ANGLICAN DIOCESE OF SAN JOAQUIN



PERSONNEL HANDBOOK

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LEGAL COMPLIANCE AND RELIGIOUS RIGHTS

The Organization strives to operate with integrity and in compliance with all applicable local, state, and federal laws. In doing so, the Organization does not waive any of their legal rights, statutory exemptions, or religious protections under the law. These protections—such as those afforded by the First Amendment, Title VII of the Civil Rights Act, and other religious liberty provisions—are essential to preserving a ministry's ability to carry out its faith-based mission.

TRANSLATION OF EMPLOYEE HANDBOOK

If you have difficulty reading or understanding any of the provisions of this employee handbook, please contact Human Resources. We will gladly assist an employee who is unable to understand the Organization's policies. If needed, we will provide a translated copy of this handbook for your understanding. We want to make sure everyone understands the policies and practices of the Organization.

INTRODUCTION POLICIES

Welcome

Welcome to the Anglican Diocese of San Joaquin!

We are thrilled to welcome you to the Anglican Diocese of San Joaquin team! Your choice to join us is more than just taking on a new role—it's becoming part of a ministry family committed to serving God, His Church, and the communities we serve.

As part of the Anglican Diocese of San Joaquin, you are stepping into a mission that is bigger than any one of us. Together, we are called to equip and deploy laity and clergy to bring people to and disciple them in a saving relationship with Jesus Christ. Every member of our team, including you, brings unique gifts and experiences that enrich the life and work of the Organization.

This handbook is designed to help you understand our values, policies, and practices. More importantly, it reflects who we are: a Christ-centered organization dedicated to expanding the Kingdom of God throughout the San Joaquin Valley and the world. We hope that your time with us will be both professionally meaningful and spiritually fulfilling. Thank you for saying "yes" to this calling and for contributing your talents to the ministry we share.

Welcome to the team—we are blessed to have you with us!

In Christ
Raul Villa
Diocesan Executive Assistant

Introduction

This Handbook sets forth the policies of the Anglican Diocese of San Joaquin (hereinafter also referred to as "the Organization") applicable to all lay employees working for the Organization. This Handbook is designed to acquaint employees with the Organization's policies as an employer, to provide them with information regarding their privileges and responsibilities as employees, and to help each employee carry out his or her employment duties in a manner consistent with the teachings and traditions of the Anglican Church as practiced and proclaimed by the Anglican Church in North America. It is important, therefore, that all employees read, understand, and follow the provisions of this Handbook, both in its current form and as it may be amended from time to time, by official notice in writing.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the Organization must reserve the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its discretion. Employees will, of course, be advised of changes when they occur. Any written changes to this handbook will be distributed to all employees. No oral statements can in any way change or alter the provisions of the handbook.

This Handbook replaces all earlier versions, policies, and procedures. While this document may be translated into languages other than English for the convenience of employees, the English translation shall prevail in its administration.

With the sole exception of the at-will employment policies, the contents of this handbook do not create an employment contract. If an employee has any difficulty reading or understanding any of the provisions of this handbook, they shall contact Human Resources, who will gladly make assistance available. The information in this handbook is confidential and should not be shared or distributed without written permission from the Rector or Human Resources Department.

Mission & Philosophy of the Organization

As Anglicans, we believe that all persons are called by God to contribute to the sanctification and transformation of the world, by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in the Organization is one path of such Christian discipleship, and those who work for the Organization continue, in a very real way, the mission and ministry of Christ. As St. Paul recognized many centuries ago, the life and growth of the Organization, and the spreading of the Gospel, depends upon the men and women he often called "My co-workers in Christ Jesus" (Rom 16:3-16).

Each individual lay employee who works and ministers in the name of the Organization, therefore, must stand before the world as a witness to the life and resurrection of the Lord Jesus. The Organization, in its role as an employer, expects all employees to, by word, deed, and conduct, advocate and support the positions and beliefs of the Anglican Church in North America, and to be guided by such principles as:

- To respect the dignity of each person as one called by God and made in God's image and likeness;
- To strive to inculcate Gospel values in every aspect of work;
- To keep an open mind, to collaborate with and respect the ideas of others, to support leadership, and to make the common good a priority; and
- To contribute by personal example to a climate of faith and to serve others in a spirit marked by hospitality, compassion, and prayerful support.

Employees who are Anglican are expected to be faithful to the Christian faith as practiced and proclaimed by the Anglican Church in North America and adhere to the teachings of the Organization in their lives. Recognizing that non-Anglican employees are called by the Lord to stand before the world as a witness to His life, non-Anglican employees are also expected to have an understanding of the Anglican Church and to refrain from actions that are contrary to the teachings of the Organization. If non-Anglican employees wish to consider coming into full communion with the Organization, the Organization will welcome and assist them with that process. Non-Anglican employees interested in the profound and joyous experience of becoming Anglican are encouraged to ask their individual supervisor or the Bishop for information about the baptism or reception into the Anglican Church.

The Organization encourages all employees to participate in programs of enrichment and education for their personal faith development (e.g., spiritual retreats, days of renewal, workshops, etc.).

Anti-Discrimination Statement

The Organization is committed to a policy of anti-discrimination for applicants and employees. Except as it is permitted by virtue of its status as a church, the Organization will otherwise recruit, employ, promote, transfer, grant increases or decreases in rates of pay or other compensation, select for training, and discharge employees without unlawful discrimination under applicable law. Nothing in this statement will revoke the at-will nature of employment with the Organization or our ability to lawfully discriminate based on religion and beliefs or the ministerial exception.

At-Will Employment Status

Employment with the Organization is "at-will." This means that employment may be terminated at any time, by the Organization or the employee, with or without notice, with or without cause. With limited and specific exceptions (relative to clergy), no one has the authority to alter the Organization's at-will employment policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Furthermore, any such agreement (other than for the exceptions noted above) must be in writing and signed by the Bishop.

Nothing in this handbook or any other document or statement, whether written or oral, shall limit the right of the employee or the Organization to terminate the employment relationship for any reason, with or without notice.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

EMPLOYMENT POLICES

Employment Classifications

NON-EXEMPT
Non-exempt employees include all employees who are covered by the overtime provision of the Federal Fair Labor Standards Act and/or any applicable state laws. Employees in this category may be entitled to various forms of compensation in specific circumstances, which include but are not limited to premium pay for working more than 40 hours in a work week or eight hours in a workday, not including unpaid meal periods and paid rest periods. Non-exempt employees can be part-time, full-time, seasonal, temporary, or occasional workers.

EXEMPT
Exempt employees are those who qualify under one of the white-collar exemptions (executive, administrative, or professional) as defined by the Federal Fair Labor Standards Act (FLSA) and/or applicable state laws. These employees are not entitled to overtime pay, meal periods, or rest periods and are expected to work the hours necessary to complete their job responsibilities.

Timekeeping Requirements

All nonexempt employees are required to use a time sheet to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

The following rules must be observed regarding timecards:

- Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period.
- Employees are not allowed to work "off the clock." Working off the clock violates Organization policy. Any work performed before or after a scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.
- Employees also must record their time whenever they leave the building for any reason other than Organization business.
- Employees will be required to certify that their time records is accurate.
- Any handwritten marks or changes on the timecard must be initialed by a supervisor.

Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

- Any errors on your timecard should be reported immediately to your supervisor.
- Failure by an employee to maintain time records reflecting an accurate account of hours worked may result in disciplinary action up to and including dismissal. Only a supervisor may modify or correct time records in the case of any error or omission.
- Exempt employees are not required to maintain daily records of hours worked but must maintain a time sheet with a record of any vacation, sick time, or other leave days taken each pay period, to ensure that the Organization can accurately track accrued leave balances.
- Please also refer to the Organization's Meal and Rest Break Policy.

Overtime for Nonexempt Employees

Diocesan employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Anglican Diocese of San Joaquin will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Anglican Diocese of San Joaquin provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m. and ends at 12 midnight the following Saturday.
- Compensation for hours in excess of 40 for the work week, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules, or in excess of 40 hours per week or eight per day, as work demands require. No overtime compensation will be paid to exempt employees.
- Weekend work does not automatically qualify for compensation at a premium rate of pay. Hours worked on Saturdays and/or Sundays qualify for premium pay only if they qualify as overtime hours under the standards noted above.

Compensatory Time Off (COMP TIME)

Exempt Employees

Exempt employees are paid a fixed salary which is intended to cover all the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work, nor time off in lieu of additional compensation. The Organization does not maintain any compensatory time-off plan or arrangement. Accordingly, any time off provided to an exempt employee is done on an informal basis. Neither extra compensation nor compensatory time off will be owed or payable to an exempt employee upon separation from the Organization's employ for any reason.

Non-exempt Employees

Non-exempt employees are entitled to overtime pay whenever they perform overtime work. The Organization does not permit employees to take time off in lieu of receiving overtime pay.

Rest and Meal Periods

Non-exempt employees are authorized, permitted, and expected to take a ten-minute paid rest period, near the middle of each four-hour work period. During an eight-hour workday, employees will be expected to take two ten-minute rest periods. These breaks may not be combined with or added to an employee's meal period and must be taken in a manner which allows flexibility due to work being performed, as determined by an employee's supervisor. All non-exempt employees are responsible for making sure they take two ten-minute rest periods.

