



THE PRESBYTERY OF
LOS RANCHOS

Employee Handbook

Approved by Los Ranchos Presbytery's Staff Relations Committee on November 16, 2023

TRANSLATION OF EMPLOYEE HANDBOOK

If you have difficulty reading or understanding any of the provisions of this employee handbook, please contact the Staff Relations Committee. We will gladly assist an employee who is unable to understand the Presbytery'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 Presbytery.

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Section 1: Introductory Policies

INTRODUCTION

The Presbytery of Los Rancho (hereinafter also referred to as "PLR" or "the Presbytery") has prepared this handbook to provide all employees an explanation of the Presbytery's personnel policies, current benefits, and rules. It is intended to familiarize all employees with important information about the Presbytery, as well as information regarding their own privileges and responsibilities. Employees will find it to their advantage to read the entire handbook promptly so that they will have a complete understanding of the material covered.

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 Presbytery 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.

STATEMENT OF FAITH

In life and in death we belong to God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, the Holy One of Israel, whom alone we worship and serve.

We trust in Jesus Christ, fully human, fully God. Jesus proclaimed the reign of God: preaching good news to the poor and release to the captives, teaching by word and deed and blessing the children, healing the sick and binding up the brokenhearted, eating with outcasts, forgiving sinners, and calling all to repent and believe the gospel. Unjustly condemned for blasphemy and sedition, Jesus was crucified, suffering the depths of human pain and giving his life for the sins of the world. God raised this Jesus from the dead, vindicating his sinless life, breaking the power of sin and evil, delivering us from death to life eternal.

We trust in God, whom Jesus called Abba, Father. In sovereign love God created the world good and makes everyone equally in God's image, male and female, of every race and people, to live as one community. But we rebel against God; we hide from our Creator. Ignoring God's commandments, we violate the image of God in others and ourselves, accept lies as truth, exploit neighbor and nature, and threaten death to the planet entrusted to our care. We deserve God's condemnation. Yet God acts with justice and mercy to redeem creation. In everlasting love, the God of Abraham and Sarah chose a covenant people to bless all families of the earth. Hearing their cry, God delivered the children of Israel

from the house of bondage. Loving us still, God makes us heirs with Christ of the covenant. Like a mother who will not forsake her nursing child, like a father who runs to welcome the prodigal home, God is faithful still.

We trust in God the Holy Spirit everywhere the giver and renewer of life. The Spirit justifies us by grace through faith, sets us free to accept ourselves and to love God and neighbor, and binds us together with all believers in the one body of Christ, the Presbytery. The same Spirit who inspired the prophets and apostles rules our faith and life in Christ through Scripture, engages us through the Word proclaimed, claims us in the waters of baptism, feeds us with the bread of life and the cup of salvation, and calls women and men to all ministries of the Presbytery. In a broken and fearful world, the Spirit gives us courage to pray without ceasing, to witness among all peoples to Christ as Lord and Savior, to unmask idolatries in Presbytery and culture, to hear the voices of peoples long silenced, and to work with others for justice, freedom, and peace. In gratitude to God, empowered by the Spirit, we strive to serve Christ in our daily tasks and to live holy and joyful lives, even as we watch for God's new heaven and new earth, praying, "Come, Lord Jesus!"

With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God in Christ Jesus our Lord.

Glory be to the Father, and to the Son, and to the Holy Spirit. Amen.*

AT-WILL EMPLOYMENT

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

ANTI-DISCRIMINATION STATEMENT

The Presbytery is committed to a policy of anti-discrimination opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment. Nothing in this statement will revoke the at-will nature of employment with the Presbytery or our ability to lawfully discriminate based on religion and beliefs or the ministerial exception.

MINIMUM AGE REQUIREMENTS

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

ELIGIBILITY TO WORK

Only individuals legally authorized to work in the United States will be employed by PLR, and legal authorization to work in the United States is required as a condition of employment at PLR. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States. Federal Law requires that every employee hired by PLR after November 6, 1986, complete Section 1 of the Employment Eligibility Verification Form (commonly called the I-9) no later than their first day of employment. The I-9 provides proof of eligibility to work in the United States and at PLR. Employees must complete Section 1 and present documentation of personal identity and work eligibility, as described on the I-9 form, to the Director of Operations or their desingee for verification and completion of Section II. Please contact the Director of Operations at the PLR office if there are any questions about the employment eligibility and verification process.



Section 2: Employment Policies and Practices

EMPLOYMENT CLASSIFICATIONS

Non-Exempt Employees

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 are entitled to premium pay for working more than 40 hours in a work week or eight hours in a workday, unpaid meal periods, and paid rest periods. Non- Exempt employees can be part-time, full-time, seasonal, temporary or occasional workers.

Exempt Employees

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

“Exempt” means an employee falls under one of the white-collar exemptions of the Federal Fair Labor Standards Act and the California Labor Code. This means that the employee is exempt from overtime, meal periods, and rest periods. There are three possible primary exemption categories (executive, administrative, and professional) that may apply. In California, there are two tests that must be satisfied to classify an employee as exempt. The tests are the “duties test” and the “salaries test” as referenced in the California Labor Code and the Fair Labor Standards Act.

TIME-KEEPING REQUIREMENTS

Non-exempt employees are required to record time worked on the web-based timekeeping system. Each employee must note all time worked, including time worked over their normal schedule, on the timecard at the time it occurs, and start and stop times for meal periods must be noted. Non-exempt employees should not perform any work without recording the time on their timecard.

A non-exempt employee's timecard, whether paper or digital, is the record of his or her hours worked from which a payroll check is computed. Care should be taken to see that each employee's timecard is accurate. If for any reason the timecard or login is incorrect, the employee shall see their supervisor immediately so that the error or omission can be corrected and initialed by the employee and the supervisor.

The following rules must be observed regarding timecards:

- Employees should not clock in more than seven minutes before or clock out more than seven minutes after their shift. Exceptions are permissible only when advance approval by their

supervisor has been given.

- Employees are not permitted to record time on another employee's timecard or electronic login.
- Employees must be at their work area ready to work at their assigned time.
- Employees may not perform any work if they are not clocked in. No off-the-clock work is allowed. If an employee does perform work without being clocked in, the employee should inform their supervisor immediately.
- Employees' timecards shall note the time in and the time out for meal periods or whenever leaving the premises for personal reasons.
- Timecards are the property of the Presbytery, and any unauthorized destruction, use, or removal may result in termination.
- Overtime must be authorized by an employee's supervisor before it is worked. Working overtime without preauthorization by the supervisor is cause for disciplinary action up to and including termination.
- Any modifications or alterations to an employee's timecard must be initialed by their supervisor and, if found after paychecks have been written, corrections will be made on the following paycheck.
- Employees should approve their timecard at the end of each pay period to certify that it is completely correct.

NO OFF-THE-CLOCK WORK

PLR strictly prohibits non-exempt employees from working "off the clock" without pay. If employees are asked to work off the clock and not record their time worked in any way, they must immediately notify their supervisor or the Moderator of Staff Relations Committee in writing. Employees who work off the clock, and supervisors who permit or require their employees to work off the clock, will be subject to disciplinary action, up to and including termination of employment.

BUSINESS HOURS

PLR's normal business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. However, the work schedule may vary depending upon the needs of the Presbytery. An employee's hours and days of work may deviate from this schedule based upon the employee's position and duties, the needs of PLR, or at PLR's direction, and may include weekends and/or holidays.

