



EMPLOYEE HANDBOOK

Amended for the
St. Luke's Day School

St. Luke's United Methodist Church
3471 Westheimer Road | Houston, TX 77027

www.stlukesmethodist.org
713-622-5710

Effective January 2025

TABLE OF CONTENTS

WELCOME TO THE ST. LUKE’S UNITED METHODIST CHURCH FAMILY OF MINISTRIES!	5
WHO WE ARE	6
FOREWORD	7
SECTION 1: GENERAL INFORMATION	8
Open Door Policy	8
Employment at Will	8
Equal Employment Opportunity Policy	8
Commitment to Diversity	9
Americans with Disabilities Act and Reasonable Accommodation	9
Employment Classification	9
Non-Employees (Independent Contractors)	10
Compliance Information	10
Required Postings	10
SECTION 2: EMPLOYMENT INFORMATION	11
Application for Employment	11
Employment Eligibility and Work Authorization	11
E-Verify	11
Employment Verification	12
Employment of Minors	12
Job Orientation	12
Introductory Period	12
Continuous Service Date	12
Job Performance	13
Outside Employment	13
Voluntary Resignation	14
Exit Interview	14
Pay at Time of Separation from Employment	14
Return of Organization Property	14
SECTION 3: WORKING HOURS & PAY	15
Lactation Breaks	15
Time Records	15
Non-Exempt Status	16
Overtime	16
Non-Exempt Payroll Deductions	16
Exempt Status	16
Exempt Employee Payroll Deductions	16
Pay Period and Payment Date	17
Direct Deposit	17
Garnishment of Employee Wages	17
Error in Pay	17
Lost or Mislabeled Check (If checks are issued)	18

Authorized Check Pickup (If checks are issued).....	18
SECTION 4: WORKPLACE POLICIES & REGULATIONS	19
Workplace Safety.....	19
General Safety Rules.....	19
Reporting Injuries and Accidents.....	20
Drug-Free and Alcohol-Free Workplace	21
Zero Tolerance for Workplace Violence	22
Possession of Weapons and Firearms	22
Active Shooter Policy.....	23
Policy Against Workplace Harassment and Discrimination	24
Policy Against Sexual Harassment	24
Reporting Discrimination and Harassment.....	24
Anti-Retaliation Policy	25
Workplace Searches	25
Corrective Action	25
SECTION 5: ORGANIZATION RULES & EXPECTATIONS.....	27
Professionalism.....	28
Relatives and Personal Relationships	28
Smoke-Free Workplace.....	28
Personal Belongings.....	29
Parking	29
Children in the Workplace	29
Severe Weather Conditions	29
Personal Communication Devices	30
Cell Phone Safety	30
Safety Equipment	31
Care of Equipment and Facilities	31
Computers, Internet, Email and Other Resources	31
Social Media Use.....	32
Media Relations	33
Use of Organization Name	33
Use of Organization Assets	33
Organization Records.....	33
Employee Files	34
Confidentiality of Medical Information	34
Infectious Disease Guidelines	36
SECTION 6: BENEFITS	38
Benefits Overview.....	38
Health and Welfare Benefit Plans.....	38
Consolidated Omnibus Benefits Reconciliation Act Coverage (COBRA)	39
Texas State Continuation Coverage	39
403(b)(9) Retirement Plan	39

FMLA (Family and Medical Leave Act)	43
Medical Leave of Absence (Non-FMLA)	44
Civic Leave – Jury Duty.....	46
Court Attendance and Witness Leave	46
Voting Leave	46
Funeral (Bereavement) Leave.....	46
Personal Leave of Absence	46
Maximum Leave	47
Military Leave	48
Workers’ Compensation	48
Continuing Education - External Training, Seminars and Conferences.....	49
Tuition Reduction Benefit for Day School, After School Care and Summer Camp	49
Onsite Childcare.....	50
Employee Assistance Program (EAP)	50
SECTION 7: BUSINESS ETHICS & CONDUCT	51
Confidentiality	51
Conflict of Interest	51
Bribes, Kick-Backs and Other Illegal Payments	51
Patents and Copyrights.....	52
Gifts	52
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT	53

Welcome to the St. Luke's United Methodist Church Family of Ministries!