An unpaid meal period of at least 30 minutes is required for each non-exempt employee who works more than five hours in a workday and must be initiated not more than four hours and 59 minutes after the beginning of the employee's shift. Employees working more than ten hours in one workday are provided with a second unpaid meal period of at least 30 minutes, depending upon their work schedule. If an employee’s total hours worked are no more than 12 hours, this second meal period may be waived, in some circumstances, by the mutual consent of the Organization and the employee. Timecards for all non-exempt employees must indicate the beginning of an employee's meal period and the time an employee returns to work. If an employee eats their meal on the Organization’s premises, the meal must be consumed in designated areas only.

Employees may not forgo breaks or lunch periods in order to leave work early.

Rest Breaks
All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

Number of Rest Breaks
You will be authorized and permitted one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one-half (3.5) hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks
You are authorized and permitted to take a rest break in the middle of each four-hour work period.

Your rest break will be given upon request made to the Diocesan Administrator or Bishop.

Meal Period
All nonexempt employees will be provided an uninterrupted, unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

The waiver must be in writing.

Timing of Meal Period
Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled in cooperation with the Diocesan Administrator or Bishop.

Second Meal Period
If you work more than 10 hours in a day, you will be provided with a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours.

This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period
This second meal period will be provided no later than the end of your 10th hour of work. Your second meal period will be scheduled by request made to the Diocesan Administrator or Bishop.

Recording Meal Periods
You must clock out for any meal period and record the start and end of the meal period.

Employees are not allowed to work "off the clock." All work hours must be accurately reported on your time record.

If, for any reason, you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Diocesan Administrator or the Bishop
.
Anytime you miss a meal period that was provided to you (or you work any portion of a meal period provided), you will be required to report to the Diocesan Administrator and document the reason for the missed meal period or time worked.

Paydays and Paychecks

Employees are paid every two weeks. If a payday falls on a weekend or holiday, employees will be paid on the preceding workday. Timecards are due to the Monday preceding payroll. Certain positions, including the Bishop, have the option to request to be paid monthly rather than every two weeks. For further information, please direct any questions to the Diocesan Administrator or Treasurer.

All non-exempt employees are responsible for ensuring that timecards submitted are accurate and complete, and on time. Falsification of timecards or completion of any information on another employee's timecard may result in immediate termination.

For employees who elect to receive a paper check, the Organization will either hold the check until the employee's return or, with prior written authorization given by the employee, forward it to the employee's mailing address or release the paycheck to another designated person. Employees who have electronic deposits will receive their funds as usual.

Payroll Deduction

State and federal payroll taxes will be withheld from each employee's paycheck, in accordance with state and federal law. These deductions include, but are not necessarily limited to, state and federal income tax, social security tax (FICA), and state disability insurance (SDI) taxes. The Organization will also withhold authorized deductions by you, from your wages when necessary.

What to Do If an Improper Deduction Occurs:

If an employee believes that an improper deduction has been made to his or her paycheck, the employee should immediately report this information to his or her direct supervisor or to the Bishop. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Deductions for Exempt Employees

Employees paid on a "salary basis" receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to the Organization benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Organization when applicable.

It is Organization policy to comply with these salary basis requirements. Therefore, the Organization prohibits all Organization managers from making any improper deductions from the salaries of exempt employees. The Organization wants employees to be aware of this policy and know that the Organization does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your paycheck has been made, you should immediately report this information to your direct supervisor, or The Bishop.
Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Pay Advances

Payroll advances or loans to any employees are strictly prohibited. Individual parishes are also prohibited from providing private loans to clergy. The Organization does not permit advances against paychecks or “cashing out” advances against unaccrued vacation.

Garnishment of Wages

If the Organization receives a court order or notice from federal or state government to garnish an employee's wages, it will have no choice but to comply with that order. Employees should notify their supervisors if they are aware that their wages are to be garnished. The supervisor will notify the employee when a garnishment notice has been received, when it will become effective, and when the terms of the garnishment have been satisfied. All garnishments will be handled in a confidential manner, to the greatest extent possible.

Pay for Mandatory Meetings/Training

The Organization will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- The employee will be paid at their rate of pay for time spent at meetings, lectures, and training programs.
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payroll/Compensation Issues and Right to Remedy

Any employee who believes he or she has a problem regarding any of the following issues should bring a written complaint to the attention of their direct supervisor or the Bishop as soon as possible:

- Compensation
- Deductions from compensation
- Vacations
- Sick leave
- Rest and meal periods

The Organization will fully investigate all issues and communicate the results of that investigation to the employee. Payroll errors unfortunately occur from time to time. If the Organization or one of its employees identifies a possible error, they must immediately notify their direct supervisor of the Bishop which will attempt to correct the errors as soon as possible.

Payment Upon Termination

Employees will receive their final paycheck and all accrued, but unused vacation, if applicable, on the last day of employment unless the employee quits without notice and then the final paycheck will be ready within 72 hours.

Organization property, such as keys and equipment, must be returned by each employee at the time the final paycheck is provided.

Notification of Changes

The Organization is required by law to keep current documents of all employees' names and addresses. Employees are responsible for notifying the Organization in the event of a name, emergency contact information, telephone number, marital status, completing a new W-4, as appropriate, or address change.

Inspection of Personnel Records

It is the policy of the Organization to maintain all personnel files as Organization property; however, in line with state law, an employee's personnel file is available for inspection upon written request of the Diocesan Administrator or Bishop. Once Diocesan Administrator or Bishop have received the request, they will respond within 15 days to the request and set up a time when the employee can look at his/or her personnel file.

Certain documents may be excluded or redacted from your personnel file as allowed by law.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The Organization may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.
If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the Organization will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employment of Relatives

Relatives of employees may be eligible for employment with the Organization only if individuals involved do not work in a direct supervisory relationship or in job positions in which there is a conflict of interest. The Organization defines "relatives" as spouses, children, siblings, parents, in-laws, and step-relatives. Present employees who marry are permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Cool-Down Period

Employees who work outdoors are provided, allowed, and encouraged to take preventative cool-down periods in the shade for at least five minutes (in addition to the time needed to access shade) whenever they feel the need to do so to protect themselves from overheating. Employees shall be monitored for signs of heat illness, encouraged to remain in the shade, and not ordered back to work until any signs or symptoms of heat illness have abated. Cool-down periods shall be counted as hours worked, for which there shall be no deduction from wages.

Interior Temperature

If the interior temperature of an indoor workplace reaches 82 degrees Fahrenheit, the Organization will take steps to protect workers from heat illness. The Organization may provide water, rest periods, and cool-down areas to assist employees. If the internal temperature reaches 87 degrees, the Organization may institute the following measures to assist employees: cooling the work area, implementing work-rest schedules, and providing personal heat-protective equipment.

Department of Motor Vehicles Records

All employees required to operate their personal vehicle, or a rental vehicle for Organization purposes, must possess a driving record acceptable to the Organization and the Organization's insurance carrier. The following are required to operate any vehicle for Organization purposes:

- Valid driver's license
- Proof of automobile insurance (if driving a personal or rental vehicle for Organization purposes)
- DMV Drivers Record printout (initially and annually)

Employees operating vehicles on Organization business shall comply with all statutory requirements for the operation of motor vehicles, must have the minimum insurance coverage required by the State of California ($15,000 for injury or death of one person per accident, $30,000 for injury or death of two or more persons per accident, and $5,000 for property damage per accident, or such other amounts as may be set by the Legislature after the printing of this Handbook) and a valid California driver's license, and must keep accurate records of actual reimbursable mileage driven.

Employees who are required to operate an Organization-owned vehicle, their personal vehicle, or a rental vehicle for Organization purposes must inform Human Resources immediately if their driver's license is suspended, revoked, or expires, or if they receive a violation for driving under the influence (DUI). Those who drive a personal or a rental vehicle for Organization business must also inform Human Resources if their automobile insurance expires or is canceled. Failure to follow this policy is cause for disciplinary action up to and including termination.

Workers' Rights in Emergencies

The Organization will not take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace or worksite within an "Emergency Condition" affected area when the employee has a reasonable belief that the workplace or worksite is unsafe. For the purposes of this policy, "Emergency Condition" means the existence of either of the following:

1. Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.
2. An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

"Emergency Condition" does not include a health pandemic.

OPERATIONAL CONSIDERATIONS

Required Legal Postings

Posters that explain state and federal law and updated information about Organization policy and procedures can be found on the employee bulletin board in the Organization office. Employees are responsible for checking these postings on a regular basis and for reading all posted materials.

Mandated Reporting of Child Abuse and Neglect (California)

In compliance with California Penal Code (P.C.) § 11165.7(a), Assembly Bill (AB) 506, Nevada Statute § 432B.010, and Business & Professions Code § 18975, all employees of the Anglican Diocese of San Joaquin - regardless of title, position, or duties - are mandated reporters of known or suspect child abuse and neglect. We believe that every employee of the Anglican Diocese of San Joaquin is serving the Lord and is, therefore, also morally obligated (Matthew 18:6-7) to act upon known or suspect child abuse and neglect and report it to law enforcement and Child Protective Services.

REPORTING

As mandated reporters, all employees must know, understand, and comply with the Child Abuse and Neglect Reporting Act (CANRA / P.C. § 11166) requiring mandated reporters to report when, in their capacity as a mandated reporter, they reasonably know or suspect that a child has been a victim of child abuse, including physical abuse, sexual abuse, emotional abuse, and neglect. (A "child" is a minor ☐ any person under the age of 18.) Mandated reporters have a legal duty to report such abuse to an authorized agency, such as police department, sheriff's department, or county child welfare agency, pursuant to P.C. § 11165.9.

The mandated reporter must make an initial report top law enforcement or Child Protective Service immediately (or as soon as is practicably possible) by telephone, and they must follow-up with a written report (BCIA 8572) sent by fax or electronically transmitted within 36 hours of receiving the information concerning the abuse.