WORK WEEK

PLR's work week begins at 12:00 midnight on Sunday and ends seven days later.

WORKDAY

PLR's workday begins at 12:00 midnight and ends 24 hours later.

PAYDAYS

Employees are paid twice per month on the 12th and 28th days of each month. Pay periods are the 6th through the 21st and the 22nd through the 5th.

Timecards are due the day after the last day of the pay period.

If a payday falls on a holiday, paychecks will be distributed the last regular business day prior to the scheduled payday.

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.

RIGHT TO REMEDY PAYROLL/COMPENSATION ISSUES

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 the Staff Relations Committee as soon as possible:

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

The Presbytery will fully investigate all issues and communicate the results of that investigation to the employees. Payroll errors unfortunately occur from time to time. If the Presbytery or one of its employees identifies a possible error, they must immediately notify the Director of Operations, who will attempt to correct the errors as soon as possible.

OVERTIME

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who are exempt within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

From time to time, employees may be required to work past their scheduled shift to complete an assigned work duty. When this type of work is required, an employee's supervisor will inform the employee as soon as possible or the employee will gain prior approval from his/her supervisor prior to working such overtime.

All overtime work must be approved in advance, in writing, by an employee's supervisor. Because unauthorized overtime is against Presbytery policy, employees who work unauthorized overtime are subject to disciplinary action, up to and including termination.

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 Presbytery 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 Presbytery's employ for any reason.

Non-exempt Employees

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

MAKEUP TIME

Non-exempt employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. In order to qualify, the makeup time must not cause the employee to exceed eleven hours in any workday or forty hours in the workweek.

The employee must submit a signed request to make up the missed time at straight time for each occasion that makeup work is requested. Time may be made up only if the employee's written request is approved in advance by the employee's supervisor. The supervisor has sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate.

Time that is made up under this policy will be compensated at a straight-time rate. PLR cannot and does not encourage employees to make up time under this policy.

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 on 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 supervisor 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 Presbytery premises, the meal must be consumed in designated areas only. Employees may not forgo breaks or lunch periods in order to leave work early.

If employees are not provided with their meal periods under this policy, they should immediately notify their supervisor in writing to ensure compliance. Supervisors who do not provide meal periods to employees in accordance with this policy, or who require or permit their employees to miss their meal periods, will be subject to disciplinary action, up to and including termination.

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.

ADVANCES

PLR does not provide any payroll advances to its employees.

MODIFICATION OF EMPLOYMENT

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

REDUCTIONS IN WORK FORCE

PLR reserves the right to reduce or adjust staff assignment when circumstances warrant, at its sole and



absolute discretion.

Section 3: Operational Considerations

CHANGE OF NAME AND/OR ADDRESS

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

MOTOR VEHICLES

No employee is permitted to operate a motor vehicle while on PLR business unless the employee is specifically notified in writing by the employee's supervisor that they hold a position that may require the operation of a motor vehicle.

Employees whose work requires the operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer and may be asked to submit a copy of their driving records and proof of insurance to PLR from time to time.

Under this policy, acceptable automobile insurance must provide coverage up to at least \$300,000 for bodily injury and \$50,000 for property damage. Employees must report any changes in their driving records to their supervisor immediately.

All applicable laws and statutes regarding the use of electronic devices while driving a vehicle in the course of any travel on PLR business must be adhered to by employees of PLR. In addition, any use of electronic devices, including cellphones, pagers, or PDA's, in any way, to include calling, texting and other forms of communication, while driving a vehicle on PLR business is forbidden by the policies of PLR in accordance with California law.

PLR is not responsible for any loss or damage to employee vehicles or contents while parked on PLR's property.

MILEAGE REIMBURSEMENT

It is the policy of the Presbytery that employees utilizing personal vehicles for Presbytery use will be paid car mileage allowance at the applicable IRS-established mileage reimbursement rate for each mile of such use. This per-mile rate is intended to cover all related automobile expenses. Those employees receiving an auto allowance of a predetermined amount are not eligible to receive car mileage allowance. Employees shall submit a request for reimbursement within seven days of incurring the mileage, or upon separation of employment, whichever is sooner.

WORKPLACE MONITORING

The Presbytery 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/or dressing areas.

INSPECTION OF PERSONNEL RECORDS

It is the policy of the Presbytery to maintain all personnel files as Presbytery property; however, in line with state law, an employee's personnel file is available for inspection upon written request of the Staff Relations Committee. Once the Staff Relations Committee has received the request, they will respond within 15 days to the request and set up a time when the employee can look at their personnel file.

EMPLOYMENT REFERENCES AND REQUESTS FOR INFORMATION

In response to a request for employment information, the information furnished by PLR will be limited to the employee's name, job title, and employment dates.

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

Personnel files for current or former employees will be maintained in a confidential manner. The Presbytery seeks to provide accurate information to individuals outside the Presbytery regarding current or former employees and only designated persons are authorized to disclose such information.

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

VISITORS

Visitors are not permitted on PLR property or worksites without prior permission from management.

CONFIDENTIALITY POLICY

The protection of confidential information and trade secrets is essential both for the Presbytery and its employees' future security. To protect such information, employees may not disclose any trade secret or confidential information (whether labeled same or not), including financial information, as well as information in document form or simply spoken as part of normal business discussions to any individual.

Employees who are exposed to confidential, sensitive, or proprietary information may never disclose such information. Regardless of whether the employee is still employed by the Presbytery, they may not disclose confidential Presbytery information; persons still employed who do so are subject to disciplinary action, up to and possibly including termination.

There are many aspects of PLR's business operations and activities that are confidential. To safeguard confidential and sensitive information, employees must take all necessary steps to protect PLR's interests and those we serve concerning any such confidential and sensitive information. To protect such information, employees may not at any time, while employed by PLR or at any time thereafter, divulge, disclose or communicate, either directly or indirectly, in any manner whatsoever, any Confidential Information to any person or business entity, or remove from the premises of PLR any Confidential Information in whatever form, without prior authorization from a Presbytery Executive or Moderator of The Staff Relations Committee.

As used herein, "Confidential Information" is defined as PLR's confidential and proprietary information, including but not limited to any and all PLR committee policies, procedures and minutes, human resources information including current and former PLR pastors and PLR staff employee files, financial information and reports including banking, endowment and investment account information and other PLR related sensitive data.

If an employee becomes legally compelled to disclose any Confidential Information, other than pursuant to a confidentiality agreement, the employee will provide their supervisor with prompt notice of such disclosure and will assist PLR in seeking a protective order or another appropriate remedy.

Any Confidential Information should not be discarded in regular trash. Instead, employees must discard Confidential Information in a shredder or in a designated and secure receptacle from which papers or other media are periodically removed and shredded by authorized individuals.

Employees also must not use any confidential, or proprietary information belonging to a former employer in connection with their employment with PLR.

Please be advised that PLR considers this confidentiality policy to be extremely important. Accordingly, any violation of this policy will result in disciplinary action, up to and including termination.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to, the California Equal Pay Act and the National Relations Act.