We are delighted that you have chosen to join our team at St. Luke's, and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the goals of our ministry.

We believe that God calls us to offer our very best in the work we do, and so we strive for excellence in every area of ministry. We work together with colleagues to use our God-given talents and gifts to find new and creative ways to meet the needs of our congregation and community. With your unique gifts and hard work, we will continue to achieve our goals and advance God's kingdom. We sincerely hope you will take pride in being an important part of the success of our family of ministries.

Sincerely,

Dr. Tom Pace

St. Luke's UMC Senior Pastor

Who We Are

History

St. Luke's has a vision of a city transformed by the love of Jesus. We have over a 75-year history that is full of outreach and missional work in Houston. We were the starting ground for other local non-profits such as Christian Community Service Center (CCSC), Amazing Place, reVision, and most recently PX Project. St. Luke's is also committed to discipleship to members and the community, providing a place for weekly worship, spiritual growth through small groups and Bible studies, and We have a fast-paced work environment made up of inspiring colleagues and a mind for servant leadership.

St. Luke's vision is a city transformed by the love of Jesus. We believe we are here for a reason: to be sent by Jesus, motivated by his love, to bring about God's preferred future for the city in which we have been placed, and to invite people to be a part of the City of God.

St. Luke's has a mission to equip families and individuals to live and love like Jesus.

We use our 5 inside-out habits that put our values into action. The 5 inside-out habits include we pray and worship, we study the Bible, we make friends, we tell our stories, and we give ourselves away in generosity and service.

St. Luke's United Methodist Church (the "Organization" or "St. Luke's") exists to reflect the life and teachings of Jesus Christ. In every aspect of the Church's ministry, its employees must be mindful of St. Luke's purpose and mission, as well as how the Church is perceived by the membership and community it serves.

St. Luke's Family of Ministries



Foreword

This handbook is intended as a resource of basic information provided to employees for common questions and concerns. The policies and practices described in this handbook reflect a great deal of concern for the employees who make it possible for the St. Luke's Family of Ministries to exist.

Nothing contained in this handbook is intended to create, nor shall be construed as creating, an expressed or implied contract of employment or guarantee of employment for any term. There is no contract of employment between the Organization and any one or all of its employees unless explicitly stated elsewhere and approved by the Staff Parish Relations Committee (SPRC) of the Organization.

Policies, procedures, practices, and benefits may change with time. They may require clarifying, amending, and/or supplementing. The Organization maintains the responsibility and the right to make changes at any time and will advise employees when changes occur. These changes shall become effective immediately unless otherwise noted by the Organization.

Descriptions of various fringe benefits such as group insurance are summaries only. Should the descriptions in this handbook differ from those of any plan or document involved, the formal plan document shall be considered correct.

Questions on any matter pertaining to employment or any information included in this handbook should be directed to Human Resources, your manager, or other members of the executive team.

Policies Applicable to Ordained Ministers and other Clergy

Ordained ministers and clergy under appointment to St. Luke's by the Texas Annual Conference are to use this Handbook when and where applicable. Conference Standing Rules/Regulations and *The Book of Discipline of the United Methodist Church* may at times supersede the contents of this Handbook for such ministers and clergy.

Whenever a conflict exists between the personnel policies of St. Luke's and *The Book of Discipline of the United Methodist Church* with respect to ordained ministers and clergy, *The Book of Discipline* takes precedence to the extent that the conflict exists.

Section 1: General Information

Open Door Policy

The Organization recognizes that from time-to-time employees have suggestions, questions, or issues regarding their work, working conditions, wages, benefits, Organization policies, procedures, or personal issues. In order to encourage employees to express these concerns and seek resolution of problems, questions, and suggestions, the Organization has established an “Open Door” procedure for all employees. All management personnel are responsible for ensuring compliance with this procedure.

Employees should first raise any issues or questions with their immediate manager. The employee and the manager should make every effort to resolve the issues or answer the questions at this level as the information is readily accessible and most decisions can be made quickly.