In addition to reporting to law enforcement and Child Protective Service, mandated reporters must immediately notify the Misconduct Reporting Officer of any report made to authorities.

TRAINING
All mandated reporters are required to complete mandated reporting training modules that will be assigned by Human Resources.

CONFIDENTIALITY AND IMMUNITY
Mandated reporters are required to provide their names when making a mandated report. Pursuant to Penal Code § 11167(d)(1), the reporter's identity shall be confidential and disclosed only among agencies receiving or investigating mandated reports such as law enforcement investigators, Child Protective Services, prosecutor's office, medical examiner/coroner, licensing agencies, etc. Mandated reporters have immunity from criminal or civil liability for reporting as required unless it can be proven that a false report was made, and the reporter knew that the report was false or was made with reckless disregard of the truth or falsity of the report. This is true even if the mandated reporter acquired the knowledge or suspicion of the abuse or neglect outside of his/her professional capacity or scope of employment.

THREAT TO WELFARE OF A MINOR
California's Child Abuse and Neglect Reporting Act (CANRA) was drafted to protect minors specifically from abuse "by another person" (CA Penal Code § 11165.5). Self-harm in itself - absent signs of abuse or neglect - is not a mandatorily reportable condition under CANRA. However, if a mandated reporter believes that the self-harm is rooted in abuse, neglect, and/or an unsafe situation that affects the minor's well-being, then they would be required to report to authorities.

While California mandated reporters are not specifically required to report self-harm by minors unless there is a reasonable suspicion that it is related to abuse, neglect, or an unsafe home environment, where self-harm by a minor is identified, the reporter - from a moral perspective - is strongly encouraged to prioritize the safety and well-being of the child, should at minimum refer the minor and/or their family to services including mental health resources, and may make a report (pursuant to CA Penal Code § 11166.05), even when no formal report to law enforcement or child protective services is legally mandated.

CONDUCT WITH MINORS
Ministry staff and volunteers should build open and trustworthy relationships with children and youth, ensuring they feel loved, accepted, and valued. At the same time, the risks of sexual abuse, exploitation, and false accusations require clear safeguards and boundaries to protect minors from harm while also protecting ministry workers from untrue claims.

Ministry workers must remain aware of their own and others' vulnerabilities when working with minors, always adhering to the "two mandated reporter" rule which ensures at least two adult mandated reporters are always present during interactions.

Physical contact with minors must occur only in appropriate, public settings to avoid any possibility of misinterpretation. Minors should not be allowed in the private residence of a ministry worker unless another adult is present or the minor is a family member. Additionally, ministry workers must not share overnight accommodations with minors unless they are immediate family members. Furthermore, minors should not stay overnight in organization-owned facilities, private residences, or hotel rooms except in the presence of at least two gender-appropriate adults. In rare emergencies, such as when a youth is fleeing an abusive situation, every effort should be made to secure accommodations with trusted family members, congregation members, or public authorities.

Ministry workers should refrain from giving money, favors, or gifts to minors, although purchasing a meal occasionally is permissible, provided it is not habitual. Under no circumstances should a meal be used as a means to bribe or coerce a minor.

These guidelines help establish clear boundaries between adults and minors and are essential for fostering a safe and respectful environment for children and youth while protecting ministry leaders from misunderstandings or false accusations.

Business-Related Expenses

Additional expenses connected to business travel (e.g., meals, lodging, etc.) must be pre-approved by the employee's supervisor. Only reasonable expenses will be reimbursed, and they must be documented in writing (e.g., with receipts) using a Check Request Form. Any questions about which expenses will be reimbursed should be resolved prior to incurring the expense by asking a supervisor.

Travel Time for Non-Exempt Employees

Non-exempt employees who are required (pre-approved by supervisor) to travel for work/ministry purposes during the workday will be paid for such travel time at their regular base rate of pay, unless otherwise required by law.

Travel pay will apply in the following circumstances:

- After initial arrival at the employee's regular work site: Once an employee reports to work, if he or she is required to travel to an off-regular worksite location, all time spent from the time the employee leaves the work premises until the employee returns to his or her normal work location is counted as work time.
- If the actual work location has changed from the employees regular work site: If an employee is required to travel to and from an off-regular work site location directly from

his or her home, all time spent for such travel, less the employee's normal commute time, is counted as work time.

- Out of town travel: If an employee is required to travel out of town for work-related purposes, the time spent traveling to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, is considered work time; however, any time the employee spends engaged in personal activities (such as mealtime, sleeping, sightseeing or watching television) will not count as work time.
- Record: Employees must record all work-related travel time on their timecards.

Employee References and Requests for Information

Personnel files for current or former employees will be maintained in a confidential manner and are accessible only to authorized personnel. The Organization seeks to provide accurate information to individuals outside the Organization regarding current or former employees and only designated persons are authorized to disclose such information. Consequently, All requests for references must be directed to the employee's supervisor or, if applicable, the Bishop. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the Organization discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the Organization also will inform prospective employers of the amount of salary or wage you last earned. For pastoral employment verification, the Rector may discuss further employment information in his sole discretion.

Employee personnel records are also subject to review by investigative agencies, or during periodic internal audits conducted by the Organization.

Work Schedules and Workweek defined

Anglican Diocese of San Joaquin is normally open for business between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

As a general rule, scheduled office hours should not be interrupted by personal or medical appointments. When an appointment must be scheduled during office hours, the employee should consult with the supervisor for approval of the time arrangements.

Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday.

Cellular Phone Use

This policy outlines the use of personal cellular telephones at work, the personal use of business cellular telephones, and the safe use of cellular telephones by employees while driving.

Personal Cellular Telephones
While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Organization telephones. Excessive personal calls during the workday, regardless of the telephone used, can interfere with employee productivity and be distracting to others. Employees are, therefore, asked to make any personal calls during non-work time where possible, and to ensure that friends and family members are aware of the Organization's policy. Flexibility will be provided in circumstances demanding immediate attention.

Prohibited Use of Organization Cell Phone While Driving
In the interest of the safety of our employees and other drivers, the Organization employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on Organization business and/or Organization time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, Web browsing or using any smart phone application while driving.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Organization business and/or Organization time. Violating this policy is a violation of law and a violation of Organization rules.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the Organization's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Organization property. The Organization has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Although solicitations by an employee for charitable purposes (youth candy sales, Girl Scout Cookies, School Fundraising Sales, and the like) are generally permissible, such activity may be restricted in any instance in which it interferes with or disrupts the workplace.

Any such solicitation, promotion, or distribution must be done during break and lunch periods only and must be confined to a break room and bulletin boards. Placement of any material on the bulletin boards requires prior approval from the employee's supervisor. No distributions to individuals in their work area or parking lot leafleting are permitted.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Organization property.

Guests and Visitors

Visits from friends and family are to be kept to a minimum in order to preserve an appropriate work environment. It is extremely important that the impression left with the Organization visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended period of time are to be kept to an absolute minimum. The Organization may not be used as a substitute for childcare of employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Your child is your responsibility and must be under your direct supervision at all times. If a child is ill, you must present a doctor's note to your immediate supervisor indicating the child is not contagious. Under no circumstances may children provide work for the Organization, unless the child is hired as an employee pursuant to Organization policies.

If you wish to bring a minor child to work and prior notice is possible, request from your supervisor and complete the Guest and Visitors Request form, which will be reviewed by the Diocesan Administrator. You should also use the Guest and Visitors Request form if you wish to bring your pet to work.

The Organization reserves its right in its sole discretion to deny such a request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.

Workplace Monitoring

The Organization engages in video monitoring, recording, and surveillance for the safety of employees, property, and others. There should be no expectation of privacy in the workplace except in private places such as restrooms, showers, and dressing areas.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. Employees also may not use any audio or video recordings in work areas that the Organization has identified as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of his/her employment, such as documenting health and safety issues.

The Organization uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Organization Property

Employees may not divert Organization property to their own personal use. This policy includes, but is not limited to, the personal use of Organization's name, logo, stationery, supplies, equipment, computers, telephones (including cellular telephones), fax machines, postage and postage meters, vehicles, office machines, or other property for personal purposes.

Official letterhead may not be used for personal correspondence nor may it be used by any individual to represent any policy, position or other statement purporting to reflect the opinions, policies, or practices of the Organization unless specifically authorized to do so.

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, and items not listed here are the Organization's property and must be maintained according to Organization rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Organization reserves the right to inspect all Organization property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Organization property may be removed from the premises.

Organization voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. The Organization reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The Organization may periodically need to assign and/or change "passwords" and personal codes for these communication technologies and related storage media and databases are to be used only for Organization business and they remain the property of the Organization.

The Organization reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Organization voice-mail and email systems are subject to the same Organization policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

No personal locks may be used on Organization -provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Organization locker.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Diocesan property. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Off-Duty Use of Facilities

Employees are prohibited from remaining on the Organization premises or making use of Organization facilities while not on duty. Employees are expressly prohibited from using Organization facilities, Organization property, or Organization equipment for personal use. This policy is not intended to limit the ability of employees to use the Organization's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors, or staffing.

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of the Organization's property, possession of dangerous weapons or firearms, or abuse of the Organization's drug and alcohol policy.

Outside Employment

Employment by the Organization generally does not prevent employees from engaging in additional lawful employment. A Diocesan employee may not, however, engage in any employment that would result in a conflict of interest for that employee that would in any manner bring disrepute upon the Organization, constitute scandal, or otherwise conflict with the moral and theological teachings of the Anglican Church in North America, or that detrimentally impacts the employee’s job performance. Employees are required to report any external employment to their supervisor for the determination of whether a conflict of interest exists.