CONFLICT OF INTEREST POLICY

Employees are expected to devote their best efforts, energies, and loyalty to PLR. Due to the importance

of this requirement, PLR prohibits any outside employment or other activities or relationships that create any actual or potential conflict of interest. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with PLR before engaging in outside activities or relationships that could violate the policy. Violations of this policy will result in disciplinary action, up to and including termination.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to the California Equal Pay Act and the National Labor Relations Act.

NO SOLICITATION

In order to avoid disruption of PLR's business operations, the following rules shall apply to solicitation and distribution of literature on PLR's property. Employees of PLR may not solicit or distribute literature during working time for any purpose. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Additionally, employees may not distribute literature at any time for any purpose in working areas but may do so during their non-work time in non-work areas, such as parking lots or break rooms. Employees may not post notices or other written material on PLR's premises, regardless of the subject matter. Persons who are not employed by PLR may not solicit or distribute literature on PLR property at any time for any purpose.

EXPENSE REIMBURSEMENT

With approval, out-of-pocket expenses incurred on behalf of PLR will be reimbursed following submission of an expense reimbursement request form and acceptable documentation, such as original receipts. All expense reports for the preceding month are due by the 15th of the next month and must be submitted within 60 days of expenditure date for reimbursement. Personal items or expenses are not reimbursable by PLR. This includes expenses associated with personal telephones, cellular phones, or internet, which are never to be used for business purposes absent written authorization by PLR.

Falsification of documentation concerning expense reimbursement may result in discipline, up to and including termination.

PLR credit cards are issued to certain employees for the purpose of making purchases on behalf of PLR, and these cards may not be used for personal expenses. Documentation of charges on PLR credit cards, including appropriate accounts for applying charges, is required to validate any purchases. Personal expenses charged to PLR credit cards must be reimbursed by the employee.

PERFORMANCE EVALUATIONS

The evaluation of an employee's performance is an ongoing process. Written evaluations may occur from time to time as appropriate. Employees may ask their supervisor regarding their performance if they have any concerns or questions. A positive performance evaluation, or a lack of a negative performance evaluation, does not guarantee a salary increase, promotion, or continued employment. It should be remembered that employment with PLR is at will. Thus, PLR reserves the right to terminate the employment relationship at will either before or after a performance evaluation.

GRIEVANCE PROCEDURE

PLR has established a formal grievance procedure to allow employees an opportunity to voice any concerns they may have. The purpose of this policy is to provide an avenue for the identification and solution of differences between an employee and PLR regarding wages, hours, working conditions, or other work-related issues. For harassment complaints please see Anti-Harassment and Discrimination policy. Nothing in this grievance procedure is intended to create an express or implied agreement that alters the employment at-will relationship that exists.

The following steps are provided to all employees for the settlement of a grievance:

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

Step Two: If a grievance is not settled, employees should immediately file a formal written grievance with any Presbytery Executive. If the grievance is with Presbytery Executive, the employee may bypass this step of the grievance procedure.

Step Three: If a grievance is still not settled, employees should immediately file a formal written grievance with their supervisor and the Moderator of the Staff Relations Committee.

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

This grievance procedure does not apply to complaints involving sexual or other forms of unlawful harassment, discrimination, or retaliation. Such complaints should be presented immediately in writing to the employee's supervisor and/or the Moderator of the Staff Relations Committee pursuant to PLR's Equal Employment Opportunity policy and Policy Against Discrimination, Harassment and Retaliation. These complaints will be addressed in accordance with the provisions of those policies.

Additionally, it should be remembered that all employees are employed on an at-will basis. Based on the provisions of state law and the company's policies, employees are free to resign at any time, either with or without cause or advance notice. In the same manner, PLR reserves the right to end its employment relationship with any employee at will, either with or without cause or advance notice. Nothing in this grievance procedure is intended to create an express or implied agreement that alters the at will employment relationship.

WHISTLEBLOWER PROTECTION

All personnel employed by PLR or by any church within the jurisdiction of the Presbytery of Los Ranchos are mandated to report any activity believed to be contrary to the Constitution of the Presbyterian Presbytery (U.S.A), illegal or in violation of Presbytery policies or federal or state statutes. Presbytery staff should consult with one of the Presbytery executive staff or the Moderator of the Staff Relations Committee to report suspected violations. Any employee of the Presbytery of Los Ranchos, whether ordained clergy or lay staff, is legally protected from any retaliation or adverse employment action for engaging in "whistleblower" activities such as good-faith reporting, providing information or participating in any investigation of any of these suspected activities. Moreover, the employee may be confident that their concerns will be thoroughly investigated. Additionally, PLR will not encourage or expect an employee to violate any state or federal statute or any Presbytery policy, and PLR shall not retaliate against any employee for refusing to participate in any activity as described above. Neither shall PLR retaliate against any former employee for having exercised his or her whistleblower rights in a former employment.

OPEN DOOR POLICY

PLR believes in an open-door policy. Employees are encouraged to see their supervisor and/or the Moderator of the Staff Relations Committee of PLR with questions relating to their employment. Employees may use this open- door policy without fear of retaliation. For harassment complaints, please see the Anti-Harassment and Discrimination Policy.

PRESBYTERY PROPERTY

Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines, and Presbytery vehicles are Presbytery property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy. The Presbytery always reserves the right to open, inspect, and search all Presbytery property, as well as the contents, effects, or articles that are on Presbytery property, to determine whether this policy or any other Presbytery policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace, or in compliance with state and federal laws. Such inspections may be conducted during

or after business hours, in the presence or absence of the employee, and without prior notice.

ACCESS TO ELECTRONIC SYSTEMS

PLR's electronic systems, including but not limited to, computers, e-mail, telephones, tablets, facsimile machines, voice mail, and the like are an important asset of PLR, and have been installed at substantial expense to facilitate business dealings and communications. All such electronic systems, whether used entirely or partially on PLR's premises or with the aid of PLR equipment or resources, must remain fully accessible to PLR and will remain the sole and exclusive property of PLR. These systems are not to be used for personal or recreational activities.

PLR retains the right to gain access to any information received by, transmitted by, or stored in any such electronic systems, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party's knowledge, consent or approval.

As such, employees shall have no expectation of privacy with respect to any of PLR's electronic systems, including any information transmitted over, received by, or stored in any electronic systems owned, leased, or operated in whole or in part by, or on behalf of, PLR.

Employees should advise non-employees about this policy when engaged in electronic communications with non- employees.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to, the California Equal Pay Act and the National Labor Relations Act.

INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS

PLR has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize such electronic communications devices in a legal, ethical, and appropriate manner. PLR has devised this policy in a manner that addresses PLR's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization. This policy extends to all features of PLR's electronic communications systems, including but not limited to PLR's computers, e-mail, connections to the Internet and other internal or external networks, voice mail, video conferencing, facsimiles, and telephones. Any other form of electronic communication provided by PLR and used by employees currently or in the future is also intended to be encompassed under this policy.

PLR's policy against applicable discrimination, retaliation, and unlawful harassment, including sexual harassment, extends to the use of PLR's computers, the Internet, and any component of PLR's electronic communications systems. In keeping with that policy, employees should not use any PLR electronic communications device in a manner that would violate that policy or any other PLR policies. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not store, receive, or transmit pornographic, obscene, or sexually offensive material or information using PLR's electronic communications systems.