If an issue or problem is not resolved to the employee’s satisfaction, or if the employee has a valid reason for not first presenting the issue to the manager, the employee may present the issue to Human Resources. Human Resources will then investigate the matter, if necessary, review the issue and progress to date, and make every effort to resolve the issue.

Employment at Will

Employment at the Organization is on an at-will basis unless otherwise stated in a written individual employment agreement signed by an authorized executive member of management. This means that either the employee or the Organization may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Additionally, no Organization representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Employees of the Organization have the right to engage in or refrain from such activities.

Equal Employment Opportunity Policy

The Organization provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. In addition to federal law requirements, the Organization complies with applicable state and local laws governing nondiscrimination in employment in each location in which the Organization operates. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, and training.

The Organization expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. The Organization prohibits any form of

retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation, should bring it to the attention of the Human Resources Department.

Commitment to Diversity

The Organization is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Organization policy and the way we do business and is an important principle of sound business management.

Americans with Disabilities Act and Reasonable Accommodation

The Organization is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is the Organization's policy to provide reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment, unless to do so would impose an undue hardship on business operations. This policy applies to all applicants for employment and all employees. The Organization prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

The Organization will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Organization's business operations.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Organization classifies its employees as shown below. The Organization may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salaried basis and are not eligible to receive overtime pay.

Non-exempt. Non-exempt employees are typically paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in a temporary status and who work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Organization and are subject to the terms, conditions, and limitations of each benefits program.

Temporary (Seasonal), Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Organization's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not typically eligible for Organization benefits

due to the limited duration of their services, however upon meeting certain qualifications, a temporary employee may become benefit eligible subject to the terms, conditions, and limitations of each benefit program.

Temporary (Seasonal), Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part-time employees are not typically eligible for Organization benefits.

Non-Employees (Independent Contractors)

Certain individuals work as independent contractors and are not considered to be employees of the Organization. Independent contractors are not eligible for Organization benefits programs and are not eligible for unemployment insurance benefits.

Compliance Information

It is the policy of the Organization to abide by all federal, state, and local laws, rules, and regulations applicable to the Organization and any other state in which the Organization operates in. In order for the Organization to comply with federal government regulations regarding its practice to employ people without discrimination, it may be necessary for the Organization to compile and maintain certain information on each formal candidate for employment and those who are hired.

Required Postings

All required governmental postings are posted in common areas frequented by employees.

Unemployment Compensation

St. Luke's and its family of ministries, as a religious Organization, is exempt from state unemployment compensation laws. Employees are not eligible to collect such benefits post termination from Organization.

Section 2: Employment Information

Application for Employment

All candidates for employment must fully complete, date and sign the standard Organization employment application form. *(A resume will not be accepted in lieu of a completed employment application.)* The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. The Organization may investigate any portion of the requested information and may deny or later terminate the employment of anyone for providing false, misleading, or incomplete information.

The completed application form will be made part of the employee file of those applicants accepted for employment.

Employment Eligibility and Work Authorization

The U. S. Citizenship and Immigration Service (USCIS) requires the Organization and candidates for employment to provide specific information regarding work authorization upon commencing employment. Therefore, all newly hired employees are required to complete Section 1 of Form I-9 and provide the Organization with specific valid documents to establish both identity and employment eligibility.

Any employee whose work authorization is subject to expiration is required to renew their authorization documents before the expiration date, as failure to do so will result in the employee's termination of employment.

Use of fraudulent identification to establish identity and/or employment eligibility is not permitted. Authorized/designated representatives of the Organization are NOT permitted to accept documents which they know are fraudulent. Violations of the Organization's immigration policy are not tolerated and may result in immediate termination.

E-Verify

The Organization participates in the Electronic Verification System (E-Verify) to electronically verify the work authorization of newly hired employees. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility. The Organization does not use E-Verify to pre-screen job applicants.

Employment Verification

Verification of employment is at the sole discretion of the Organization. If approved, the Human Resources Department will coordinate the process of verifying employment for a current or former employee. No other individual should provide such information, and failure to comply with this policy shall result in corrective action up to and including termination of employment. Information concerning a former or current employee will be released by the Organization only with written authorization from the current or former employee, unless upon receipt of a bona fide request from federal, state, or local agencies.

