



EMPLOYEE HANDBOOK
Human Resources Policies and Procedures

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INTRODUCTORY STATEMENT

This Human Resources policies and procedures handbook applies to all employees and is intended to provide guidelines and information about Knox Presbyterian Church (Knox) personnel policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, Knox reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, as it is deemed necessary or appropriate.

If there is a conflict between the provisions, benefits and policies in this handbook and those set forth in the terms of an ordained staff member's call, the terms of the call shall prevail.

KNOX PRESBYTERIAN CHURCH MISSION STATEMENT

Inviting thoughtful seekers to intergenerational community and Christian discipleship in the world.

EMPLOYMENT

Equal Employment Opportunity

Knox Presbyterian Church (Knox) is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, gender, marital status, age, religion (except where the position involves the teaching or preaching of the principles stated in Knox's Statement of Guiding Principles) disability or medical condition, citizenship or immigration or military status, or sexual orientation to the extent required by law.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or the Human Resources Committee, as may be appropriate.

We will reasonably accommodate disabled employees to permit them to perform the essential functions of their jobs in a safe and efficient manner. We will reasonably accommodate a qualified applicant or employee with a known disability provided that the accommodation does not cause undue hardship to the church or, irrespective of the accommodation, that such individual does not pose a direct threat to the health and safety of themselves or others.

An applicant or employee with a disability must inform the Pastor/Head of Staff of the existence of a disability that requires accommodation. Knox will engage in an interactive process to explore reasonable accommodations for the applicant or employee.

Nothing in this equal employment opportunity policy statement in any way alters the principles set forth in the church's Statement of Guiding Principles or Statement of Faith. Knox's equal opportunity objectives are at all times subject to the Mission Statement and Statement of Faith. Knox does require that certain positions must be filled by professing Christians committed to the principles stated in the Knox Statement of Guiding Principles.

Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before you will be allowed to work.

Employment of Relatives

Knox permits the hiring of relatives of current employees if the applicant is qualified and selected by the hiring manager/supervisor. In no circumstance, should an employee be directly or indirectly supervised by a relative. A relative is defined as any person related to the employee by blood, marriage or adoption.

Employment at Will

Employment is with the mutual consent of you and Knox. Consequently, both you and Knox have the right to terminate the employment relationship at any time, with or without cause or advance notice. Employees may be warned, reassigned, suspended or discharged “at will” at any time. This employment at will relationship will remain in effect throughout your employment with Knox unless it is specifically modified by an express written agreement signed by you and the Pastor and/or Head of Staff and with the approval of Session. Teaching Elders are not at will employees.

This employment at will relationship may not be modified by any oral or implied agreement.

Terms of Employment

In the course of your employment, there may be times when the church will change your employment status. For example, a decision to reorganize may result in a reduction of work hours, a change in schedule or even elimination of a job. Knox, therefore, reserves the right to make these changes as necessary with or without notice.

Original Date of Hire

Your first day of employment at the church is your original date of hire, or anniversary date, whether or not you were originally hired as a temporary/on-call/occasional employee. Unless there is a break in service, this remains your official date of original employment. An interruption in service is defined as a period of not more than 12 months in the case of a layoff and a period of not more than 6 months in the case of a voluntary termination. If an employee is re-hired or reinstated after an interruption of service the most recent date of hire will become the official date of hire for purposes of seniority, vacation earning rate and all other benefits.

Personnel Records

Your personnel file is located in the Knox administrative office. It contains your application form or resume, performance evaluations and other required personnel forms and employment-related data. Other files exist for the purposes of payroll and benefits such as may be necessary for insurance and tax purposes.

It is important that the church always have current information about you. Please complete an Employee Information Form and submit to the office administrator immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Upon request, you may make an appointment with the Human Resources Chair to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. The church may require that you view your file during your own free time. Knox has a right

and responsibility to monitor the inspection of personnel files to ensure that nothing is removed, destroyed or altered, and to return the file to the proper place when the inspection is completed.

Most employee records are maintained for the duration of employment plus four years, except where the law requires that records be maintained for a longer duration.

Orientation Meeting

During your first week on the job your supervisor will schedule an orientation meeting for you with the Pastor/Head of Staff or with the Office Manager. This meeting will cover employment policies, practices and procedures and will provide you with information about your employment status and other relevant information. At that time, you will receive a copy of the Employee Handbook and will be asked to acknowledge receipt by signing a form. It is your responsibility to read and become familiar with the information contained in the handbook. The orientation meeting also includes safety information, an overview of benefits, including available insurance plans and a schedule of enrollment.

Your First 90 Days

Your first ninety days of employment is considered to be an introductory, or get-acquainted, period. This period is one of trial and examination during which both you and the church evaluate how the employment arrangement is working out. In order to be an effective member of the workplace and to fully appreciate your new environment, it is important for you to become familiar with the church as a religious institution and as an employer during this period and to establish a two-way process of communication between you and your supervisor. This is a time to ask questions and to clarify details about your new position. Your supervisor is available to answer your questions.

During your first 90 days you will accrue, but not be able to use, paid time off such as vacation, sick leave and personal days.

EMPLOYEE DEFINITIONS AND CLASSIFICATIONS

- **Full-Time** - You are considered to be a full-time employee if you work a minimum of 30 regularly-scheduled hours per work week (excluding lunch breaks.)
- **Part-Time** - Anything less than full-time employment is considered to be part-time.
- **Exempt Employees** - Positions of a managerial, administrative, professional as prescribed by Federal and state labor laws, are generally classified as exempt. Exempt employees are not covered by the overtime provisions of state and Federal law and are therefore not eligible for overtime pay. Exempt employees, whether full-time or part-time, are expected to work the number of hours necessary to fulfill the requirements of the individual job description. Exempt employees, though not required to submit a record of time worked, are required to submit a monthly report of leave taken (vacation, sick, bereavement, study leave, etc.)