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

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

ELECTRONIC COMMUNICATION

The Presbytery's computer systems and other technical resources, including any voice mail or email systems, are provided for use in the pursuit of Presbytery business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. As a result, computer data, voice mail, and email are readily available to numerous people. During an individual's employment, if an employee performs or transmits work on the Presbytery's computer systems or other technical resources, their work may be subject to the investigation, search, and review of others in accordance with this policy. In addition, any electronically stored information and communications that an employee either sends to or receives from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the Presbytery.

Employees have no right of privacy as to any information or file maintained in or on Presbytery property or transmitted or stored through the Presbytery's computer systems, voice mail, email or other technical resources, unless otherwise provided by law. For purposes of inspecting, investigating or searching

employee's computerized files or transmissions, voice mail, or email, the Presbytery may override any applicable passwords or codes in accordance with the best interests of the Presbytery or its employees, or its clients, members or visitors. All bills and other documentation related to the use of Presbytery equipment or property are the property of the Presbytery and may be reviewed and used for purposes that the Presbytery considers appropriate.

Access to the internet has been provided to staff members for the benefit of the organization and its members. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the Presbytery's public image, and to use the internet in a productive manner. To ensure that all employees are responsible, productive internet users who are protecting PLR's public image, the following guidelines have been established for using the internet.

Acceptable Uses of the Internet

Employees accessing the internet are representing the Presbytery. All communications should be for professional reasons, including the use of email. Employees are responsible for seeing that the internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may only be used to conduct official Presbytery business, such as to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for business contacts. Personal use of Presbytery-provided email is permitted on a limited basis if it does not interfere with personal productivity, the productivity of other staff, or the operation of the Presbytery network.

Unacceptable Use of the Internet

The internet should not be used for personal gain or advancement of individual views. Solicitation of non-Presbytery business or any use of the internet for personal gain is strictly prohibited. Use of the internet must not disrupt the operation of the Presbytery network or the networks of other users. It must not interfere with productivity. The internet should not be used to access or download information from sites that include content that would violate the Presbytery's policies against harassment or discrimination based on any protected category. Accessing sexually oriented internet sites or knowingly receiving, storing, or transmitting sexually oriented material is prohibited.

Social Media, Blogging, Tweeting, and Similar Forms of Communication

Employees shall not engage in social media blogging, tweeting, or similar forms of communication while on Presbytery premises and/or while using Presbytery equipment that is not specifically related to their position or Presbytery activity. Employees who engage in blogging, tweeting, or similar forms of communication on personal time outside of work must comply with the following guidelines: employee posts must represent their Christian lifestyle are not permitted to malign the Presbytery, employees, elder board members, or members in any blogs or posts. Additionally, employee blogs or posts shall not contain anything inconsistent with the Presbytery's unlawful harassment policy. Blogs or posts may not disclose confidential, proprietary or trade secret information. Nor may employee blogs or posts contain comments that are defamatory, libelous, or which bring the Presbytery into disrepute. Employees shall remember that blogs and posts are accessible by the entire public. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Communications

Each employee is responsible for the content of all text, audio, or images that they place or send or cause to be received over the internet and/or cellular telephones. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the internet should have the employee's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is to be transmitted through the system. Employees who wish to express personal opinions on the internet are encouraged to obtain their own usernames on other internet systems. All messages composed, sent or received through the electronic communication systems are and remain the property of the Presbytery. They are NOT the private property of any employee and should not be considered private. The Presbytery reserves and intends to exercise the right to review, audit, intercept, access, print, read, and disclose all messages created, received, or sent over its electronic communication systems for any purpose. Please note that even when a message is deleted, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be guaranteed to anyone.

Copyright Issues

Copyright materials belonging to entities other than the Presbytery 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 Presbytery or legal action by the copyright owner.

Security

All messages created, sent, or retrieved over the internet are the property of the Presbytery and should be considered public information. The Presbytery 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 Equal Employment Opportunity and Discrimination Policy, Anti-Harassment Policy, and the Solicitation/Distribution Policy. 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 the Staff Relations Committee.

Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the Presbytery 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 Presbytery, or improper use of information obtained by unauthorized means may be grounds for disciplinary action up to and including termination.

TELEPHONES AND MAIL

PLR's telephone and mail systems are intended for business use and should not be used for personal use. Accordingly, employees are generally not permitted to make or receive personal telephone calls during working hours, unless there is an emergency, or they receive permission to do so from their supervisor. Necessary personal calls should be made during break periods or the lunch break whenever possible. Supervisors have the right to monitor the frequency of personal calls during work time and advise the employee of inappropriate number or duration of personal calls during work time. No personal long-distance calls or personal mailings are to be charged to PLR. Employees cannot use personal telephones or cellular phones for business purposes unless authorized in writing by PLR.

NON-FRATERNIZATION

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

EMPLOYMENT OF RELATIVES

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

VOLUNTARY RESIGNATION

An employee who fails to report for work for 3 consecutively scheduled workdays, without notice to or approval by the employee's supervisor, will be considered to have voluntarily resigned from employment with PLR. If an employee wishes to resign from employment with PLR, it is requested, although not required, that the employee do so in writing at least two (2) weeks prior to the expected end-of-employment date as a courtesy to PLR. Providing such notice does not alter the at-will nature of employment.

RETURN OF PROPERTY

At the end of employment with PLR, all employees must immediately return any property of PLR in their possession by their last day of work, including but not limited to keys, key cards, credit cards, cellular telephones, computers, computer files, confidential and proprietary business information, and any other company property. Employees must supply all passwords for all of PLR's electronic devices and files at the end of their employment

SEVERANCE PAY

PLR does not guarantee any severance pay. However, PLR reserves the right to provide employees with severance pay in its sole and absolute discretion. Any payment of severance will be contingent upon an employee's execution of a satisfactory separation agreement with PLR and the return of all PLR property and access as stated above.

INVOLUNTARY TERMINATION AND DISCIPLINE

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

Any violation of Presbytery policies or improper behavior or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the employee or the Presbytery without following any formal system of discipline or warnings, the Presbytery 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 Presbytery. Accordingly, either the employee or the Presbytery can terminate the employment relationship at will, with or without cause or advance notice, at any time.



Section 4: Standards of Conduct

STANDARDS OF CONDUCT

It is not possible to provide employees with a complete list of every possible type of disciplinary offense. However, to provide employees with some guidance concerning unacceptable behavior, the following are some examples of types of conduct that are considered impermissible. Employees who engage in any misconduct or whose performance is unsatisfactory may be subject to disciplinary action up to and including immediate termination. The list below is intended simply to provide some examples of prohibited conduct but is not exhaustive.

1. Unsatisfactory performance.
2. Discrimination, harassment, and/or retaliation.
3. Improper conduct toward any supervisor, or refusal to perform lawful tasks assigned by any supervisor in the appropriate manner.
4. Possession, distribution, sale, use, or being under the influence of alcoholic beverages, marijuana, or illegal drugs while on PLR property, while on duty, or while operating a vehicle or equipment leased or owned by PLR.
5. Theft or unauthorized removal or possession of property from PLR, fellow employees or anyone on PLR property.
6. Falsifying or making a deliberate material omission on an employment application, expense report, time-keeping record or any other PLR document or record.
7. Unauthorized absences.
8. Misusing, destroying or damaging property of PLR, an employee or a visitor.
9. Fighting on PLR's property or engaging in threatening, violent statements and/or behavior.
10. Bringing dangerous or unauthorized materials, such as explosives, firearms, weapons, or other similar items on PLR property.
11. Failing to report a work-related injury to management.
12. Falsifying reasons for a leave of absence and/or not reporting to work after completing an authorized leave.
13. Making or ratifying any disparaging or negative comments and/or statements that the employee knows to be untrue about PLR, PLR's visitors or employees.
14. Using PLR's assets for personal gain.
15. Doing personal work on company time.
16. Sleeping or loitering during an employee's assigned work period.
17. Violation of any of PLR's policies.