Employment of Minors

The following provisions apply with respect to the Organization's employment age requirements:

- The Organization will fully comply with the child labor provisions of the Fair Labor Standards Act and applicable state statutes, which govern the employment of minors.
- For purposes of insurance management, it is the Organization's policy to prohibit the employment of individuals younger than 21 in any position which requires driving a vehicle on public highways.
- Should the Organization have any reason to question whether an individual applicant is under age 21, the applicant may be required to furnish proof of birth date.

Job Orientation

Following the acceptance of employment, a new employee will meet with his or her manager to discuss job duties, areas of responsibility, Organization policies, and procedures. Each employee shall be provided with a copy of the Employee Handbook for their records to read and review.

Introductory Period

During the first ninety (90) days of employment, the Organization and each new employee are given an opportunity to evaluate whether the employment relationship should continue. Employment is on an "at will" basis the same as after the introductory period ends.

The completion of the introductory period should not be considered a guarantee of employment. The Organization evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the introductory period.

Continuous Service Date

In order to have a record of an employee's benefits, a continuous service date will be maintained for each employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains an active employee of the Organization. An employee's service date may be adjusted if there are breaks in employment.

Job Performance

Each employee contributes to the Organization's overall success. We expect everyone to perform to the best of their abilities and seek opportunities for professional growth. Communication between employees and managers is very important to help us achieve optimal performance as an organization. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their managers if they feel additional ongoing feedback is needed.

Outside Employment

Outside employment may create a conflict of interest and may affect the quality or value of an employee's work performance. Employees are generally expected to notify the Organization promptly if they have undertaken any kind of outside employment. If, in the sole discretion of management, it is determined that an employee's outside employment is affecting the employee's job performance, work hours, scheduling, or the general ability to effectively perform the employees' duties, the employee may be asked to discontinue such employment.

Further, it is a direct violation of Organization policy to seek or hold outside employment with a direct competitor of the Organization or with any other organization where such activities create the possibility or the appearance of a conflict of interest in the judgment of the Organization. All employees are expected to adhere to this policy and all employees must report any conflicts to their immediate manager.

Voluntary Resignation

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their manager at least ten (10) working days (excluding leaves such as Holidays and PTO) in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Exit Interview

An employee whose employment relationship with the Organization is ending may be asked to participate in an exit interview to assist the Organization in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other applicable considerations will be arranged.

Pay at Time of Separation from Employment

The Organization will determine if the terminated employee has any outstanding balance confirmed in writing and owed to the Organization and whether the employee has in his or her possession any Organization credit cards, uniforms, tools, keys, safety equipment, manuals, vehicles, ID cards/badges or any other Organization property.

After the Organization conducts a full accounting of the employee's account, the Organization will issue final payment to the employee in accordance with state law, for time worked less any lawful and contractual deductions and withholdings.

A live check may be issued as final payment to the employee in place of direct deposit (at the Organization's sole discretion). Final pay issued as a live check may be mailed to terminated employees.

Return of Organization Property

An employee must return any Organization property to the Organization at the time the employment relationship ends, and employees are responsible for any lost or damaged items. To facilitate this process, the Organization requires employees to sign a wage deduction authorization form for the purpose of deducting from final pay the value of any Organization property issued to the employee and not returned.

Section 3: Working Hours & Pay

Lactation Breaks

The Organization will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child for up to one year following the child's birth as required by law. If possible, the break time should be taken concurrently with other break periods already provided. Break time given for this purpose that does not run concurrently with other break periods already provided will be unpaid. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods.

The Organization will make every reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your manager should arrangements for refrigeration of expressed milk be required.

Employees needing to express milk during the workday should notify their immediate manager so that appropriate accommodations can be made to meet the needs of the employee and the Organization.

Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. Time worked is all the time actually spent on the job performing assigned duties. These records are required by applicable federal and state law and are used to calculate regular and overtime pay. Every non-exempt employee is required to enter all hours worked accurately, including all lunch breaks and rest periods of more than 20 minutes. At the end of each week, the employee and his or her manager must approve the time record attesting to its correctness before forwarding it to the Human Resources Department. Employees are required to notify the Organization of any pay discrepancies, unrecorded or mis-recorded work hours, or any other discrepancies in time records.