Telecommuting

Although rare, the Organization may offer telecommuting accommodations. Telecommuting provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the Organization. Telecommuting must be pre-approved by an employee's supervisor and cannot be initiated without a Telecommuting Agreement.

The Organization retains the right in its sole discretion to designate positions that are appropriate for telecommuting and approve employees for telecommuting. Telecommuting does not change the conditions of employment or required compliance with all Organization policies and procedures. The Organization reserves the right to change or terminate the Telecommuting Agreement at any time, without cause or advance notice. An employee's ability to work under a

Telecommuting Agreement rest in the sole discretion of the Organization. Telecommuting is a privilege and may not be appropriate for all employees. If an employee wishes to request a Telecommuting Agreement, she/he should contact his or her supervisor and ask for a Telecommuting Request form.

Telecommuting Safety

The Telecommuter is solely responsible for ensuring the safety of his or her alternative work environment. However, because the Organization is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the Organization reserves the right to periodically inspect the Telecommuter's home workspace. Any such inspection will be preceded by advance notice, and an appointment will be scheduled. Telecommuters are protected by the Organization's workers' compensation insurance. As such, Telecommuters are required to immediately report any injuries that occur while working.

The Telecommuter shall be liable for any injuries that occur to third parties at or around the Telecommuter's alternative work environment.

Telecommuting Plan

All Telecommuters will be required to sign a Telecommuting Agreement with their supervisor that outlines the days and work hours (as applicable) of the Telecommuter; equipment the Telecommuter will need; how the Telecommuter will communicate with the Organization; use of support or secretarial staff; and other appropriate information.

Hours of Work

Unless otherwise agreed in the Telecommuting Agreement, hours and days of work will not change. Employees agree to apply themselves during work hours.

Nonexempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Telecommuting is not intended as a substitute for childcare or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Telecommuters are expected to attend all required meetings.

Costs Associated with Telecommuting

The Organization shall not incur additional costs due to a Telecommuting Agreement. The Telecommuting Agreement will specify any costs the Organization will cover.

Mileage Reimbursement

Employees who use their own vehicles for Organization business, and who provide proper documentation of that use, will be reimbursed at an amount equal to the current mileage deduction rate permitted by the Internal Revenue Service. Employees shall submit a request for reimbursement within 30 days of incurring the mileage, or upon separation of employment, whichever is sooner.

Parking

Employees may park their vehicles in designated areas if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of the Organization property.

Employees may not use parking areas specifically designated for customers, vendors, Organization vehicles, or reserved for The Bishop or clergy members. The Organization is not responsible for any loss or damage to employee vehicles or contents while parked on Organization property.

Parking areas may be monitored with video or other surveillance for purposes of protecting Organization property only. This surveillance system is in no way intended to provide employees with personal security.

Housekeeping

All employees are expected to keep their work areas clean and organized. Common areas such as conference rooms, lunchrooms, and restrooms should be kept clean by those using them, and to treat any Diocesan-rented property with the same respect as Diocesan-owned property.

Employees are asked to clean up after meals and dispose of trash properly. The presence of personal decorations, such as pictures and plants, is permitted as long as it does not detract from overall office appearance or working conditions, as determined by the supervisor. The Organization is not responsible for loss of such personal possessions through fire, theft, or other loss, so employees are encouraged not to bring items of monetary or personal value to work.

Electronic and Social Media

This policy is intended to protect the Organization's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, Black berries, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers.

The Organization also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, telephones, cell phones and other handheld devices, fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through the Organization servers are Organization property owned by the Organization for the purpose of conducting Organization business. These items must be maintained according to the Organization rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Organization property may be removed from the premises.
- All electronic communications also remain the sole property of the Organization and are to be used for Organization business. For example, email messages are considered Organization records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of the Organization and remains the property of the Organization.
- Information stored in the Organization's computers and file servers, including and without limitation, is the property of the Organization and may not be distributed outside the Organization in any form whatsoever without the written permission of the Diocesan Administrator or The Bishop.
- Violation of any of the provisions of this policy, whether intentional or not, will subject Organization employees to disciplinary action, up to and including termination.

Monitoring of Organization Property

The Organization reserves the right to inspect all Organization property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. The Organization's computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use.

The Organization reserves the right to access, review, and monitor electronic files, information, messages, text messages, e-mail, internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Organization policy or any law occurs. E-mail may be monitored by the Organization and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security, but the use of a password does not affect the Organization's ownership of the electronic information or ability to monitor the information. The Organization may override an employee's password for any reason.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Organization management.

Prohibited Use

All existing Organization policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with the misuse of Organization assets or resources. It is a violation of the Organization policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against the Organization policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential or sensitive information or trade secrets.

The display of any kind of sexually explicit multimedia content, message, or document on any Organization computer is a violation of the Organization's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of the Organization to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use
The Organization provides computers, electronic communications, electronic information, and information technology resources, including the Internet, to its employees to help them do their job. No personal use of this Organization property is permitted at any time. However, this policy is not intended to limit the ability of employees to use the Organization's email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Social Media
The Organization recognizes that many of its employees participate in one or more varieties of Internet-based social media. Examples of these are social networks such as Facebook, Myspace, Twitter, YouTube, and LinkedIn, as well as blogs, wikis, and related sites involving personal expression and social interaction. While all employees are welcome to participate in such social media, they must nevertheless recognize the potential for their personal expression to have any adverse effect upon the reputation of the Organization, its employees, and the Anglican Church.

Use of Internet-based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Organization goals. However, only authorized individuals are allowed to speak/write in the name of the Organization using the social media tools of the Organization. Your supervisor will authorize you in writing if you can use these Organization social media tools to perform your job duties. Authorized individuals using the Organization social media tools shall identify themselves honestly, accurately and completely and comply with all Organization policies in using this media.

Employees may not utilize Organization information technology resources to create, post, or otherwise access online social media for personal use.

Employees can use their own personal devices to engage in social media during non-working times, such as breaks and meal periods; however, all other Organization policies against inappropriate usage, including the Organization's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

With regard to any material published or posted on any social media by employees, even on their personal time, the following guidelines apply:

- While the Organization has no desire or intent to monitor or censor the personal social media activity of employees, some online actions can affect an employee’s service with the Organization. If it comes to light that an employee’s postings (from any time period) have the potential to be a source of scandal for the Organization, because the content violates the Organization's standards of conduct set forth above, the employee will be subject to disciplinary action, up to and including discharge. In particular, the Organization will not

tolerate the posting of obscene, harassing, offensive, derogatory, or defamatory comments and images that discredits or causes embarrassment to the Organization or the Anglican Church in North America, or to our affiliated organizations, or parishioners.

- If you identify yourself as an employee of the Organization on social media, please make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the Organization. For example, if an employee publishes a blog, he or she should post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the views of my employer."
- Employees should be ethical and responsible participants in social media. Attempt to always be accurate and respectful in any postings. If you are moderating the content of others who post on your site, insist upon similar standards for those third parties.
- Employees should never disclose in social media any information gained as a result of employment with the Organization. This includes but is not limited to any information that is confidential or proprietary to the Organization; information that a third party has disclosed to the Organization, including information related to any Organization sacraments; and information concerning any legal matters or litigation in which the Organization is involved.
- Employees may not reproduce any Organization materials or logos without written permission. Please consult with the bishop if you have questions about the appropriateness of publishing any such Organization materials on your site.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the Diocesan Administrator.

Copyright Issues

Copyright materials belonging to entities other than the Organization may not be transmitted by staff members on the internet. One copy of copyrighted material may be downloaded for an employee's own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Organization or action by the copyright owner.

Security

All messages created, sent, or retrieved over the internet are the property of the Organization and should be considered public information. The Organization reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Harassment
All electronic communications shall comply with the Anti-Discrimination and Harassment policies. In no circumstance are the electronic communication systems to be used to create or forward any offensive or disruptive messages or any message that might constitute (or indicate the condoning or encouragement of) harassment or lewd, illicit, or illegal activities. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, political beliefs, national origin, or disability. The electronic communication systems may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Employees learning of any misuse of the voicemail or email system or violations of this policy shall notify Human Resources.

Violations
Employees who violate this policy may be subject to disciplinary action that may include termination. If necessary, the Organization will advise appropriate legal officials of any illegal violations. Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, programs, or other property of the Organization, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action up to and including termination.

Employee-owned Devices

Employees' own computers (including handheld devices) and electronic communications are not to be used during work time on the work premises. Employees may use personal devices during non-working times, such as breaks and meal periods; however, all other Organization policies against inappropriate usage, including the Organization's no tolerance for discrimination, harassment, or retaliation in the workplace, apply.

Involuntary Termination and Discipline

Dismissal refers to termination of employment at the discretion of the Organization, whether or not any formal system of discipline or warnings is utilized.

An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of the Organization's rules, guidelines, policies, and procedures. The Organization reserves the right to discharge or demote any employee with or without cause.

Any violation of Organization policies or improper behavior or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the employee or the Organization without following any formal system of discipline or warnings, the Organization may exercise its discretion to implement discipline short of termination to give employees advance notice of problems with their conduct or performance in order to correct any problems.

It must be remembered that the employment relationship is based on the mutual consent of the employee and the Organization. Accordingly, either the employee or the Organization can terminate the employment relationship at will, with or without cause or advance notice, at any time.

Employees who are involuntarily terminated will receive any accrued vacation pay and reimbursement for any authorized accrued expenses.