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

ANTI-HARASSMENT AND DISCRIMINATION

The Presbytery is committed to providing a work environment that is free of applicable unlawful discrimination. In keeping with this commitment, the Presbytery 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 Presbytery, 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 Presbytery. The Presbytery also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a PLR 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; (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 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

If employees believe that they witnessed or experienced discrimination, sexual or other harassment, or retaliation, they should immediately report the facts of the incident or incidents and the names of the individuals involved to their supervisor. If employees are uncomfortable approaching their supervisor, they should report to the Moderator of the Staff Relations Committee. Any supervisor who becomes aware of discrimination, harassment, retaliation or an allegation of such conduct must immediately report the matter to the Moderator of the Staff Relations Committee.

PLR will not in any way retaliate against any employee who, in good faith, makes a complaint or report of applicable discrimination, harassment and/or retaliation. Retaliation by any employee against any individual who reports misconduct will not be tolerated and will result in disciplinary action, up to and including termination.

Employees may also seek assistance and find resolution through these internal complaint procedures, and the United States Equal Employment Opportunity Commission (EEOC) are agencies that address

complaints of unlawful discrimination, harassment, and retaliation. If an employee feels he/she has been subjected to discrimination, harassment or retaliation, he/she may contact the EEOC. Their contact information may be found online at www.eeoc.gov.

If any employee has any questions concerning this policy, please feel free to contact the Director of Operations or the Presbytery Executive.

ATTENDANCE

Attendance and punctuality are important to the efficient operation of any business. All employees are expected to contact PLR as soon as reasonably practicable, on the first and every subsequent day, of an unscheduled absence, and they must indicate the reason for and probable duration of the absence. Unexcused absenteeism and/or unexcused tardies will result in disciplinary action, up to and including termination.

PERSONAL APPEARANCE AND DRESS CODE

During business hours, employees are expected to present a clean, neat, and business – ministry smart casual appearance, and to dress according to the requirements of their position, and in a manner that does not compromise their safety and does not disrupt the work environment. Clothing must not bear slogans, graphics or other features that could be considered offensive to others and/or create a hostile work environment

Employees must also have good hygiene and must refrain from excessive perfumes or colognes.

PLR has the sole and absolute discretion to determine appropriate dress and grooming in the workplace, pursuant to law. Employees who appear for work inappropriately dressed and/or groomed, as determined by PLR, will be sent home and directed to return to work in proper attire. Under such circumstances, non-exempt employees will not be compensated for the time away from work.

This policy shall not be enforced in a manner that would unlawfully discriminate against any actual and/or perceived protected class, including but not limited to, religious dress, religious grooming, gender identity, and/or gender expression.

If you have questions about the appropriateness of your personal appearance, please ask your supervisor or the PLR Director of Operations.

DRUG-FREE WORKPLACE

This policy applies to all employees and all applicants for employment at the Presbytery. In compliance

with the Drug-Free Workplace Act of 1988, PLR has a longstanding commitment to provide a safe, quality-oriented and productive work and ministry environment. Alcohol, marijuana (other than doctor recommended for medical purposes), and drug abuse poses a threat to the health and safety of PLR employees, ministry environment, and the security of the Presbytery's equipment and facilities. For these reasons, PLR 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 PLR premises or are conducting PLR-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 or alcohol in an employee's body system while performing PLR business or while in a PLR facility is prohibited.

The Presbytery does not allow employees to perform their duties while taking prescribed drugs that may adversely affecting their ability to perform their job duties safely and effectively. Employees taking a 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 PLR 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.

PROHIBITION AGAINST SMOKING

PLR has determined that the creation of a smoke-free work environment is in the best interests of its employees. Based on this determination, smoking is absolutely prohibited inside the PLR workplace and on the enclosed patio outside PLR, and in any areas where events related to PLR are being held. Visitors should also check regarding the policies on smoking of other tenants on the same campus as PLR.

Smoking is the act of lighting, smoking, or carrying a lighted smoldering cigar, cigarette, or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, e-cigars, and any other type of smoking. Any type of smoking device whether listed or not is strictly prohibited.

ANTI-VIOLENCE AND/OR THREATS POLICY

PLR is committed to providing a workplace that is free from threats or acts of violence. In keeping with this commitment, we have established a policy that provides "zero tolerance" for implied or explicit threats or acts of violence against employees, visitors, and/or any other persons who are on our premises or have contact with our employees in the course of their duties. Please be advised that zero tolerance means that PLR will not tolerate any such threats or acts of violence in any way, including jokes, roughhousing, or any other similar violent comments or conduct. It simply will not be tolerated. Every threat or act of violence must be treated seriously.

It is essential that every employee understands the importance of workplace safety and security. Compliance with this anti-violence policy is a condition of employment. Every verbal or physical threat of violence must be treated seriously and reported immediately to a supervisor. PLR will investigate the matter and will take any and all appropriate corrective action to resolve the problem. PLR will also protect employees from any possible retaliation for reporting these matters to management.

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

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 Presbytery's policy to prohibit the possession of dangerous weapons on Presbytery premises, including Presbytery-owned/leased buildings, driveways and parking lots, sidewalks and other walkways, and all other areas of Presbytery grounds, as well as Presbytery-owned/leased vehicles, personal vehicles being used for Presbytery business, and any other vehicle entering onto Presbytery 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.) Presbytery 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 the Executive Presbyter.

This policy shall apply not only to full-time, part-time, permanent and/or temporary Presbytery staff member and volunteers, but is applicable as well to church 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 Presbytery additionally reserves the right at any time and at its sole discretion to search all PLR-owned/leased vehicles, all vehicles entering Presbytery 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 Presbytery 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.

SAFETY

Every employee is responsible for safety. Employees should report any unsafe or hazardous condition to the Director of Operations or a Presbytery Executive. Every effort will be made to remedy problems as quickly as possible. In case of an accident involving a work-related injury, regardless of severity, employees must notify their supervisor immediately.

PLR carries Workers' Compensation insurance and will assist employees to obtain all benefits to which they are legally entitled. Failure to follow safe work methods and PLR safety procedures can result in disciplinary action up to and including termination.

MANDATED REPORTING OF CHILD ABUSE AND NEGLECT

All staff members of the Presbytery regardless of title or position held, are mandatory reporters under this policy. Additionally, we believe that each employee is serving the Lord while working as an employee of PLR. Therefore, all employees have a moral obligation to report any suspicion of child abuse and neglect to authorities, Child Welfare Services or Law Enforcement (Matthew 18:6-7). A minor is anyone under the age of 18. Additionally, the appropriate staff ministry leader must be notified of all reports made to authorities.

Staff members are required to know, understand, and comply with section 11166 of the California Penal Code. When they know of, reasonably suspect, or observe any physical, mental, or sexual abuse to a minor, they have a duty to report such abuse to the authorized agency. An authorized agency is any police department, sheriff's department, or other agency designated by the county to receive such reports. To get a complete listing of agencies you can report incidents refer to P.C. code section 11165.9.