- **Non-exempt:** You are classified as a non-exempt employee if you do not meet the standards for exemptions from overtime pay under Federal or State law. Non-exempt employees are eligible to receive overtime pay, when applicable, in accordance with the provisions of state and Federal laws and may be paid on an hourly basis. All non-exempt employees are required to record all time worked and submit completed time records, signed by your supervisor, each pay period.

Classification	Description
Called Pastoral Staff	Men and women ordained as pastors in the PC (USA) and called by the congregation of Knox to fill a pastoral position.
Parish Associate	Ordained pastor who associates with a congregation to provide services as agreed upon. May be volunteer or paid. Must be renewed/approved annually by Session and Presbytery.
Non-Called Ministerial Staff	Men and women ordained as pastors in the PC (USA) but not called to the specific position they occupy at Knox Presbyterian Church by either the congregation of Knox or by the Presbytery of San Gabriel.
Director	Reports to a member of the Pastoral Staff or Ministerial Staff and has oversight for managing a department and for supervising other staff.
Support Staff	All other staff positions, whether full-time or part-time, exempt or non-exempt, temporary or regular.

- **Regular Status:** You are considered “regular” if you hold a budget-authorized position, or a position that exists all year and every year, whether or not the position is filled. Classification as “regular” does not alter Knox’s at-will employment policy.
- **Temporary:** You are considered to be a temporary employee if you are hired for on-call or occasional work, whether part-time or full-time, for a limited time frame generally not to exceed six months. Temporary employees are not eligible for regular benefits.
- **Special employment situations**, such as Interim positions, will be determined on a case-by-case basis by the Human Resources Committee.

RECRUITMENT AND HIRING

- Knox's leadership position in the community demands that recruitment consistent with our equal opportunity policy be conducted in a manner to attract top-caliber individuals to fill positions at all levels of the organization. Consult with the Pastor/Head of Staff, the Human Resources Committee, Session, and/or the Presbytery of San Gabriel for guidelines regarding the requisition and approval of new positions, approval for filling existing openings, and general posting, recruiting, selection and hiring procedures. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner.

Acceptance of Employment

Once the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with Federal law.

Background Investigations

Knox is committed to using reasonable care in the hiring process to verify an individual's fitness for sensitive positions, such as those handling cash or involving contact with children or youth. As such, Knox may require thorough background investigations of any applicant seeking to fill such a position. The applicant would be notified in advance and asked to sign a waiver authorizing Knox, at the Knox's expense, to conduct such investigations. The applicant would also be given an opportunity to request a copy of the investigative report pursuant to Federal and state law.

Medical Evaluations

In order to determine an applicant's ability to fulfill job-related requirements, Knox may require a medical evaluation. For purposes of employment consideration, medical evaluations may only be required after an employment offer has been made. The employment offer may be contingent, however, upon satisfactorily passing the medical evaluation.

Initial or ongoing medical evaluations may be required according to laws governing duties or responsibilities associated with a given position (e.g. Class B License requirement) or as approved by the Human Resources Committee for a position with special physical demands associated with it.

All costs for required medical evaluations or physicals will be borne by the church. Evaluations will be conducted by a health professional selected by the church. The employee or prospective employee must sign a written release of this information by the church.

New Hire (or first day on the job)

The Pastor/Head of Staff and/or the Office Manager are responsible for having the new employee fill out all pre-employment forms, benefit applications, and enrollment forms and conducting an orientation meeting with each new employee.

TERMINATION OF EMPLOYMENT (Resignation, Retirement, Lay-off, Dismissal)

As a Presbyterian Church (U.S.A.) employer, reasonable care will be taken to ensure that in those cases where a dismissal of an employee is deemed necessary, for whatever reason, that the process is conducted and resolved with Christian compassion and understanding. Terminations are to be treated in a professional manner by all concerned. The supervisor and the Human Resources Committee work together to assure that thorough, consistent, and evenhanded termination procedures, consistent with the church's termination policy and its administration, will be implemented in accordance with the church's equal opportunity statement.

It is the responsibility of the supervisor, in coordination with the Human Resources Committee, to ensure that all termination processing procedures are followed according to the policy. This includes settlement of any outstanding cash advances, return of all keys and other church property, and the scheduling of an exit interview.

A **resignation**, or voluntary termination (including retirement), is one that is initiated by the employee. All resignations must be given to the supervisor with a copy to the Human Resources Chair. We would like these to be communicated to us in writing when possible. We request that written notice include your reason for leaving, as well as the name and address of your new employer, if applicable.

Although as an "at will employer", it is our hope that all support staff would provide at least two weeks' notice and that program/professional staff would provide at least four weeks' notice when possible. In general, failure to call in or report to work for three (or more) consecutive workdays will be considered as job abandonment and treated as a resignation.

A **lay-off** is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Knox determines, in its sole discretion, whether a layoff should occur.

A **dismissal**, or involuntary termination, is one that is initiated by Knox for reasons other than changing business conditions.

Converting Benefits at Termination

Final Paycheck - Final paychecks, including all wages and accrued vacation earned but unused, are due and payable on the last day of work. If, however, an employee

voluntarily terminates with less than 72 hours notice, the church has 72 hours after notice is given in which to issue the final paycheck. Additionally, an employee who gives less than 72 hours notice may request the final check to be sent by mail and designate a mailing address. The date of mailing is considered the date of payment for purposes of the 72 hour requirement.

The same schedule is used for the calculation of accrued, unused vacation for the final paycheck as for the regular vacation benefit. Accrual will be prorated according to the last day actually worked in the office. The last day of employment cannot be a vacation day, holiday or other type of paid or unpaid leave.