Termination of Employment

Employment with the Organization is considered at-will, which means that either the employee or the Organization may terminate the employment relationship at any time, with or without notice, for any reason. Some of the ways an employee's service with the Organization can end are as follows:

Voluntary Resignation
Voluntary resignation results when an employee voluntarily quits or resigns from his or her employment at the Organization or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law).

Though an employee may resign at any time, with or without notice, the Organization requests that exempt employees who voluntarily resign give at least one month's advance written notice of their intent and specify the anticipated last workday. As much additional notice as possible is appreciated in order to assure adequate time to secure a qualified replacement. Non-exempt employees are asked to give at least two weeks advance notice prior to voluntary resignation.

All Organization-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Reductions in Force
Under some circumstances, the Organization may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Organization will attempt to provide advance notice, if possible, to help prepare affected

individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Organization will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Workers' Compensation

The Organization, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.
- To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:
    - Immediately report any work-related injury to your supervisor;
    - Seek medical treatment and follow-up care if required;
    - Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to the Diocesan Administrator or Diocesan Administrator ; and
    - Provide the Organization with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee, under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available.

An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Organization's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Organization's

obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

Neither the Organization nor its insurer will be liable for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

The law requires the Organization to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Organization-Provided Physician
The Organization provides medical treatment for work-related injuries through a medical provider network, Church Mutual Insurance MPN, which the Organization has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Performance Evaluations

Each employee may receive periodic performance reviews conducted by his or her supervisor. Subsequent performance evaluations may be conducted annually, on or about the anniversary date of your employment with the Organization. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of supervisor and/or pastor and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Open-Door Policy

Suggestions for improving the Organization are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are also of concern to the Organization.

If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to the Diocesan Administrator, the Bishop (if the Diocesan Administrator is the source of the complaint) or the Canon to the Ordinary (if there is one).

Moreover, if you have raised the issue and if the problem persists, you may present it to the Diocesan Administrator (if the Diocesan Administrator is not the source of the issue), who will investigate and provide a solution or explanation.

If the problem is not resolved, you may also present the problem to the Bishop, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the Diocesan Administrator.

This procedure, which we believe is important for both you and the Organization, cannot guarantee that every problem will be resolved to your satisfaction. However, The Organization values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Standards of Conduct

Employees are expected to conduct themselves in a manner to further the Organization's objectives. The following conduct is prohibited and will not be tolerated by the Organization. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Organization operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Organization records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's.
- Theft and deliberate or careless damage or destruction of any Organization property, or the property of any employee or customer;
- Removing or borrowing Organization property without prior authorization;
- Unauthorized use or misuse of Organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Organization property;
- Participating in horseplay or practical jokes on Organization time or on Organization premises;
- Carrying firearms or any other dangerous weapons on Organization premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Organization property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening, or intimidating language at any time on Organization premises;
- Violation of Organization's punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy.
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and lunch periods;
- Sleeping or malingering on the job;

- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Organization policy, rule, procedure or violation of the Organization's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Organization's anti-harassment or anti-discrimination policies; and
- Failing to promptly report work-related injury or illness.
- Possession, distribution, sale, use, or being under the influence of alcoholic beverages, marijuana, or legal or illegal drugs while on Organization property, while on duty, or while operating a vehicle leased or owned by the Organization or its principals
- Absence for one workday without notice to an employee's supervisor, unless a reasonable excuse is offered and accepted by the Organization
- Unprofessional or inappropriate conduct toward another employee, member, vendor, visitor, or the general public
- Unauthorized duplication of Organization keys
- Failure to file a police report when in an automobile accident involving an Organization-owned vehicle or a personal or rental vehicle when driving for Organization business
- Failure of an employee who operates an Organization-owned vehicle or a personal or rental vehicle for Organization business to immediately notify Human Resources if their driver license was suspended, revoked, or expired, or if they received a driving-under-the-influence (DUI) citation
- Failure of an employee operating a personal or rental vehicle for Organization business to immediately notify Human Resources that their automobile insurance has expired or was canceled
- Failure of an employee to abide by the safety rules as set forth in this handbook and in the Organization's written Illness and Injury Prevention Program
- Failure of an employee to abide by the work schedules set forth by their supervisor
- Failure of an employee to maintain their work area in a sanitary manner, in line with the general practices of good housekeeping
- Excessive absences and/or tardies

This statement of prohibited conduct does not alter the Organization's policy of at-will employment. Either you or the Organization remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with the Organization because doing so may give the appearance of influencing Diocesan decisions or is a conflict of interest. Please discuss expenses paid by such persons for business meals or trips with the Organization in advance.

Off-Duty Conduct

While the Organization does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Organization's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Organization's essential business interests and disrupts business operations will not be tolerated.

Conducting Personal Business

Employees are to conduct only Organization business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours without expressed permission from their supervisor.

Political Activity

Many employees participate in political activities on their own time. Organization time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. The Organization will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by the Organization announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that the Organization officially endorses or opposes any candidates for political office that the Organization itself has not publicly announced. Organization employees are entitled to their own personal position.

The Organization will not discriminate against employees based on their lawful political activity engaged outside of work.

Conflicts of Interest

All employees and independent contractors must avoid situations involving actual conflict of interest and must not use their position with the Organization for inappropriate personal advantage. Because of the ministerial mission of the Organization, Diocesan employees must constantly bear in mind the importance of the highest standards of ethical and moral conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the Organization, as determined by the supervisor.

Examples of prohibited activities include, but are not limited to:

- Engaging in any other employment or personal activity during Organization work hours or using Organization supplies or equipment in other employment;
- The solicitation of Organization employees or business associates for the sale of goods/services or for donations to non-Organization causes is not permitted unless expressly authorized in writing by the Bishop in advance;
- Having a direct or indirect financial relationship with suppliers or vendors who solicit business with or are engaged in a business relationship with the Organization;
- Engaging in offers, exchanges, solicitations or acceptance of payments, gifts, or other considerations in any form, directly or indirectly, other than those which have to do with the normal course of business and which follow open, legal, and authorized procedures with any person, firm, or institution; and
- Rejecting, accepting, and/or exerting influence connected to payment, gifts, credits or favors in any form (e.g. vacations, expenses, loan endorsements, consultant fees), directly or indirectly by or to the employer or independent contractors. The term “indirect” includes the offering or acceptance of such favors by a relative, associate or anyone acting on behalf of the employee or an independent contractor or by business entities acting for any of the aforementioned.

Personal or romantic involvement with a competitor, supplier, or subordinate employee of the Organization, which impairs an employee's ability to exercise good judgment on behalf of the Organization, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, the Organization may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

Some aspects of the work of the Organization, such as sacramental matters, private correspondence and contributions, and the nature of relationships with businesses and benefactors, are confidential. Employees should not discuss these matters outside the office without authorization from those responsible for this information.

By virtue of their work, Diocesan employees may also have access to personal information of employees, parishioners, students, volunteers, or other individuals, including social security numbers, personnel information, and salary matters. All such personal information, must be maintained in strict confidentiality.

Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the Organization.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Failure to maintain confidentiality on any of these matters is grounds for discipline, up to and including termination.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Bishop may comment to news reporters on the Organization's policy or events relevant to the Organization.

Anti-Harassment and Discrimination

The Organization is committed to providing a work environment that is free of applicable unlawful discrimination. In keeping with this commitment, the Organization maintains a strict policy prohibiting applicable unlawful harassment and abusive conduct (bullying) in any form, including sexual harassment, verbal or physical harassment, or any other harassment based on any characteristic prohibited by applicable law. This policy applies to all agents and employees of the Organization, including supervisors and non-supervisory employees, and prohibits harassment of employees in the workplace by any person, including non-employees. It also extends to harassment of or by vendors, independent contractors, and others doing business with the Organization. The Organization also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a Organization investigation.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Individuals who violate this policy are subject to discipline up to and including immediate termination. Unlawful harassment may take many forms, including but not limited to:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having reported unlawful harassment

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, agent of the Organization, or non-employee should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor, or, in the alternative, to the Human Resources department. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above.

Supervisors should immediately report any incidents of harassment to the Human Resources department and the Lead Pastor. The Human Resources department will investigate all such claims and take appropriate corrective action, including disciplinary action up to and including termination, when it is warranted. Employees should feel free to report valid claims without fear of retaliation of any kind. Employees will not be subject to retaliation for registering any complaint of unlawful harassment in good faith.

If any employee has questions concerning this policy, please feel free to contact the Human Resources department.

Smoke Free Workplace and Use of Tabacco

The Organization is committed to a philosophy of good health and a safe workplace. It is important that the work environment reflect the Organization's concern for good health. With this in mind, the use of tobacco is only allowed in designated areas.

Drug-Free Workplace

This policy applies to all employees and all applicants for employment at the Organization. In compliance with the Drug-Free Workplace Act of 1988, the Organization has a longstanding commitment to provide a safe, quality-oriented, and productive work and ministry environment. Alcohol, marijuana, and drug abuse poses a threat to the health and safety of the Organization employees, ministry environment, and the security of the Organization’s equipment and facilities. Additionally, use or abuse of such substances is not consistent with a Christian lifestyle. For these reasons, the Organization is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, marijuana, and/or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules
Whenever employees are working or present on the Organization premises or are conducting Organization -related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug, including possession of drug paraphernalia.
- Using, possessing, buying, selling, manufacturing, or dispensing marijuana, including possession of drug paraphernalia.
- Being under the influence of marijuana, alcohol, or an illegal drug as defined in this policy.

The presence of any detectable amount of an illegal substance, marijuana, or alcohol in an employee's body system while performing Organization business or while in a Organization facility is prohibited.