The mandated reporter must make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter must prepare and send, fax, or electronically transmit a written follow-up report thereof (form 8572) within 36 hours of receiving the information concerning the incident.

Training

All mandated reporters are required to complete mandated reporting training modules that will be assigned by the Staff Relations Committee.

Rights to Confidentiality and Immunity

Mandated reporters are required to give their names when making a report. However, the reporter's identity is under limited confidentiality as it may be shared with parties involved in the investigation and outside entities required by law to receive such information. Reports of suspected child abuse are also confidential. Mandated reporters have immunity from state criminal or civil liability for reporting as required. 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

When a staff member discovers that there is a serious threat to the welfare of a minor (other than those covered in section 11166 of the California Penal Code) and communication of confidential information to a parent or legal guardian is essential to the minor's health and well-being, the staff member should attempt to secure written consent from the minor for the specific disclosure. If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.

Consultation with a superior or supervisor is advisable prior to disclosure to parent(s), civil authorities, etc.

Conduct with Minors

Ministry Leaders and employees working with minors should maintain an open and trustworthy relationship between themselves and children and youth, never fearing to demonstrate true love to children and young people. Children and young people need to know that they are accepted, loved, and esteemed. At the same time, the heightened awareness of sexual abuse and exploitation of children and youth in today's society demands additional safeguards to protect children and minors. A general climate of distrust and suspicion and the devastating consequences of a false accusation require the clear enunciation of expected practices when working with children and youth.

Ministry Leaders and employees working with minors must always be aware of their own and others' vulnerability when working alone with minors. A minor is not to be allowed in the private residence of a Ministry Leader or employee working with minors unless there is at least one other adult present or there is a family relationship. At a minimum, the rule of two should be used.

Ministry leaders and employees who work with minors should be aware that physical contact with a

minor can be misconstrued and should occur only under appropriate public circumstances.

Ministry Leaders and employees working with minors shall not share one-on-one accommodation with minors, except for their own family members.

A Ministry Leader and an employee working with minors shall not provide overnight accommodations to minors in any Presbytery-owned facility, private residence, hotel room, or other place where there is no other adult supervision present, except for their own family members.

In the rare emergency situation in which an accommodation is required (e.g., a youth running away from an abusive parent), efforts must be made to secure accommodation from a family in the congregation, a friend's family, or with public authorities.

A Ministry Leader and an employee working with minors at no time should give money, favors, or gifts to a counselee. However, it is acceptable to buy the counselee a meal, as long it is not on a habitual basis. In no way can purchasing a meal be used to bribe or coerce.



Section 5: Employee Benefits

EMPLOYER SPONSORED BENEFITS

Although it is not legally required to do so, PLR provides eligible employees with some employer sponsored benefits. This section of the handbook is designed to acquaint employees with some of the significant features of PLR's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any conflict between the brief summaries contained in this handbook and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents will be controlled.

INSURANCE BENEFITS

Part-time employees, working less than 30 hours a week, are not presently eligible for insurance coverage/benefits. Employees working 30 or more hours per week on a regular basis are eligible for Insurance benefits. Employees working 'full time' may be eligible for insurance and/or pension benefits paid by the Presbytery under terms mutually agreed upon by PLR and the Employee. Temporary employees are not eligible for insurance benefits. Please see the Director of Operations if there are any questions about these benefits. PLR reserves the right to rescind or change benefit plans or programs at any time, as it deems necessary. Every effort will be made to inform employees of upcoming changes in benefits as soon as they are determined and the date of these changes.

HOLIDAYS

Employees working 30 hours or more on a regular basis are eligible to receive the following paid holidays each year:

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

When a scheduled holiday falls on a Sunday, it will be observed on the following Monday in most cases. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday in most cases. Regular full-time employees will receive holiday pay for the number of hours in their regularly scheduled shift. In order to qualify for holiday pay, employees must work their regularly scheduled hours on the workday immediately before and after the holiday, subject to and consistent with the salary basis rules

for all employees, unless a regular vacation time is scheduled adjacent to the holiday(s). Holidays that occur during an employee's vacation will not be counted as a vacation day. Employees are not eligible for holiday benefits that occur while they are on leave of absence. Employees will not be paid for the holiday if they have an unauthorized absence on the day preceding or following the holiday, subject to and consistent with the salary basis rules for all employees.

Part-time Employees, working less than 30 hours per week on a regular basis are eligible to receive paid holidays that are observed on a day of the week that they would normally work, but will not receive any pay for holidays that are observed on a day of the week that they normally would not work.

Temporary employees are not eligible for holiday benefits.

Paid holidays are provided at the employee's current base rate of pay, excluding additional amounts such as overtime, bonuses, and commissions. Paid holidays shall not be counted as hours worked for the purpose of computing overtime or benefits.

PLR reserves the right to change PLR's designated holidays.

VACATION

The following vacation policy does not apply to an employee who is elected by the Presbytery and has Terms of Call. For any such employees, they may receive paid vacation benefits as outlined in the Clergy Policies of PLR.

Full-time employees working at least 30 hours per week may accrue paid vacation benefits on a prorated basis throughout each year. Full-time employees accrue the paid vacation benefits set forth below:

Completed Years of Service	Annual Vacation Earned	Accrual per Pay Period	Max Cap
0-4	10 days	3.34	40 days
5-10	15 days	5.00	40 days
11+	20 days	6.67	40 days

Eligible part-time employees receive a pro-rata share of these benefits based upon the average number of regularly scheduled hours worked per week in comparison to a 40-hour work week. The accumulation rate for employees working 20-29 hours per week is 50% of the regular full-time rate.

Regular part-time employees working less than 20 hours a week are not presently eligible for vacation benefits.

The maximum benefits an employee may have accrued at any time shall equal no more than two times the employee's current annual vacation accrual rate. For example, if the employee's annual vacation

accrual rate is 17 days, the maximum benefit the employee could accrue would be 34 days (17 X 2 = 34 days). If an employee has earned but unused vacation accrual reaches the maximum, the employee will not accrue any additional vacation benefits. If the employee later uses enough vacation time to fall below the maximum, the employee will resume accruing vacation benefits from that date forward. In such a case, no vacation accrual will be earned for the period in which the employee's vacation accrual was at the maximum.

Employees begin to accrue vacation on their hire date. However, employees are not eligible to take vacation until completion of 6 months of employment with PLR. After this 6-month period has been completed, vacation may be scheduled any time with approval of the employee's supervisor. The normal procedure is to submit written vacation requests to the supervisor at least 10 days prior to the vacation start day, unless otherwise approved by their supervisor. The approved written request will then be recorded and included in the employee's personnel file.

PLR believes that vacation should be used by employees solely for their rest and relaxation, so that employees can later return to work ready and able to resume their responsibilities. As such, employees are prohibited from performing any work while on vacation. PLR also requires that exempt employees use their vacation benefits in full day increments. Due to legal restrictions, exempt employees may not request or take vacation in partial day increments.

Vacation is paid at the employee's base rate of pay, excluding additional amounts such as overtime, bonuses, and commissions. Vacation shall not be counted as hours worked for the purpose of computing overtime or benefits.