Health Care Continuation - If you or your beneficiaries are enrolled in the Knox group health plan at termination of employment, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) is a health care continuation coverage program which allows qualified beneficiaries to continue coverage through the employer's group plan under certain circumstances. Each qualified beneficiary may elect, at his or her own cost, continuation of the coverage being received for a limited period of time.

If you are not enrolled in the Knox group health plan, you will be provided with information, as required by state law, about other alternatives.

Unemployment Compensation - By law, since churches are not required to participate in the Federal/state unemployment programs, or State Disability Insurance, Knox does not pay unemployment insurance taxes for its employees. Accordingly, employees are not eligible for unemployment benefits as a result of employment at Knox.

Exit Interviews

An exit interview, properly conducted, can give Knox information about the climate within the church, church morale, and the attitude of employees toward their supervisors and their fellow employees. It may also provide helpful information for the employee selection process and provide suggestions for improvement in the general organizational or personnel areas.

WAGE AND HOUR INFORMATION

Work Hours

- **Work Week** - The work week begins on Saturday morning at 12:01 a.m. and ends at midnight on Friday.
- **40-Hour Week**: Full-time, non-exempt positions are established on the basis of a 40-hour per week regular schedule. Generally, an employee will be expected to work from 8:00 a.m. to 5:00 p.m. Monday through Friday with a one-hour, unpaid and duty free meal period to be taken at a time mutually agreed upon by the employee and his or her supervisor. Employees will be provided a meal period of at least one hour commencing within the first 5 hours of work. Therefore, a non-exempt employee who

works from 8:00 a.m. - 5:00 p.m. should make every effort to commence the one-hour lunch period by no later than 1:00 p.m.

- **Part-time** employees will work the number of hours per week for which they are hired and/or scheduled by the supervisor. Part time employees working more than five hours on any day are entitled to take an unpaid, duty-free 30-minute meal period.

Overtime

If you are a non-exempt employee and work more than 8 hours on any given work day or over 40 hours during the work week you are entitled to overtime pay. Overtime is never at your discretion. It shall only be worked and paid at the request of your supervisor, as confirmed in advance in writing. Supervisors shall ensure that no unauthorized overtime is worked. Unauthorized overtime will still be paid but may be grounds for discipline and/or termination.

In accordance with the Fair Labor Standards Act and state law, exempt employees are not paid for overtime work.

Make-Up Time for Non-Exempt Employees

Knox allows the use of makeup time when non-exempt employees need time off to tend to personal obligations, such as a doctor appointment. Employees may take time off and then make up the time later in the same work week, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor on the church provided form. Requests will be considered for approval based on the legitimate business needs of the church at the time the request is submitted. A separate written request is required for each occasion that the employee requests makeup time.

If you request time off that you intend to make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 24 hours before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation. Makeup time worked will not be paid at an overtime rate.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs and within the same workweek. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. Knox does not encourage, discourage, or solicit the use of makeup time.

Break Period

Non-exempt employees are permitted one 10-minute paid rest breaks for every four hours of work or major fraction thereof to be scheduled insofar as practicable near the middle of each 4-hour work period. Where an employee works less than 3.5 hours, a rest period need not be authorized.

The following is a schedule of rest periods for shifts up to 14 hours. Additional rest breaks must be authorized in accordance with California law for shifts exceeding 14 hours.

Rest Period Schedule	# of Rest Periods
Shifts < 3.5 hours	0
Shifts 3.5 - 6 hours	1
Shifts greater than 6 hours but no more than 10 hours	2
Shifts greater than 10 hours but no more than 14 hours	3

Meal Period

The normal workday consists of 8 hours of work, commencing at 8:00 a.m. and ending at 5:00 p.m. For non-exempt employees, this includes a one-hour unpaid meal break. Meal breaks are to be taken at a time mutually agreed upon by the employee and his/her supervisor. However, non-exempt employees must be provided his/her meal period commencing within the first 5 hours of work. Any non-exempt employee who works more than ten hours must be provided a second meal period of at least 30 minutes unless the employee works fewer than 12 hours, has taken the first meal period of at least thirty minutes and agrees to waive their second meal period. Additional 30-minute, duty free unpaid meal periods will be provided where a non-exempt employee works more than 15 hours.

Attendance

You are expected to be prompt and at work during your regular work schedule. If you are unable to report to work for illness, emergency or any other reason, you must call your supervisor or arrange for someone to relay your message within 20 minutes of the

time you are scheduled to report to work. If you are absent for more than one day, it is your responsibility to inform your supervisor on a daily basis. Knox may require medical verification for absences in excess of three days.

Generally, failure to report to work for one (or more) workdays without notifying your supervisor will be considered as job abandonment. Job abandonment is considered to be a voluntary resignation and your employment will be terminated as such.

Employees who are tardy or absent excessively or show a consistent pattern of absence, whether excused or unexcused will be subject to disciplinary action, up to and including possible termination.

All employees are required to report absences on the Employee Time Record or, for exempt employees, the Monthly Leave Report.

Return to Work After Serious Injury or Illness

As a joint protection to the employee and Knox, employees who have been absent from work because of serious illness or injury, whether work-related or otherwise, may be required to obtain a medical release specifically stating that the employee is capable of performing his or her normal duties or assignments with or without reasonable accommodation. A serious injury or illness is defined as one that results in the employee being absent from work for more than five (5) consecutive work days, required hospitalization or one which may limit the employee's future performance of regular duties or assignments.

Attendance Records

- Non-exempt employees are required to record their time worked on their Employee Time Record. This includes noting the time they commence and end their duty free meal period(s). This form must be signed by your supervisor and submitted to the Bookkeeper by the published deadline in order for your payroll to be processed.
- Altering, completing or signing another employee's time record is a violation of Knox's rules and may result in disciplinary action up to and including termination. All changes to an employee's time record must be initialed by both the employee and his/her supervisor.
- Exempt employees are required to submit the monthly Leave Report Form, recording vacation, sick leave, personal holidays or other leave taken.