The Organization does not allow employees to perform their duties while taking prescribed drugs that may adversely affect their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Drug, marijuana, and alcohol use is highly detrimental to the workplace and to the efficiency and productivity the Organization desires to promote. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Violation of this policy will result in disciplinary action up to and including immediate termination.

Punctuality and Attendance

As an employee of the Organization, you are expected to be punctual and in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Organization business. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as possible of the reason for the tardiness or absenteeism.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, the Organization will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Dress Codes and Other Personal Standards

The Organization, in witnessing the Gospel to the world, requires that those acting and ministering in its name exhibit appropriate Christian modesty and cleanliness in their style of attire and grooming. Hence, all hair, including beards and mustaches on men, shall be neatly trimmed, groomed and clean. Additionally, employees should refrain from wearing excessive jewelry. Men and women may wear a wedding ring and one other ring (e.g. a class ring, etc.) Women may wear modest earrings. Employees are free to wear a cross, crucifix, or other item of modest religious jewelry in a visible manner. Other visible piercings on both men and women are not permitted to be displayed by employees while on Organization property during working hours. Similarly, during working hours, where possible, visible tattoos should also be covered while an employee is on Organization property during working hours. Suggestive or immodest attire, including items of clothing that are sexually suggestive or immodest, on men and women is similarly not permitted to be worn during working hours.

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean, and tasteful. Avoid clothing that can create a safety hazard. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Health and Safety

It is the policy of the Organization to provide a safe workplace for its employees; however, all employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the Diocesan Administrator. In compliance with California law and to promote the concept of a safe workplace, the Organization maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the Bishop's office.

The Organization will furnish necessary equipment for employees performing work requiring personal protective equipment. All employees must obey every safety rule and must report any safety hazards they observe to their supervisor immediately. Failure to comply with safety regulations or reporting requirements can be a reason for dismissal.

In compliance with Proposition 65, the Organization will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.
Employees shall note that Material Safety Data Sheets are in the Diocesan Administrator's office.

As well, all employees are to note and remember the following safety rules:

1. Report to work in good physical and alert mental condition.
2. Remember chemical safety requirements, including the handling of the same. If unclear or questions arise, see the appropriate supervisor immediately. Material Safety Data Sheet (MSDS) forms are available for all employees' reference.
3. The use, possession or being under the influence of intoxicating beverages or drugs on the job is prohibited.
4. Understand work assignments and make certain employees are fully qualified for the job.
5. Firearms are not permitted on the job unless for a special purpose by permit and permission of the Rector or his designee only. If there is any doubt, ask.
6. Look for hazards, unsafe conditions or practices and report them immediately to a supervisor, unless an employee can correct the situation safely, and then report it.
7. Learn and follow the specific safety regulations which apply to each employee's job. If an employee does not know or understand the regulations which apply to their job, they are to ask their supervisor.
8. Use the safety equipment and devices provided for employee protection, i.e., eye wash facilities.
9. Only operate and/or repair machinery, equipment or electrical circuits if qualified to do so.
10. When lifting heavy objects, lift with leg muscles not the smaller muscles of the back. Get help for lifting or moving heavy objects.

11. Each employee is to do their part to help keep work areas clean and free of debris and other tripping hazards.
12. Know where emergency equipment is located, such as fire extinguishers, first aid supplies, lifesaving equipment, etc., and report the use of any emergency equipment so that it can be replaced.
13. If injured in any way, an employee is to report it to their supervisor immediately and obtain first aid or authorized medical treatment. If an employee needs to visit a doctor for any reason, they are to notify their supervisor at once.
14. Disregard of safe work practices, any of these rules or other safety instruction is cause for disciplinary action, including termination.

Security

The Organization has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Violence Prevention

The Organization is firmly committed to the safety of its employees and to providing a workplace that is free from acts of violence or threats of violence. Although some kinds of violence result from societal problems that are beyond its control, the Organization believes that measures can be adopted to increase protection for employees and to provide a secure workplace.

The Organization has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Organization has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on Organization premises and at Organization-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Organization property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

The Organization's workplace violence program is described in detail in the Organization's Illness and Injury Prevention Program (IIPP).

WEAPON-FREE WORKPLACE

In order to create and maintain a workplace that is safe and free of violence for all employees and visitors, it is the Organization's policy to prohibit the possession of dangerous weapons on Organization premises, including Organization-owned/leased buildings, driveways and parking lots, sidewalks and other walkways, and all other areas of Organization grounds, as well as Organization-owned/leased vehicles, personal vehicles being used for Organization business, and any other vehicle entering onto Organization premises.

Dangerous weapons, as used in this policy, means any firearm, ammunition or other explosives, knives (other than utility knives or small knives used as a work tool), and other weapons that are considered dangerous or may cause harm (e.g., brass knuckles, nunchaku/"nunchucks," Billy club/baton, fireworks/firecrackers, etc.) Organization employees and volunteers are responsible for ensuring that any item they possess is not prohibited by this policy. Questions regarding the administration and enforcement of this policy may be referred to [name of authorized employee or department].

This policy shall apply not only to all full-time, part-time, and temporary Organization staff members and volunteers, but is applicable as well to organization members, parishioners, visitors, guests, consultants, service employees, and other contractors or service workers. A CCW (Carry Concealed Weapon) permit or other license to carry a weapon does not supersede this policy with the exception of duly-appointed peace officers as defined by California Penal Code §830 – 830.11. Any employee/volunteer in violation of this policy will be subject to disciplinary action up to and including termination.

The Organization additionally reserves the right at any time and at its sole discretion to search all Organization-owned/leased vehicles, all vehicles entering Organization property, and any briefcases, messenger bags, backpacks, purses, suitcases, packages, containers, lockers, desks, cabinets, closets, and other enclosures, and persons for the purpose of determining whether a prohibited dangerous weapon has been brought or is being brought onto Organization property in violation of this policy. Employees or volunteers who fail or refuse to promptly submit to such a search under this policy will be subject to discipline up to and including termination.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: If weather conditions prevent you from safely traveling to work, you must notify the Diocesan Administrator or Bishop by phone, if telephone service is functional, or by any other available means. Absences will be unpaid or will be deducted from accumulated vacation time.
- In the event of a natural disaster, the office will be closed if the building is damaged or the highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

Recreational Activities and Programs

The Organization or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

EMPLOYEE BENEFITS

Benefit Exemption Specifications

Any leave, including Ministry Family Leave, benefits, or any other terms of employment provided by our Organization, are not to be construed as a waiver of any exemption provided to non-profit religious organizations under California Government Code sections 12900-12999, other applicable state laws, or any other applicable law.

In regard to pregnancy, childbirth, or related medical conditions, we reserve the right to exercise our theology in a manner consistent with our beliefs.

Benefits Overview

The Organization is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at the Organization. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions, which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact the Diocesan Administrator.

The Organization reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The Organization offers the following employee benefits:

- Pension (Bishop Only)
- Paid Sick Leave
- Paid Vacation
- Worker's Compensation
- Paid Holidays

Employment Status Definitions

Full-Time Employees
Full-Time employees are scheduled to work 30 or more hours per workweek. full-time employees are entitled to Diocesan employee fringe benefits, unless otherwise agreed to in writing, subject to the eligibility requirements for any particular plan or program.

Part-Time Employees
Part-Time employees are scheduled to work at least 15 but fewer than 30 hours per workweek. part-time employees are eligible for Diocesan employee fringe benefits, prorated based on their scheduled hours, subject to the eligibility requirements for any plan or programs.

Temporary Employees
Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of six months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Occasional Part-Time
Occasional Part-Time employees work less than 15 hours per workweek and are not eligible for Diocesan employee fringe benefits, other than those benefits required by law.

Leaves of Absence and Return to Work

The following guidelines apply to all leaves of absence:

- All leaves of absence must be requested in writing in advance, whenever possible, and must comply with the specific leave policies outlined in this handbook.
- Vacation and sick time will not accrue during a leave of absence unless otherwise stated in the applicable leave policy.
- Misrepresenting the reason for a leave request may result in disciplinary action, up to and including termination.
- Employees who accept other employment while on leave must notify Human Resources. Accepting other employment while on an unprotected leave may result in disciplinary action unless permitted under applicable laws.
- Failure to return to work on the next scheduled workday following the expiration of an approved leave, without requesting an extension, may be considered a voluntary resignation—unless protected under the Americans with Disabilities Act (ADA) or other applicable laws.
- If an employee is absent for three consecutive workdays without notifying the

Organization, it will be considered job abandonment and treated as a voluntary resignation.

- Leave Coordination: Certain types of leave may run concurrently depending on eligibility and applicable federal or state law. Employees should consult with Human Resources for clarification and coordination of leaves.

Vacation

The Organization recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities and so it provides paid vacation time to full-time employees who work 30 or more hours per week and part-time employees working less than 30 hours per week.

Vacation Accrual - California Employees

Years of Employment	Monthly Accrual Rate	Max Cap up to
Date of hire through 2nd year	06.67 hours (10 days per year)	15 days / 120 hours
3rd year through 6th year	10.00 hours (15 days per year)	22.5 days / 180 hours
7th year	13.33 hours (20 days per year)	30 days / 240 hours

Employees shall note the following guidelines for vacation benefits:

1. For part-time employees, a “day” is measured on a pro-rata basis, based on their scheduled hours.
2. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.
3. Temporary employees do not accrue paid vacation.
4. The maximum unused vacation time an employee may accrue at any time shall equal 1.5 years’ vacation time at the employee's current annual vacation accrual rate. If an employee's earned but unused vacation time reaches the maximum, the employee will not accrue any additional vacation time. If the employee later uses enough vacation time to fall below the maximum, he/she will resume earning vacation benefits from that date forward until the maximum is again reached.
5. Employees are encouraged to utilize all earned vacation time each year. If an employee fails to schedule their vacation time, the Vestry or Standing Committee may schedule it and assign it to them.
6. Employees become eligible to take accrued vacation after completing 90 days of employment, and as work schedules permit.
7. Vacation time must be pre-approved at least 30 days in advance by the employee’s supervisor, taking into consideration the staffing needs of that particular time. The

Organization's schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

8. An employee whose employment is terminated will be paid for any accrued unused vacation days as required by law, at the time of termination.
9. Vacation does not accrue when an employee is on an unpaid leave of absence of any kind.