Temporary employees are not eligible to receive insurance benefits or vacation benefits. Please see the Director of Operations if there are any questions about these benefits. PLR reserves the right to rescind or change benefits plans or programs at any time, as it deems necessary. Every effort will be made to inform employees of upcoming changes in benefits as soon as they are determined and the date of these changes.

Employees may not receive pay in lieu of taking vacation, except upon termination of employment. Accrued vacation benefits that have not been used will be paid at the time of termination at the employee's final base rate of pay at the time of termination.

PAID SICK LEAVE

Employees who complete 30 days of employment in the state of California are eligible to accrue paid sick days beginning with their first day of employment and may begin using sick time after completing 90 days of employment. This policy applies to all employees, including employees in full-time, part-time, and temporary positions.

Employees receive 40 hours of sick leave upon working 30 days and each January 1 thereafter. The full sick leave entitlement may be used any time after January 1 even though the employment anniversary may occur later in the year. Sick leaves do not roll over from year to year.

Employees may submit an oral or written request to receive paid sick hours.

Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. "Family member" means a child of any age (including a stepchild, legal ward, or a child who employee takes care of in the same way as a parent), a parent of employee or employee's spouse (including an adoptive parent, foster parent, stepparent, legal guardian or a person who took care of the employee, employee's spouse, as a parent would have when the employee, employee's spouse was a minor child), a spouse, domestic partner, grandparent, grandchild or sibling. Sick leave may also be used for victims of domestic violence, sexual assault or stalking.

Paid sick hours are intended to assist employees who miss work due to their own illness or an illness of a qualified family member during their employment. Unused sick time will not be paid at the time of resignation, termination, retirement, layoff, or other separation from employment. If an employee is rehired within one year of the date of separation, any lost paid sick hours will be reinstated and available for the employee to use.

Paid sick hours will be compensated at the same wage as an employee normally earns during regular work hours, or as otherwise required by law. Paid sick leave can only be taken to replace regular hours of work, not in addition to regular hours of work. Paid sick hours will be paid by the payday for the next regular payroll period after the sick hours are taken.

If the need for paid sick hours is foreseeable, the employee must provide reasonable advance notice. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

LACTATION ACCOMMODATION

PLR will provide a reasonable amount of break time and a secure environment to any female employee desiring to express breast milk for her infant child each time the employee needs to express milk. Whenever possible, the break should run concurrently with the employee's regular rest or meal periods. If this is not possible, employees can arrange with their manager to take additional time, or to express milk at a different time. The time will be paid when the employee uses her regular rest periods to express breast milk. Break time for a non-exempt employee that does not run concurrently with the employee's regular rest periods may be unpaid.

PLR will provide employees who need a lactation accommodation with the use of a room or other

location (other than a bathroom) that is shielded from view, that is free from intrusion while the employee is expressing milk and is in close proximity to the employee's work area. The lactation space may include the place where the employee normally works if it otherwise meets the requirements of a lactation space under this policy. If a multipurpose room is used for lactation, among other uses, the use of the room for lactation will take precedence over other uses for the time it is in use for lactation purposes.

Employees will have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided near the employee's workspace, another cooling device suitable for storing milk, such as a cooler, will be provided.

Employees have the right to request lactation accommodation. Employees who need a lactation accommodation should contact their supervisor or PLR's Director of Operations to request the accommodation. PLR will promptly respond to all lactation accommodation requests, and work with each employee to provide her with both lactation break time, and lactation space, in accordance with all applicable laws. If PLR cannot provide lactation break(s) or a lactation location that complies with this policy, PLR will provide a written response to the employee

Employees should immediately notify PLR's Director of Operations of any failure to provide lactation accommodation in compliance with this policy. PLR will respond to such claims within 10 days.

PREGNANCY DISABILITY LEAVE

The Presbytery will grant an unpaid pregnancy disability leave of absence to employees disabled because their pregnancy, childbirth, or related medical conditions.

An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of four months leave, as defined by law. As an alternative for non-ministerial employees, the Presbytery may transfer the employee to a less strenuous or hazardous position if the employee so requests, with the advice of her physician, if the transfer can be reasonably accommodated. Any employee with appropriate doctor certification may request accommodations due to conditions related to pregnancy, childbirth, or related medical conditions. The Presbytery will provide such accommodations unless the requested accommodations would constitute an undue hardship. Any requests for accommodation should be directed to the employee's supervisor.

Employees requesting to take a pregnancy disability leave must provide the Presbytery with reasonable notice. Employees shall contact their supervisor as soon as they become aware of the need for leave. In addition, employees must provide the Presbytery with a certification from a health-care provider. An employee who is on leave of absence for a period of more than two months must notify the Presbytery by the end of each month thereafter, both of the status of the disability and of her continued intent to return to work with the Presbytery once she recovers from the disability.

Pregnancy disability leaves are without pay. Employees must utilize sick leave benefits and must utilize accrued vacation time during the leave. Vacation, holiday and sick leave benefits are not accrued during any leave of absence. Once all sick leave and vacation leave is exhausted, unpaid leave will be extended to the employee.

Health insurance benefits ordinarily provided by the Presbytery, and for which the employee is otherwise eligible, will be continued for 12 weeks under the same arrangement that was in place when the employee was working. Employees should discuss with the Staff Relations Committee arrangements to pay the employees' cost of such coverage before the leave commences.

Under most circumstances, 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 to an equivalent position.

If an employee returning from pregnancy disability leave is unable to perform the essential functions of the job because of a physical or mental disability, the Presbytery's obligations to that employee may be governed by the Americans with Disabilities Act. Any counseling, performance reviews, or disciplinary action, including discharge, which were contemplated prior to an employee's request for or receipt of a leave of absence may be held in abeyance or acted upon by the Presbytery. If such action is held in abeyance during the period of leave of absence, the Presbytery reserves the right to proceed with such action upon the employee's return. Requesting or receiving a leave of absence in no way relieves an employee of her obligation while on the job to perform her job responsibilities capably, and up to the Presbytery's expectations, and to observe all Presbytery policies, rules, and procedures.

CALIFORNIA FAMILY RIGHTS ACT

The California Family Rights Act (CFRA) provides up to 12 weeks of unpaid leave to eligible employees.

CFRA Eligibility

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

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

CFRA 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, 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 or
- 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 Presbytery each parent will individually be entitled to 12 weeks of CFRA 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 CFRA.

Bereavement Leave under CFRA

In addition to the reasons listed above, eligible employees who have worked at least 30 days will be eligible for up five days unpaid bereavement leave under CFRA 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 sickness or vacation leave. The employer has elected to pay for 3 days of bereavement leave, which will still count toward CFRA Leave and the 3 days will be based on actual hours worked and paid accordingly.

Intermittent CFRA leave

Eligible employees may take CFRA 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 CFRA, 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 Presbytery's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in the Presbytery's sick leave and/or vacation policy, whichever increments are smaller.

Use of accrued paid leave

Employees must use any and all paid leave (i.e., sick leave and vacation) concurrently with CFRA leave until such accrued paid leaves are exhausted. To use paid leave concurrently with CFRA leave, eligible employees must comply with the Presbytery'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.