Payroll

Non-exempt employees are required to submit their time records, signed by their supervisor, to the Bookkeeper three days prior to the pay date. Exceptions to this schedule will be posted by the Bookkeeper.

Payday

Employees will be paid bi-weekly on Friday. If payday falls on a weekend or a holiday, the payday will be on the last working day before the weekend and/or holiday. A schedule of paydays will be posted on the Employee Bulletin Board.

Payroll Deductions

Federal income tax, state income tax and social security and medicare taxes, as required by law, will be withheld from your paycheck. Any other deductions from your paycheck must be authorized by you, in writing, and made pursuant to Federal, state and local law.

Your pay stub includes an itemization of your withholding. It is important that you keep this information for tax purposes. If you have questions about your deductions, please talk with the Bookkeeper or Office Manager.

Wage Garnishments.

Knox complies with applicable state and Federal laws regarding the garnishment and assignment of wages.

Payroll Advances

In the event of an emergency need, regular employees may request for a temporary pay advance of an amount up to fifty percent (50%) of the net value of their next paycheck by completing a "Payroll Advance Request" form. Payroll advances are interest free and must be repaid within the next three pay periods via payroll deduction with your written authorization. Under no circumstances will additional advances be processed until the original advance has been fully repaid. Payroll advances must be approved by the Pastor/Head of Staff.

Wage and Salary Structure

Employees are generally reviewed at least once a year for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that you may be eligible for consideration based on job performance.

BENEFITS

Eligibility

Regular full-time employees who work 30 or more hours per week are eligible for benefits. Part-time employees will be eligible for benefits as specified herein.

Vacations

Regular Full-Time employees are entitled to the following paid vacation per year:

Called Pastoral Staff

Meets or exceeds vacation apportionment set by the Presbytery of San Gabriel for Called Pastoral Staff.

0-9 years of continuous service: 4 weeks
10+ years of continuous service: 5 weeks

Non-Called Ministerial Staff and Directors

0-5 years of continuous employment: 15 days
6 or more years of continuous employment: 20 days

Support Staff

0-5 years of continuous employment: 10 days
6-10 years of continuous employment: 15 days
11 or more years of continuous employment: 20 days

Vacation days are accrued on a pro rata basis. Regular Full-Time employees begin to accrue vacation upon the first day of employment. The maximum amount of unused vacation that can be accrued is one and a half times the number of days you can accrue in your anniversary year. If the earned vacation hours reach the maximum, no additional vacation days will be earned until vacation time is taken. Employees should inquire with their supervisor if they think they are nearing their maximum accrual.

Vacations must be scheduled in advance to ensure adequate coverage of job responsibilities and staffing requirements and can be taken only with the approval of an employee’s supervisor. The Head of Staff has the discretion to determine the number of employees who will be on vacation in any one week.

Holidays

Regular full-time employees who work 30 hours or more are eligible for holiday pay, and some part-time employees are eligible for holiday pay at the discretion of the Head of Staff with the approval of the HR Committee. The church observes the following holidays:

Official Staff Holidays (Offices Closed)

New Year’s Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President’s Day	Day after Thanksgiving
Day after Easter	Christmas Day
Memorial Day	
Independence Day (July 4)	

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by Knox for observance.

2. Employees who are scheduled to work on the day before or after a holiday and do not report to work will not receive holiday pay.
3. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.
4. Employees on leave of absence for any reason are ineligible for holiday pay during that period.
5. Holiday pay will not count as hours worked for the calculation of overtime.

Sick Leave

All Regular Full-Time, Regular Part-Time and Temporary Employees who work 30 or more days (240 hours) within a year are entitled to paid sick leave. Employees will earn one hour of paid sick leave for every 30 hours worked (approximately eight days per year for full-time employees). An employee must satisfy a 90-day employment period before using sick leave.

An employee can take paid sick leave for an employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventative care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, sibling, and others at the discretion of the Head of Staff.

Unused sick leave may accumulate up to a maximum of 30 days. Because sick leave benefits are designed only to assist an employee who misses work due to an actual illness or injury, unused sick leave will be cancelled when employment with Knox is terminated and will not be compensated. If the employee is rehired within one year, the accrued sick leave will be reinstated.

You are expected to notify your supervisor at the beginning of each workday when absent due to illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that you will be absent for a certain period of time.

LEAVES OF ABSENCE

Both California and Federal law provide for certain instances in which an employer is required to allow an employee time off work. Time off is mandatory (as required by law) for:

Pregnancy Disability,
Family and Medical Care,
Workers' Compensation,
Jury Duty,

Voting,
Participation in school activities with a child,
Emergency duty as a volunteer firefighter,
Military service,
Domestic violence

Beyond those required by law, KNOX also provides its employees with time off work for the following:

Bereavement leave
Parental Leave

Personal leaves of absence
Study Leave (Ordained Pastoral Staff)
Sabbatical Leave

Leaves of Absence: General Provisions

The following general provisions apply to all leaves of absence:

1. Requests for leaves must be submitted in writing to the Pastor/Head of Staff and your supervisor at least 30 days in advance when possible and unless stipulated otherwise by law. If the leave is for a medical reason, Knox may require certification from a health care provider.
2. An employee on leave of absence who fails to return to work on the agreed upon date without further communication as to the need for extended leave will be considered to have abandoned his or her job and, as such, will be terminated. The effective date of termination will be the last day of work or paid leave, whichever is later.
3. Employees are expected to communicate with their supervisor and Human Resources Chair at least two weeks prior to the end of the leave period regarding their anticipated return to work. When the leave was for a medical reason, Knox may require a release from the employee's physician.
4. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension.
5. Employees on leave of absence who seek or accept other full-time employment without Knox's prior written approval will be deemed to have resigned.
6. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.
7. Under most circumstances, upon return from an approved leave of absence, an employee will be reinstated to his/her original job or to a comparable job. Unless otherwise stipulated by law, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. (e.g. Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.)