Employees are strictly prohibited from entering in the time records of another employees' time, regardless of whether the other employee gave permission to do so. Violation of this policy may result in corrective action, up to and including termination of employment.

Non-Exempt Status

Non-exempt employees under the Federal Wage and Hour Law are expected to confine their work to the assigned normal workday and work week unless overtime is authorized in advance by their manager, as specified above. Non-exempt employees are prohibited from engaging in any off-the-clock work, which includes checking and responding to Organization emails, text messages, and phone calls during off-the-clock hours.

Non-exempt employees will receive overtime pay for all hours worked in excess of forty (40) per week. Employees in certain states with different wage and hour laws may be treated differently in accordance with the law of that state. While an employee is entitled to be paid for all hours actually worked, including any overtime hours, the Organization retains the right to assign working hours to all employees.

Overtime

Employees may be expected to work overtime in case of emergency or when necessary to meet the needs of the Organization. Management must authorize overtime work in advance. Non-exempt employees will be paid the greater of one and one half (1.5) times their regular rate of pay, or the then existing lawfully required formula for overtime pay, whichever is greater, for approved overtime hours worked in excess of forty (40) hours per work week. Paid leave, such as holiday, PTO, and jury duty are not hours actually “worked” and therefore are not considered as hours counted toward overtime.

Non-Exempt Payroll Deductions

Under state and federal law, your pay is subject to certain deductions or withholdings including but not limited to state, federal and/or local taxes. Your pay may also be reduced for certain types of deductions including your portion of health insurance premiums along with any and all other deductions as allowable by state and federal law.

Exempt Status

The hours worked by exempt employees are often irregular and may begin and end beyond the normal workday. Exempt employees are exempt from the overtime provisions of the Federal Wage and Hour Law and are not eligible to receive overtime pay. Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Exempt Employee Payroll Deductions

The Organization complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and makes deductions for exempt employees as permissible by the FLSA.

Permitted deductions. The FLSA limits the types of deductions from pay of exempt employees. Deductions that are permitted include:

- Absences from work for one or more full days for personal reasons other than sickness or disability;
- Absences from work for one or more full days due to sickness or disability;
- To offset amounts employees receive as jury or witness fees, or for temporary military duty pay;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week, or
- For unpaid leave taken by the employee under the Federal Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as the employee's portion of health, dental, or other insurance premiums; state, federal, or local taxes, social security or voluntary contributions to a retirement and savings plan, as well as other government required deductions.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated, and the Organization will reimburse the employee for any improper deductions identified in the investigation.

Pay Period and Payment Date

The pay period is:

- Biweekly (non-exempt employees) – the payroll week runs *Sunday through Saturday*, with payday being every other *Friday*;
- Semimonthly (exempt employees) – the payroll week runs *Sunday through Saturday*; with paydays being the *15th and last day* of every month

If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday.

Direct Deposit

Employees must participate in electronic funds transfer, known as direct deposit, by completing the Direct Deposit authorization form. Direct deposit payments can be deposited into a checking, debit, or savings account of the individual's choice, at any U.S. financial institution. Employees are solely responsible for notifying Payroll of any changes in their banking information, such as account number changes, closed accounts, or bank routing number changes one week prior to payroll processing.

Upon termination, a live check may be issued as final payment to the employee in place of direct deposit (at the Organization's sole discretion).

Garnishment of Employee Wages

Garnishments are directives either from a court or a governmental agency with proper authority that require an employer to withhold a sum of money from an employee's wages for payment of an obligation potentially owed by the employee to a third party. Applicable law requires the Organization to honor garnishments of employee wages (including child support) as a court or other legal judgment or directive may require. The law also provides for an administrative fee to be charged when a garnishment occurs. If an employee is aware that he or she is potentially subject to any kind of garnishment judgment or directive, he or she should make this known promptly to the Organization so any disruptions to processing of wages can be minimized to the extent possible.