Maintenance of health benefits

Employees who participate in the Presbytery's group health plan may maintain health benefits coverage during CFRA leave on the same terms as if employees had continued to work. The Presbytery 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 Presbytery may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA 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 provide the following to the Staff Relations Committee:

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

Job restoration

Upon returning from CFRA 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 CFRA leave

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

MILITARY LEAVE

Military leave is granted to employees who enlist in the U.S. military, are members of a Reserve or National Guard Unit who are called to active duty or are otherwise legally entitled to perform military duties. Employees are required to provide advance notice to PLR of this leave, unless giving notice is precluded by military necessity, or is otherwise impossible or unreasonable. Although this leave will be unpaid, the health insurance benefits normally provided to employees by PLR will continue during this leave similar to other leaves of absence.

PLR wishes to assist employees who have a spouse or domestic partner in military service during a period of military conflict by providing unpaid leave to eligible employees. Eligible employees may take up to 10 days of unpaid leave to spend time with their spouse or domestic partner during periods of leave from active military duty. In order to qualify for a leave, an employee must: (1) be a spouse or domestic partner of a qualified member of the Armed Forces of the United States, the National Guard, or a member of the Reserves, who has been deployed during a period of military conflict; (2) perform service for PLR for an average of 20 or more hours per week; (3) provide PLR with notice, within 2 business days of receiving official notice that the qualified member of the military will be on leave from deployment, of his or her intention to take the leave; and (4) submit written documentation to PLR certifying that the qualified member of the military will be on leave from deployment during the time the leave is requested.

STUDY LEAVE

Study Leave may be granted to Presbytery Leader(s) in accordance with Clergy Policies currently in effect at PLR. Study Leave should be included in the terms of employment at PLR for any Presbytery Leader. Study leave may be granted for up to two weeks per year, with a maximum accrual of six weeks, subject to prior approval of a study leave by the Staff Relations Committee. Study leave does not usually include attendance at conferences, seminars, or meetings that are in line with the duties and responsibilities of the Presbytery or its Council or committees. Unused study leave will not be paid upon termination of

work at PLR.

SABBATICAL LEAVE

Sabbatical leave may be granted to Presbytery Leaders. Sabbatical Leave should be included in the terms of employment at PLR for any Presbytery Leader. Sabbatical leave shall be for no more than 3 months with pay in addition to the employee's annual vacation. The leave shall be for the rest and spiritual renewal or development of the Presbytery Leader. Eligible employees must have been employed with PLR for a minimum of 5 consecutive years and not interrupted by prolonged personal paid leave or leave of absence. A report on one's spiritual renewal and/or development must be reviewed with the Moderator of Staff Relations Committee within one month after the completion of the leave. A detailed written plan of study with clearly identified goals and expected end-products must be approved by the Staff Relations Committee long enough in advance so that budget and staffing needs may be met.

CONTINUING EDUCATION

Continuing education for all employees, both exempt and non-exempt, is encouraged. PLR will maintain reimbursement policies for support for continuing job-related training and education for all employees.

JURY DUTY AND COURT PROCEEDINGS

Employees may take a leave of absence to serve on jury duty or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable notice to PLR of the need for this leave. Employees must provide PLR with documentation that the employee participated in jury duty or the court proceeding. Employees required to provide this community service will receive their regular rate of pay for normal hours worked provided the employee submits evidence of the summons and selection notice. Additionally, in no case will the salary of an exempt employee be reduced for any week in which the employee performs work and also misses time to serve as a juror or witness. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals. Leave under this policy is not counted as hours worked for the purpose of computing overtime or benefits.

DOMESTIC VIOLENCE, SEXUAL ASSAULT or STALKING

The Presbytery will provide unpaid time off for an employee who is a victim of domestic violence or sexual assault, or stalking to seek medical attention, psychological counseling, court assistance, participate in safety planning, obtain a restraining order, or other services from a domestic violence shelter, program, or rape crisis center. Employees eligible for vacation and/or sick leave benefits may utilize these benefits to be paid during this time.

The employee must provide their supervisor with reasonable notice of the intention to take time off for this purpose unless notice is not feasible. If an unscheduled absence occurs, the employee must provide their supervisor with proper documentation of the reason for the absence as soon as practically possible. Proper documentation can include a physician's note, victim advocate note, shelter note, counselor note, or even a handwritten note from the employee. Additionally, if the employee needs safety accommodation, the employer is willing to discuss these options. For more information regarding this leave, employees should contact their supervisor.

CRIME VICTIMS

The Presbytery will provide unpaid time off for an employee when the employee or an employee's immediate family member is a victim of a violent felony, serious felony, or felony of theft or embezzlement, as defined by law, to attend judicial proceedings. An immediate family member consists of a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

Employees eligible for vacation and/or sick leave benefits may use these benefits to be paid during this time.

The employee should provide their supervisor with notice of the need for time off from work and documentation showing the need for the time off. An example of appropriate documentation is a copy of the notice for each scheduled judicial proceeding from the court or government agency setting the hearing, the attorney's office, or victim/witness office, as soon as possible. If the circumstances do not allow the employee to provide advance notice and/or documentation, such notice and documentation must be provided within a reasonable time after the event.

VOTING

Employees who are able to satisfactorily prove they are unable to vote in a statewide or federal election during non-work hours may arrange in advance to take up to 2 hours off from work with pay to vote. In order to qualify for paid time off to vote, employees must obtain prior approval from their supervisor and the employee must submit a voter's receipt on the first working day following the election.

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 up to 40 hours of unpaid leave each school year to leave work to attend a school disciplinary meeting. The employee must provide proof of the request by the school or teacher and must give the Presbytery as much notice as possible. Employees may use their vacation to cover such time, or the leave will be unpaid. . This type of leave is limited to eight hours per month during the school year.

RETURN TO WORK/JOB ABANDONMENT

If for any reason and an employee doesn't call to notify PLR that they will be off work or if an employee doesn't show up for work for three days, the employee will be considered to have voluntarily resigned.

LEAVE COORDINATION

At times CFRA and PDL will run concurrently. Additionally, other leave offered may also run concurrently with CFRA. Please see the Staff Relations Committee for information.

WORKERS' RIGHTS IN EMERGENCIES

The Presbytery 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 the following "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.

Employees may use their mobile devices or other communication device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I received a copy of the Employee Handbook and understand that it contains important information about the Presbytery's general personnel policies and my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to church policies and will familiarize myself with the material in the handbook. I understand that I am governed by the contents of the handbook and that the Presbytery may change, rescind, or add to any policies, benefits, or practices described in the handbook, other than the employment-at-will policies, from time to time in its sole and absolute discretion, with or without prior notice. The Presbytery will advise employees of material changes within a reasonable time.

Furthermore, I understand that employment with the Presbytery is not for a specified term and is at the mutual consent of the employee and the Presbytery. Accordingly, either the employee or the Presbytery can terminate the employment relationship at will, with or without cause, at any time. This represents an integrated agreement with respect to the at-will nature of the employment relationship and cannot be modified, unless it is modified in a written agreement signed by both an appropriate employer representative and me.

I understand that this handbook is **NOT** a binding contract but provides guidelines for personnel concerning some of the Presbytery's policies and benefits.

Additionally, I understand and agree the at-will employment status of any employee may NOT be modified or amended by anyone. I understand that nothing in this handbook or any other document or statement, whether written or oral, shall limit the right of the employee or church to terminate the employment relationship at any time, with or without cause, and with or without notice.

_____ Printed Employee Name

_____ Employee Signature

_____ Date