Leaves of Absence: Benefits Determination

The following provisions apply to all leaves of absence:

- **Holidays.** To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive holiday pay during the leave period.
- **Vacation.** No vacation hours are earned during the leave period. Employees requesting a leave of absence may be required to use all earned vacation before beginning leave of absence.
- **Sick Leave.** No sick hours are accumulated during the leave period. Employees requesting a leave of absence for medical reasons may be required to use all accrued sick leave before beginning leave of absence. (The use of sick time must be in accordance with the Sick Leave policy as stated in the Benefits section of the handbook.)

Medical Benefits.

Knox provides medical benefits through a group insurance health plan to full-time employees.

Knox will continue to contribute to group insurance premiums for up to 12 work weeks of an approved family care/medical or pregnancy disability leave of absence at the level and under the conditions of coverage as if the employee were actively at work. The continued participation in health benefits begins on the date leave first begins. The

The Church will continue to contribute to group insurance premiums for up to one month in a 12-month period during an approved leave of absence for non-medical reasons.

Employees on an approved leave of absence who are not eligible for continued paid coverage may continue their group health insurance coverage through Knox in conjunction with the Federal COBRA guidelines and at their own expense. This does not apply to the Board of Pensions insurance.

The church provides for the following leaves of absence:

- ◆ **Bereavement Leave** - For full time employees having completed 180 days of continuous employment Knox provides for paid bereavement leave in the case of the death of a member of the immediate family according to the following schedule, or at the discretion of the Senior Pastor. Such leave is in addition to other paid leave time for which the employee may be eligible. The employee, in coordination with his or her supervisor, will determine the amount of time the employee will be absent from work.

The Church will do its best to accommodate employees requesting time off, without pay, to attend the funerals of friends and associates.

Three days leave with pay	Five days leave with pay
Aunt/Uncle	Spouse
Nephew/Niece	Parent / Parent-in-law
Sister-in-law/Brother-in-law	Child/Step-child
Brother/Sister	
Grandparent/Grandchild	

- ◆ **Jury Duty:** The Church will provide a paid leave for a maximum of ten (10) consecutive days in a period of three years for an employee to serve on jury duty. Employees who are required to serve for more than 10 consecutive working days in a three-year period may take time off, without pay, for the balance of the time or use earned vacation leave for such service.

You are to notify your supervisor within five (5) working days of receiving a jury summons. If you are called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Office Admin for the personnel records.

Military - The church provides time off, without pay, for service in the uniformed services as defined by the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and complies with all applicable state and Federal laws. Prior to going on military leave you must notify your supervisor and the Business Administrator. The church permits employees taking military leave to use, upon request, any accrued paid vacation or similar paid time off.

Spouses

Effective October 2007, California provides ten days of unpaid leave of absence for spouses of the United States Armed Forces or Reserves, National Guard, or Army (who work an average of twenty hours per week) while such personnel are on active duty and on a leave of absence from deployment in an area of military conflict.

- ◆ **Emergency Duty as a Firefighter** - The church provides for a time off work, without pay, for employees required to perform emergency duty as a volunteer firefighter.
- ◆ **Personal Leave** - Regular full-time employees who have completed at least one year (12 months) of continuous service may submit a written request for an unpaid personal leave of absence for any length of time. Written requests must state the reason for the leave, as well as the beginning and ending dates. The amount of leave and whether to grant it are at the sole discretion of the church and will be determined by the Pastor / Head of Staff in consultation with the supervisor and one or more representatives from the Human Resources Committee.

- ◆ **School Visits and Activities** - An employee who is the parent or guardian of a child who has been suspended from school will be allowed time off if requested, without pay, to appear at the school in connection with that suspension.

The church also provides time off for an employee who is the parent or guardian of a child in kindergarten or grades 1 through 12 up to 40 hours per school year of time off work, without pay, for the purpose of participating in school activities. Employees are limited to no more than eight (8) hours off work for this purpose in any one calendar month of the school year, and may be required to use any accrued vacation, for this purpose.

Reasonable notice of the request for time off must be submitted **in writing** to an employee's supervisor.

Domestic Violence - Employees who are victims of domestic violence may take unpaid time off to: (1) seek medical attention for injuries caused by domestic violence; (2) obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence; (3) obtain psychological counseling related to an experience of domestic violence; and (4) participate in safety planning and take other actions to increase safety from future domestic violence, including obtaining temporary or permanent relocation or temporary or permanent injunctive relief.

An employee who is a victim of domestic violence must give the Pastor/Head of Staff reasonable advance notice of the intention to take time off for any of the above purposes, unless reasonable notice is not feasible.

If an unscheduled absence occurs, the employee should provide the Pastor/Head of Staff with one of the following within a reasonable time after the absence: (1) police report indicating that the employee was a victim of domestic violence; (2) a court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; (3) documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

- ◆ **Study Leave** - Ordained Pastoral Staff - See Human Resources Committee. All other staff refer to **Employee Development** section of handbook.
- ◆ **Voting** - All employees are encouraged to vote. You should make arrangements to vote before or after working hours. If this cannot be arranged, the church provides for up to two hours off work, with pay, to vote either at the beginning or end of the work day, provided you give at least two working days notification to your supervisor.
- ◆ **Work Related Injury** - The church complies with applicable state and Federal laws concerning leaves for work-related illness or injury. Employees on leave due to a work-related illness or injury will be reviewed on an individual basis by the church.