Vacation Accrual - Nevada Employees

Years of Employment	Monthly Accrual Rate
Date of hire through 2nd year	06.67 hours (10 days per year)
3rd year through 6th year	10.00 hours (15 days per year)
7th year	13.33 hours (20 days per year)

Employees shall note the following guidelines for vacation benefits:

1. For part-time employees, a “day” is measured on a pro-rata basis, based on their scheduled hours.
2. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.
3. Temporary employees do not accrue paid vacation.
4. Unused vacation time does not roll over to the following year.
5. Employees are encouraged to utilize all earned vacation time each year. If an employee fails to schedule their vacation time, the Vestry or Standing Committee may schedule it and assign it to them.
6. Employees become eligible to take accrued vacation after their 90 days in employment with the Organization is complete and as work schedules permit.
7. Vacation time must be pre-approved at least 30 days in advance by the employee’s supervisor, taking into consideration the staffing needs of that particular time. The Organization schedules determine permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.
8. An employee whose employment is terminated will be paid for any accrued unused vacation days as required by law, at the time of termination.
9. Vacation does not accrue when an employee is on an unpaid leave of absence of any kind.

Sick Leave – California and Nevada Employees

The Organization will provide paid sick leave to employees who have worked 30 or more days in California within a year of their employment with the Organization.

Sick leave is provided so that employees can address their own health needs and the health needs of their families. Employees may submit a request for sick leave verbally or in writing to their supervisor.

Employees may take sick leave for the following reasons:

- To recover from physical/mental illness or injury
- To seek medical diagnosis, treatment, or preventative care
- To care for a family member or for a designated person (any individual related by blood or whose association with the employee is equivalent of a family relationship) who is ill or needs medical diagnosis, treatment, or preventative care
- For specified purposes if you are a victim of domestic violence, sexual assault, or stalking

Per California law, the Ministry has established the following sick leave policy.

- All employees who have worked more than 30 days are entitled to sick leave.
- Employees who have worked fewer than 90 days are not entitled to take paid sick leave.
- All employees accrue 1 hour for every 30 hours worked.
- Unused sick leave hours roll over from year to year and are capped at 80 hours.
- Employees may use sick leave if they have enough hours in their sick leave bank to cover the leave taken.
- A valid notification from a doctor that an employee can return to work may be required at the employee's expense for all absences due to illness or injury lasting longer than three days. Any employee, even those able to return to work after an illness or injury in less than three days, may be required to furnish a valid doctor's notification from a licensed physician or chiropractor at the employee's expense attesting that performance of normal duties would not interfere with the health interests of the employee.
- Accrued but unused sick leave will not be paid upon separation of employment.
- Previously accrued and unused paid sick days will be reinstated if an employee leaves employment and is rehired within one year.
- Employees who fail to report to work for three consecutive business days without notifying their supervisor of the absence will be considered to have voluntarily resigned.
- If an employee is unable to contact the Organization, the employee should ask a representative (such as a family member or friend) to do so on the employee's behalf. The Organization will consider extreme circumstances on a case-by-case basis. In the

event of domestic violence situations, please contact Human Resources regarding details about the use of this leave for domestic violence-related needs.

Holidays

The Organization provided the following paid holidays to employees each year:

- New Year's Day — January 1
- Martin Luther King Jr Day — January 20
- Presidents' Day — Third Monday in February
- Good Friday — Friday before Easter
- Memorial Day — Last Monday in May
- Juneteenth — June 19
- Independence Day — July 4
- Labor Day — First Monday in September
- Columbus Day — October 13
- Veteran's Day — November 11
- Thanksgiving Day — Fourth Thursday in November
- Friday after Thanksgiving — Fourth Friday in November
- Christmas Day — December 25

1. In addition to the paid holidays listed above, the Bishop may decide, in a particular year, to provide additional paid or unpaid holidays/days off, to be designated at his sole discretion. A decision to provide additional paid holidays in a particular year, however, does not obligate the Organization to provide those same paid holidays in any following year.
2. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, the Organization may grant another day off in lieu of closing. Holiday observance will be announced in advance.
3. To be eligible for holiday pay, you must be scheduled to work on the day the holiday is observed and must work your scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday, the hours worked will be paid at your usual wage.
4. Part-time employees who work a scheduled work week with fixed days/hours of work are entitled to holiday pay in the amount of their scheduled hours are on that day. For example, if a part-time employee is scheduled to work five hours each Monday, when a

holiday falls on Monday, that employee would receive five hours of wages at his or her rate of pay.

5. Temporary employees are not entitled to time off with pay.
6. Employees on an unpaid leave of absence for any reason are ineligible for holiday benefits for holidays that are observed during the leave.
7. Employees do not receive credit toward overtime for paid hours that are not actually worked.

Ministry Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. In regard to Pregnancy, Childbirth, or related medical conditions, we reserve the right to exercise our theology in a manner consistent with our beliefs on a case-by-case basis including Ministry Pregnancy Disability Leave. While the Organization is not subject to California's Pregnancy Disability Leave or the California Family Rights Act (CFRA) requirements due to its status as a religious organization, we are committed to supporting the well-being of our employees during pregnancy. As part of that commitment, the Organization will, of its own accord, grant job-protected unpaid pregnancy disability leave to employees disabled because of their pregnancy, childbirth, or related medical conditions. Offering such benefits should in no way be construed to be a waiver of any exemption or protection provided by state, federal, or any other applicable law.

Any employee planning to take pregnancy disability leave should advise the Diocesan Administrator or the Bishop as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- The Organization will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform the Organization when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave, or transfer is to begin. Employees

must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Organization. Any such scheduling is subject to the approval of the employee's health care provider;

- For emergencies or events that are unforeseeable, we need you to notify the Organization, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the Organization with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Organization. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health provider.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation (if otherwise eligible to take the time) during a pregnancy disability leave; and;
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her job. Transferring to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy

disability leave. PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

Lactation Policy

The Organization accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an employee's child, subject to exceptions allowed under applicable law. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact the Diocesan Administrator or the Bishop to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

Ministry Family Leave

While the Organization is exempt from FEHA and CFRA requirements as a religious organization, we remain committed to supporting the health and family needs of our employees. As part of that commitment, the Organization voluntarily provides job-protected, unpaid Ministry Family Leave (MFL). This leave offers up to 12 weeks of unpaid time off to eligible employees for qualifying reasons outlined in this policy.
Providing this benefit does not waive or alter any legal exemptions or protections available to the Organization under state, federal, or other applicable laws.

MFL Eligibility

To be eligible for MFL leave under this policy, an employee must:

1. have worked for the Organization at least 12 months in the preceding seven years and
2. have worked for the Organization at least 1,250 hours in the 12 months immediately preceding the date the leave would commence.

MFL leave may be taken for any of the following reasons:

- for the birth of a newborn child.
- for the placement of a child with the employee and/or the employee's registered domestic partner in connection with the adoption, or foster care of a child or for a designated person (any individual related by blood or whose association with the employee is equivalent of a family relationship.
- to care for an immediate family member (employee's spouse, parent, grandparents, grandchildren, siblings, parents-in-law, registered domestic partner, child of any age, or registered domestic partner's child) or designated person (any individual related by blood or whose association with the employee is equivalent to a family relationship) with a serious health condition.
- for the employee's own serious health condition that makes the employee unable to perform his or her job.
- for certain qualifying reasons related to active military duty in the U.S. Armed Forces by an employee's spouse, domestic partner, child, or parent serving.

When both parents are employed by the Organization, each parent will individually be entitled to 12-weeks of MFL baby-bonding leave (rather than the previous entitlement of a total of 12-weeks for both parents combined).

Pregnancy Disability Leave does not run concurrently with MFL but does run concurrently with FMLA.

Bereavement Leave under MFL

In addition to the reasons listed above, employees who have worked at least 30 days will be eligible for up five days unpaid bereavement leave under MFL for the death of a family member defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law of the employee. The five days of leave do not need to be taken consecutively but must be completed within three months of the death of the family member. Employees may choose to be paid by using their accrued sick or vacation leave. The employer has elected to pay for three days of bereavement leave, which will count toward MFL Leave and will be paid based on the employee's regularly scheduled hours.

Intermittent MFL leave

Eligible employees may take MFL leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments under the MFL, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Organization's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same

intervals as provided in the Organization's sick leave policy, whichever increments are smaller.

Use of accrued paid leave

Employees are generally required to use any and all accrued paid leave (e.g., sick leave and vacation time) concurrently with MFL leave, unless an exception applies. However, in accordance with California law, employees may not be required to use accrued sick leave when MFL is taken to care for a family member (i.e., "kin care"). In those cases, the decision to use sick leave rests solely with the employee. To use paid leave concurrently with MFL leave, eligible employees must comply with the Organization's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). Employees receiving state disability (SDI) benefits or paid family leave benefits will not be required to use accrued paid leave. However, if an employee chooses to supplement these benefits with accrued paid leave, the combined amount may not exceed 100 percent of the employee's regular wages.