Error in Pay

The Organization takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on scheduled paydays. In the unlikely event that an error does occur, the employee should immediately notify their manager or Payroll/Human Resources. The Organization will take necessary steps to research the problem and to ensure that any necessary correction is made properly and promptly on the employee's next paycheck. Failure to immediately notify the Organization about a paycheck discrepancy could subject the employee to civil and criminal penalties, including prosecution for wage theft.

Lost or Misplaced Check

An employee must report a lost or misplaced paycheck to his or her manager immediately. Once notified, Human Resources will issue a stop payment on the lost or misplaced paycheck. A new paycheck will only be issued after receiving confirmation from the Organization's financial institution that the check has been stopped.

Authorized Check Pickup

If an employee wants another individual to pick up his or her paycheck, the employee must furnish a signed authorization note to that effect (identifying that other individual) before the Organization can release the paycheck. Further, the person picking up the paycheck must show proper identification and sign an acknowledgement of receipt for the check. This policy protects the employee and the Organization.

Section 4: Workplace Policies & Regulations

Workplace Safety

The Organization is committed to providing safe working conditions for all employees, to provide complete instructions covering safe working methods, and to make available special equipment required to protect employees against particular hazards.

It is management's responsibility to see that every employee is provided with safe working conditions, all safety regulations are observed, and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules – these rules are made for your protection. Report all accidents, injuries, and illnesses to your manager, regardless of how minor they may seem. Report all dangerous conditions and practices to the your immediate supervisor or to the Maintenance staff.

Employees who violate Organization safety rules may be subject to corrective action, up to and including termination.

General Safety Rules

Injuries – Report all injuries to your manager immediately, no matter how slight. The requirement to report injuries applies whether it is you or a co-worker that is injured.

Housekeeping – Good housekeeping is the foundation of a safe workplace. Please keep all work areas, equipment and tools neat, clean, and organized. Please return any items used or otherwise moved back to being stored safely after use.

Unsafe Conditions & Work Practices – Report all unsafe acts or conditions to your manager immediately.

First Aid – First aid kits are located in designated areas. If you are unfamiliar with the location, please ask a manager.

Smoking & Tobacco Usage – Only permitted in designated outdoor areas.

Safety signs & Posters – Signs and posters are for your information and protection and must be followed.

Fire Exits – Fire exits must be kept unobstructed at all times. Be familiar with the locations of fire alarms, exits and the evacuation plan.

In addition to the above general safety rules, additional rules may be in place for your position. These accident prevention rules should be reviewed regularly, and revisions made as required.

Reporting Injuries and Accidents

All employees have a right to report work-related injuries free from retaliation.

The Organization will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Any employee failing to report these occurrences is subject to corrective action, up to and including termination of employment.

In the event of a vehicular accident involving an Organization-owned vehicle or while on Organization business, employees are to report all information immediately to the employee's manager. In no instance should an employee express responsibility for an accident to anyone until the employee has notified the proper person in the Organization and the employee has obtained permission to make statements expressing responsibility for an accident.

Emergency Action Plan

The following procedures should be followed in the event of a fire or other emergency situation:

- Notify the police and/or fire department immediately by dialing 911.
- In the event of a fire, all employees will be notified as soon as possible using the St. Luke's text system.
- Evacuate the location.
 - Employees must leave the facility at once using the nearest fire exit. Management is in charge and should direct everyone to these exits.
 - Managers should remain in the location (if reasonable) until they are certain the building is completely evacuated.
 - All employees should report to the designated meeting area so they can be accounted for by management.
 - Once outside, do not re-enter until the building has been declared safe by the fire department.
- Under no circumstance should an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so.

The Human Resources Department maintains a separate written Emergency Action Plan which communicates policies and procedures to follow in an emergency situation. This plan is available upon request.

Drug-Free and Alcohol-Free Workplace

It is the policy of the Organization to maintain an environment that is safe and productive for all employees. The unlawful use, possession, purchase, sale, distribution, or solicitation for sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on Organization premises or while performing an assignment is strictly prohibited. The Organization also explicitly prohibits being impaired or under the influence of legal or illegal drugs or alcohol, while on Organization premises, if such impairment or influence adversely affects the employee's work performance, safety of the employee or of others, or puts the Organization's reputation at risk.