Pregnancy Disability Leave - If an employee is disabled because of pregnancy, childbirth, or related medical conditions, she is eligible to take an unpaid Pregnancy Disability Leave (PDL). If pregnancy or a related medical condition affects such an employee, she is also eligible to transfer to a less strenuous or hazardous position or duties, if this transfer is medically advisable and it is at her request and such a position is available.

The PDL is for any period(s) of actual disability caused by her pregnancy, childbirth or related medical conditions up to four months (approximately 88 workdays for a full-time, regular employee) per pregnancy. The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. For example, time off may be needed for such things as severe morning sickness, physician-prescribed bed-rest, childbirth, and recovery from childbirth.

Employees must inform the Pastor/Head of Staff when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with her supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Church. If 30 days' advance notice is not possible, notice must be given as soon as practical.

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

Parental Leave

Knox assists new parents by providing six weeks parental leave with pay to all its regular employees who are parents (father or mother) of newborn children or who adopt a child who have completed one year of employment with Knox. This paid leave is to be used concurrently with the Pregnancy Disability Leave (if applicable).

Notice of Use of Leave: The employee must provide the church with thirty (30) days advance notice in writing before the date on which the parental leave is expected to begin. If the employee is unable to provide thirty (30) days notice, she/he must provide such notice as is practicable, specifying the amount of leave time desired.

Eligibility: Regular employees who are scheduled to work at least 28 hours per week and who have completed one year of employment with Knox are eligible for parental leave. Contract, interim and employees working less than 28 hours per week are not eligible.

EMPLOYEE BENEFITS AND PLANS

Health Insurance

The church's full-time employees are eligible to participate in any group health insurance plan currently in place (such as Aetna) in accordance with the terms of the group plan. For specifics as to scope and eligibility, please see the plan document available from the Office Manager.

Worker's Compensation Insurance

Knox carries Worker's Compensation Insurance in compliance with California law. This insurance provides compensation for lost time, medical expenses, surgical expenses, and loss of life or dismemberment from injury arising out of or in the course of your job assignment with Knox. In order to protect your own interests in case of an injury or illness that you consider work-connected, please be guided by the following:

- ◇ Employees must report any work-related injury or illness to their supervisor, as soon as it happens, regardless of how minor it may be and to get proper first aid and/or medical attention immediately.
- ◇ If complications arise in connection with a work-related injury while you are away from your job, report to your immediate supervisor by telephone.

Questions pertaining to Worker's Compensation should be directed to the Pastor/Head of Staff or HR Committee. Reporting forms are available in the Church office or the Pastor/Head of Staff's office.

Social Security & Medicare (FICA)

Knox withholds Social Security taxes from your paycheck as required by the Federal Insurance Contributions Act (FICA). These contributions provide for retirement, total/permanent disability, and survivors' benefits. Although the so-called Social Security "base" changes annually, the employee and the Church contribute equal amounts to the plan.

State Unemployment Insurance

As permitted by law, Knox does not participate in an unemployment insurance plan.

State Disability Insurance

As permitted by law, KNOX does not participate in the state disability insurance plan.

PERFORMANCE APPRAISAL AND IMPROVEMENT

Performance Appraisal

Feedback is an essential aspect of the workplace. In order to maintain high standards of performance, written performance appraisals are generally conducted annually for each employee by his or her supervisor.

Appraisal is a two-way process, wherein both the employee and supervisor share their views regarding the employee's role. It is also a planning session that allows the employee and the supervisor to develop a schedule of tasks or a timetable for improvement, create better ways of dealing with work situations, project goals, reaffirm current practices and procedures, and so forth. To be effective, a performance evaluation must have as a basis a clear initial understanding of the major areas of responsibility of the employee.

The performance evaluation process is meant to be a very useful tool for both the employee and the supervisor. You both share the responsibility for making it work.

The policies and procedures guiding the performance appraisal process are periodically reviewed and updated by the Human Resources Committee.

Corrective Counseling and Performance Improvement

Corrective counseling may be initiated when a supervisor believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of the supervisor and the Human Resources Committee. Even if corrective counseling is implemented, it may be terminated at the discretion of the Pastor / Head of Staff with the concurrence of the Human Resources Committee. This complies with Knox's at-will employment policy which states that both the employee and Knox have the right to terminate the employment relationship at any time, with or without cause or advance notice.

EMPLOYEE DEVELOPMENT

Educational Assistance and Professional Memberships

Knox Presbyterian Church encourages Ordained, Program and Professional staff to maintain a level of professional competence through continuing education and, when applicable, by involvement in a professional organization. Within budgetary constraints, the church will assist financially as the church will benefit from such growth.

Support staff is encouraged to participate in seminars and other professional growth-related activities. Where it can be demonstrated the church will benefit from an

employee's participation, the related expenses may be paid by the church within budgetary constraints.

Requests for participation in and payment of expenses related to continuing education and professional organizations must be approved in advance, with the consent of the immediate supervisor, by the Human Resources and Financial Management Committees.

Formal Courses of Study

The church will make every effort to support employee's interest in formal courses of study taken at institutions of higher education that are closely related to the employee's present or future work activities or are required to fulfill the requirements of a degree program. In such cases, the employee is expected to arrange outside class schedules so as not to conflict with normal work hours. Supervisors will attempt to arrange a "flextime" schedule, insofar as work permits, when no other alternative exists and outside class times impinge on normal work hours. However, such interests cannot be assisted financially except through the Educational Assistance Fund (*Appendix A-6.*)

Pastors Supplemental Education Fund - Ordained pastoral staff refer to Human Resources Committee.

Promotion and transfer

Employees are welcome to apply for any positions that become available in the church. Due to the church's policy of recruiting the most qualified candidates and because of the varied experience, skills and educational requirements of positions, promotions from within the church are not always possible. An employee's past performance, experience, attitude, qualifications and potential are all important factors that will be considered in making promotion and transfer decisions.