Maintenance of health benefits

Employees who participate in the Organization's group health plan may maintain health benefits coverage during MFL leave on the same terms as if employees had continued to work. The Organization will continue to pay its portion of the premium and employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, the Organization may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of MFL leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.

Procedures

When seeking leave under this policy, employers may require employees to provide Human Resources the following:

1. Thirty days' advance notice of the need to take MFL leave if the need for leave is foreseeable or notice as soon as practicable in the case of unforeseeable leave and in compliance with the Organization's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate qualifying family member within 15 calendar days of the Organization's request for the certification (additional time may be permitted in some circumstances). NOTE: The employee's failure to provide the requested certification may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions and periodic recertifications may also be required.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status

and intent to return to work.

4. Medical certification of fitness-for-duty before returning to work if the leave was due to the employee's serious health condition. The Organization will require this certification to address whether employees can perform the essential functions of their position.

Failure to comply with the foregoing requirements may result in delay or denial of leave or disciplinary action, up to and including termination.

Employer responsibilities

To the extent required by law, the Organization will inform employees whether they are eligible for leave under the MFL. If the employee is deemed to be eligible for MFL leave, the Organization will provide them with a notice that specifies any additional information required, as well as the employee's rights and responsibilities. The Organization will also inform employees if leave will be designated as MFL-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for MFL leave, the Organization will provide a reason for the ineligibility.

Job restoration

Upon returning from MFL leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions.

Failure to return after MFL leave

If an employee fails to return to work as scheduled after MFL leave, or if an employee exceeds the 12-week MFL entitlement, the employee will be subject to the Organization's other applicable leave of absence, accommodation, and attendance policies. Termination may result for an employee who has exhausted all the Organization-provided leave available that applies to the continued absence. Following the conclusion of the MFL leave, the Organization's obligation to maintain the employee's group health plan benefits also terminates, subject to any applicable Cal-COBRA rights.

Bereavement Leave

The Organization grants leave of absence to employees in the event of the death of the employee's current spouse, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, daughter-in-lawn, or step-parent, -child, -sibling, niece, nephew, aunt, uncle, foster child, or ward of the court.

An employee with such a death in the family may take up to 3 scheduled workdays off with pay and 2 additional workdays without pay with the approval of the Organization. The employee's

supervisor may approve additional unpaid time off.

To be eligible for bereavement leave, employees must be employed by the Organization for at least 30 days before the start of the leave. Such leave must be completed within three months of the death of a family member but does not need to be taken consecutively.

The Organization may request documentation of the death of a family member, including a death certificate, a published obituary, or a written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. If documentation is requested, the employee must provide it within 30 days of the first day of leave, and the Organization will keep the documentation confidential.

The Organization will not discharge, demote, fine, suspend, expel, or discriminate against an individual for taking a bereavement leave as set forth in the law, or to participate in proceedings or inquiries related to the employee or someone else's request/denial of a protected bereavement leave.

Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, possibly including termination. If an employee accepts other employment or fails to return to work on the next scheduled workday following the expiration of the approved leave of absence, the employee will be considered to have voluntarily resigned.

Paid Family Leave (California only)

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill
- To bond with your newborn, foster child, or newly adopted child
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay.

When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

As required by the State of California Election Code, it is the responsibility of the Organization to post this policy no later than ten days before every State-wide election.

Jury Duty

The Organization encourages employees to serve on jury duty when called. Non-exempt full-time and part-time employees will be given time off without pay while on jury duty service. Exempt employees will receive full salary unless they are absent for a full week and perform no work.

You must notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. A copy of the summons must be submitted to your supervisor, and you may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

It is the employee's responsibility to report for employment at the end of an approved leave, including jury duty. Failure to do so will be considered a voluntary termination.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Witness duty Leave

An employee who is required by law to appear in court as a witness on a matter that is not Organization-related shall be granted unpaid time off work for such purpose. It is requested that the employee provide the Organization with as much notice as possible.

An employee who is required by law to appear in court as a witness on a matter which is Organization-related, provided they are not the plaintiff or defendant, will be paid at their present hourly rate for time off work for such a purpose.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. “Serious Crime” means a violent felony, a serious felony, or a felony prohibiting theft or embezzlement.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim’s spouse, parent, child, sibling, stepparent, stepchild, or step siblings family members may also be covered, depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off and have available vacation or sick time to use.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact a Organization representative with day-to-day personnel responsibilities.

Volunteer Firefighter, Reserve Peace Officer, Emergency Personnel Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Additionally, Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time

off for emergency duty, please alert your supervisor before doing so when possible, with as much advance notice as possible.

Health insurance benefits ordinarily provided by the employer, and for which the employee is otherwise eligible, will be continued for the remainder of the month in which the employee commences the leave and the following month, at the employer's expense. For the remainder of the leave, health insurance benefits ordinarily provided by the employer, and for which the employee is otherwise eligible, may be continued at the employee's expense. The employee should discuss with Human Resources arrangements to pay for the employee's cost of such coverage before the leave commences.

For this policy, a "volunteer firefighter" and "emergency rescue personnel" include individuals engaged in providing emergency services for fire, law enforcement, or public safety agencies, whether that person is a volunteer or partly paid or fully paid, while they are actually engaged in providing emergency services.

Military Leave

Military leaves of absence are granted without pay. However, to be eligible, employees must submit written verification from the appropriate military authority. The Organization will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay as required by law.

Employees may utilize accrued vacation time and any other accrued paid time off during the leave. Vacation, holiday, and sick leave benefits are not accrued during any unpaid leave of absence.

Health insurance benefits ordinarily provided by the Organization, and for which the employee is otherwise eligible, will be continued for the length of the leave if the leave is for 30 days or less. If the leave is for 31 days or more the Organization will continue to pay for its portion of the cost of the health insurance for the remainder of the month in which the employee commences the leave. For the remainder of the leave, health insurance benefits ordinarily provided by the Organization, and for which the employee is otherwise eligible, may be continued at the employee's expense. The employee should discuss with Human Resources arrangements to pay for the employee's cost of such coverage before the leave commences.

Employees returning from military leave will be credited with time worked before the leave as well as the time of the leave, for length of service purposes only.

Also note that the Organization will make a reasonable attempt to accommodate employees in

the reserves on weekends or during the two-week annual, active-duty requirement.

Exceptions to this policy will occur wherever necessary to comply with applicable laws.

School Visitation Leave

As required by state law, an employee who is the parent or guardian of a child in preschool through grade 12 may take unpaid leave to attend school disciplinary meetings. the employee should alert his or her supervisor as soon as possible before leaving work. The employee must provide proof of the request by the school or teacher and must give the Organization as much notice as possible. Any time requested for this purpose will be unpaid. Employees must use their vacation time to cover such time or the leave. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Professional Development

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the Organization or the individual employees. Attendance at such activities, whether required by the Organization or requested by individual employees, requires the written approval of the general manager. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the Organization, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking.

Reimbursement policies regarding these expenses should be discussed with the Diocesan Administrator in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the Organization generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify

for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Medical Leave for Occupational Disabilities

The Organization will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. As an alternative, the Organization will try to reasonably accommodate such employees with modified work.

Employees must report all accidents, injuries, and illnesses no matter how small to their immediate supervisor. In addition, employees must provide the Organization with a certification from a healthcare provider.

Workers' compensation disability leaves are taken without pay. However, employees must utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability workers' compensation or other wage reimbursement benefits for which an employee may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary. Vacation, holiday and sick leave benefits will not continue to accrue during any unpaid leave of absence.

Health insurance benefits ordinarily provided by the Organization, and for which the employee is otherwise eligible, will be continued for up to 12 weeks of certified leave. For the remainder of the period of disability, health insurance benefits ordinarily provided by the Organization, and for which the employee is otherwise eligible, may be continued at the employee’s expense. The employee should discuss with Human Resources arrangements to pay for the employee’s cost of such coverage before the leave commences.

Upon the submission of a medical certification that an employee can return to work, the employee will be reinstated in accordance with applicable law. If an employee is disabled due to an industrial injury, the Organization will attempt to accommodate the employee.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I, _____, acknowledge receipt of the Anglican Diocese of San Joaquin Personnel Handbook, by initialing the following provisions and signing the general acknowledgment set forth below:

_____I have received my copy of the Personnel Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook and to follow them at all times during my employment with the Organization.

_____I understand and agree that no clergy, supervisor, or other representative of the Organization has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will.

_____I understand and agree that nothing in the Handbook creates or is intended to create an express or implied contract of employment or promise or representation of continued employment. Rather, I understand that my employment is "at will." I understand that this means that nothing shall restrict my right to terminate my employment at any time and nothing shall restrict the right of the Organization to terminate my employment at any time, with or without notice, with or without cause.

_____I understand that although this Handbook does not create an express or implied contract of continued employment, it does govern my employment relationship with the Organization and our respective rights and obligations, in particular as it relates to arbitration of any dispute that may arise out of my employment with the Organization.

_____I understand that except as limited by state or federal law, the Organization reserves the right to change my hours, compensation rate, working conditions, job duties, position, title, and benefits, at any time, in its sole discretion.

_____I understand that all the policies, rules, and regulations in this Handbook replace any previous policy statements, written or oral, that are different from or inconsistent with the policies contained herein.

_____I understand that with the exception of employment-at-will status, the policies in this Handbook may be changed from time to time, and that in the event of a change, I will be provided with a copy of the Handbook revisions.

_____ _____

Employee's Signature Date

_____

Print the employee's name