Sabbatical

It is deemed a wise and healthful investment to have an established sabbatical leave policy for the ordained staff. Refer to the Human Resources Committee for the policy, guidelines and eligibility requirements.

Study Leave - Ordained pastoral staff refer to their Terms of Call for this provision.

WORK RULES AND STANDARDS

Alcohol, Drugs and Controlled Substances - The use of illegal substances and alcohol or being "under the influence" of alcohol, drugs or controlled substances is strictly prohibited while on duty, on church property or in church vehicles. "Under the influence" for the purpose of this policy, is defined as anything which compromises or impairs your ability to perform work in a safe, productive manner.

The sale, transfer and possession of alcohol, drugs or controlled substances is strictly prohibited while on duty, on church property or in church vehicles.

You must report any reasonable suspicion of a substance abuse incident of staff members to your supervisor or the Pastor/Head of Staff. Violation of this policy will result in disciplinary action up to and including termination. Clarify whether it's your own substance abuse or suspicion of others.

Bulletin Board - The employee bulletin board is located in the office kitchenette and is for the benefit of all employees. You will find posters that explain state and federal law as well as updates in employee policies or procedures. You are responsible for checking the church bulletin boards on a regular basis and for reading posted materials.

Business Expenses - Employees will be reimbursed for all approved business-related expenses upon submission of accurate and receipted expense reports to the church. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

Church Equipment and Facilities - It is important that the church have access at all times to church property, as well as other records, documents and files (manual or electronic). As a result, the church reserves the right to access employee offices, work stations, filing cabinets, computers, desks, and any other church property at its discretion, with or without advance notice or consent. (See also "E-Mail, Intranet, Voice/Phone Mail and Internet Policy" in this section.)

While church equipment is for business use, it is understood that at times it may be necessary for an employee to use church equipment for personal business. In such instances, it is important that the employee use of equipment not interfere with regular church business and that the employee reimburse the church for any associated costs. Examples of this include, but are not limited to:

- ◆ Duplicating Services - If you desire to use the church copy machines for personal use, you must make arrangements for payment in advance.
- ◆ Telephones - Personal calls should only be made in case of absolute necessity and, when possible, during your lunch or break period.
- ◆ Postage - The church postage meter is not for personal use at any time.

Code of Ethics - As a member of the staff, you are expected to perform your work not only as stated in your job description, but in accordance with the highest ethical standards. Conduct in the workplace that is illegal and behavior that compromises your office and the church will be subject to censure and/or termination. In addition, you have an obligation to report to your supervisor, Pastor/Head of Staff or any member of the Human Resources Committee, as may be appropriate, any situation that may be illegal or detrimental to the interests of the church, or any form of behavior that threatens the principles for which the church stands or undermines the performance of its mission. Failure to do so will be grounds for disciplinary action.

Confidentiality - You are prohibited from disseminating to third parties any confidential information or documentation about the church or its members during or after your employment at Knox.

Conflict of Interest - While employed at Knox, you are expected to refrain from any activity or association that runs counter to the interest or well-being of the church or which interferes with your ability to fully perform your job responsibilities. This policy prohibits your use of the following, among others, for the purposes of personal gain: church time, church resources, and classified, privileged, or confidential information acquired in the course of your work

An individual may not serve simultaneously as a regular full-time or part-time employee and as a Session member. (3-7-2001)

Drivers License - For certain positions you will be required to have and to maintain a valid driver's license and/or valid Class B drivers license. This allows us to authorize you to operate a church vehicle under the conditions set forth by our insurers and by law.

E-Mail, Intranet, Voice/Phone Mail and Internet - The e-mail and voice / phone systems, Internet and other forms of electronic exchange are provided by Knox exclusively to assist you in conducting church business. The use of these systems is considered a privilege, not a right.

All messages composed, sent or received on the systems are and remain the property of Knox and may be reviewed and utilized by Knox. They are not the private property of any employee. Knox will not guarantee the confidentiality of any messages.

You should use the systems for Knox business only. Use of the systems to solicit outside business ventures, personal, political or other non-job-related solicitations is strictly prohibited. Knox intends to comply with copyright and other laws governing system use.

The systems are not to be used in a way that may be offensive to others. Display or transmission of sexually explicit images, messages or cartoons, as well as the use of ethnic slurs, racial epithets or anything that may be construed as harassment, is strictly prohibited.

The church reserves the right to, and will, use reasonable measures to monitor and audit Internet use, intranet, e-mail and voice/phone mail systems at any time to ensure compliance with this policy. Any employee who fails to comply with the provisions of this policy will be subject to disciplinary action, up to and including discharge.

Gifts - Employees of Knox may not accept gifts from vendors who do business with Knox [other than reasonable meals].

Grievance Procedure - Employees who have unresolved work-related problems are requested to handle such issues in an orderly and appropriate manner without causing interruption of the normal work flow. Employees should meet with their immediate

supervisor in an attempt to resolve the problem within ten days of the occurrence of the problem creating the grievance. If the issue is not resolved to an employee's satisfaction or if this is an issue involving Knox's harassment policy and your supervisor and you are not comfortable addressing the issue with your supervisor, you should contact the Head of Staff within three working days. If the Head of Staff is the supervisor, or if the issue is not resolved to an employee's satisfaction by the Head of Staff, the employee may contact the chair of the Human Resources Committee, in writing, with a copy to the Head of Staff within three working days after receiving a decision from the Head of Staff. The matter will be taken up at the next scheduled meeting of the Human Resources Committee or sooner at their discretion. The Human Resources Committee will issue a decision or resolution orally or in writing to the employee and supervisor, if applicable, which shall be final and not subject to further review.

Grooming Standards - The church expects you to present a professional appearance at all times. If you require clarification, consult your supervisor regarding proper attire in your office. Out of consideration for employees and those in our congregation with health problems, we encourage a fragrance-free workplace.

Non-Harassment Policy

Knox maintains a strict policy prohibiting all forms of unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, age, or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all agents and employees of the Church, including supervisor and non-supervisory employees as well as to members and vendors of the Church. Employees who violate this policy are subject to discipline, including possible termination.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Unlawful harassment may take many forms, including, but not limited to:

- 1) Unwanted sexual advances or propositions;
- 2) Offering employment benefits in exchange for sexual favors;

- 3) Making or threatening reprisals after a negative response to sexual advances;
- 4) Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive or otherwise derogatory objects or pictures, cartoons, or posters;
- 5) Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes;
- 6) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
- 7) Physical conduct, including touching, assaulting, impeding or blocking movements; and
- 8) Using nicknames or terms of endearment with a racial or sexual connotation.

The Church will take all reasonable steps to prevent or eliminate sexual harassment or other forms of harassment by non-employees including Church members, and vendors who are likely to have workplace conduct with our employees.

Any employee who believes he or she has been harassed by a co-worker, supervisor, agent of the Church or any member or vendor of the Church should immediately report the facts of the incident(s) and the name of the individuals involved to his or her supervisor or, to the Head of Staff, or the designated Human Resources contacts. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy, even when the harassment is not directed at them, to one or more of the individuals identified above. Supervisors should immediately report any incidents of harassment to the Head of Staff. The Head of Staff and HR committee will investigate all such claims in accordance with the Knox Sexual Misconduct Policy (Appendix 2). The findings from an investigation of a complaint will be presented to the Human Resources Committee for review and appropriate corrective action, if necessary. Employees should feel free to report valid claims without fear of retaliation of any kind.

Intellectual Property Rights Policy - This policy is intended to govern issues of ownership and the right to use intellectual property, including matters of copyrights, trademarks, patents and/or trade secrets, which may be created by an employee or volunteer at Knox and whether created or expressed in literature, music, audio or video tape, film, software, digital products or any other form or medium.

Any form of intellectual property right created or developed by an employee or volunteer of Knox as part of his/her duties to or for the benefit of Knox, no matter where created or developed, shall be considered a, "Work for hire," and Knox shall be considered the, "Author," and creator thereof. However, Knox may assign to the subject employee or volunteer the rights of ownership and rights to receive revenues from the sale of the intellectual property work. In the event of such assignment, the employee shall grant a

non-exclusive royalty-free license to Knox for use of the subject intellectual property rights so long as they exist.

Upon the creation and/or development of any such intellectual property rights, timely application shall be made to register the intellectual property rights with the Copyright Office or the Patent and Trademark Office (as applicable), and in the case of trade secrets, timely execution of confidentiality and non-disclosure agreements in order to preserve and protect those rights, as well as to protect the individual employee or volunteer and Knox.

At the time of creating or developing any such intellectual property rights, the involved employee or volunteer shall notify Knox of the creation and/or development of those rights; and, upon consultation with informed legal counsel, such individual and Knox shall enter into a simple form agreement acknowledging these matters in order to document the relationship and their relative rights and duties.

Parking - Employees park at their own risk and the church is not responsible for theft or damage to any vehicles parked on or near church property. The church is not responsible for personal property left in vehicles that is either lost, damaged, stolen or destroyed.

Risk Reduction Child & Youth Safety - Knox is committed to practicing the utmost caution and care in the selection, training and supervising of all workers and volunteers. The primary purpose of this policy is to promote the safety and well being of our children and youth by providing clear guidelines about the operation of all ministries. See Policy: Appendix 3.

Safety - The church strives to provide a safe working environment for all employees. As a responsible member of this workplace, you are expected to practice safety measures in the performance of your job and to report any behavior that is unsafe or any site that poses a potential hazard to others on the church campus. Unsafe or hazardous conditions should be reported immediately to your supervisor and the Office Administrator.

- **Reporting on-the-job injuries** - If you sustain any injury on the job, no matter how slight, you must report it to your supervisor immediately. An Injury Report must be completed and submitted to the Pastor/Head of Staff.
- **Disaster Preparedness** - The church has a Disaster Preparedness Plan designed to ensure preparedness during an earthquake or major disaster. Your orientation meeting will include basic information on disaster preparedness. Additionally, periodic drills and/or training sessions may be conducted.

Smoking - Knox prohibits smoking in all church buildings, offices, enclosed areas, and vehicles.

Vehicle Use - Employees required to travel in fulfilling their job responsibilities may rent a car or van upon receiving the approval of their supervisor. Except for vans, an economy or compact size car will be the employer's first choice in obtaining a rental car.

Any additional insurance charges offered as an option by the rental company are not reimbursable. A copy of the rental agreement must accompany the employee's Expense Refund Claim.

EMPLOYEE RECEIPT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Employee Handbook for Knox Presbyterian Church. I understand that it contains information about the church's Human Resources policies, procedures, benefits and rules of conduct.

I understand that this handbook is for informational purposes, in that it illustrates the Church's policies, procedures, guidelines, and benefits, but that neither the handbook, nor any other communication, creates an employment contract for any specific duration, for benefits, or in any way alters my status as an at-will employee. I understand that as an "at-will" employee, either I or the Church can end my employment at any time, for any reason or no reason. I also understand that only the Pastor/Head of Staff, with the approval of the Human Resources Committee and Session, is empowered to make any promises or agreements contrary to the information contained in this handbook, or in any way alter this "at will" relationship. Any such change authorized by the Pastor/Head of Staff and approved by the Human Resources Committee is valid only if it is in writing and signed by the Pastor/Head of Staff and head of the Human Resources Committee.

I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established.

I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary or appropriate.

Employee's Name (*please print*)

Employee's Signature

Date

Please preserve this page in your Employee Handbook for future reference. A copy will be placed in your Employee File.