Work Time – Any on-duty employee with a detectable level of alcohol, drugs, or controlled substances will be prohibited from performing regularly assigned daily services for the Organization and will not be permitted to remain at work. The employee will only be permitted to come back onto Organization premises with the express authorization of the Organization.

Testing – To ensure compliance with this policy, the Organization, when circumstances warrant and at its discretion, may require testing for the following situations:

- Pre-employment – as required by the Organization for all prospective employees who receive a conditional offer of employment
- For cause – upon reasonable, objective suspicion by the employee's manager or Organization management that the employee is under the influence of drugs or alcohol in violation of this policy.
- Post-accident investigation – to evaluate the root cause of a workplace incident that harmed or could have harmed employees, if timely testing could reasonably support such investigation. All employees whose conduct could have contributed to the incident, not just employees who reported injuries or incidents, will be tested.
- Random – as authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination or rescinding of offer. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to corrective action, up to and including termination.

Occupational Safety and Health Administration (OSHA) requires employees to report workplace injuries and illnesses and prohibits retaliation against employees who do so. Post-accident drug testing will not be used as retaliation against an employee who reports a workplace injury or illness.

Prescription Drugs – To ensure the safety of everyone in the workplace, it may sometimes be necessary for the Organization to inquire about an employee's medical prescription, if the Organization has a reasonable belief that the employee won't be able to perform the essential job duties or because the employee will pose a direct safety threat due to prescription drug usage. In certain circumstances, employees may be reassigned or restricted from performing certain tasks if such influence from prescription drugs impair or adversely affects the employee's work performance or the safety of the employee or others. The Organization will make reasonable efforts to accommodate employees who must take prescription medication to the extent that safety will not be jeopardized.

Corrective Action – As indicated above, Employees who violate this policy will be subject to corrective action up to and including termination of employment. These violations include but are not limited to:

1. Any prohibited incident defined in the preceding paragraphs of the Drug-Free and Alcohol-Free Workplace policy.
2. Refusal to take any drug or alcohol test.
3. Testing positive on a drug or alcohol test for drugs that are illegal under both state and/or federal law.
4. Excessive or dangerous consumption of alcohol at Organization or customer-sponsored events.

5. Driving Organization vehicles while under the influence of alcohol or drugs.

Zero Tolerance for Workplace Violence

The Organization is committed to providing a safe, violence-free workplace for our employees. The Organization has a zero-tolerance policy regarding workplace violence and will not tolerate acts of threats of violence, harassment, intimidation and/or other disruptive behavior, whether physical or verbal, that occurs in the workplace, at Organization functions, or on customer premises. This policy applies to management, co-workers, employees, and other non-employees such as contractors, customers, and visitors.

Workplace violence may include physical violence or oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm damage to person or property, or any other threatening behavior. Examples include, but are not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Employees must report to their manager or Human Resources any behavior that compromises the Organization's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, unless disclosure is otherwise required by law. Employees are expected to cooperate in any investigation of workplace violence. No employee will be subject to retaliation, intimidation, or corrective action as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Organization, its employees, or its property may be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in corrective action up to and including termination.

Possession of Weapons and Firearms

Employees are not permitted to carry (either openly or in a concealed manner) any firearms while on the Organization's premises, while at offsite locations on Organization business, while in Organization vehicles, or while acting as an Organization representative at any work-related activities, meeting, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun.

This policy precludes weapons including, but not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons, martial arts paraphernalia, stun guns, and tear gas.

Firearms/weapons are permitted to be stored in an employee's locked personal vehicle, when such storage is in compliance with local, state, and federal regulations.

This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly. Questions regarding whether an item is covered by this policy should be directed to a member of management.

Any employee violating this policy is subject to corrective action up to and including immediate termination.

Active Shooter Policy

The Organization is committed to the safety and security of each employee. Our goal is to educate and prepare our employees for Active Shooter situations. An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the Organization's premises.

Preventing an Active Shooter situation

Active Shooter situations are unpredictable and evolve quickly. In most cases, people do not just "snap." Please be familiar with the below warning signs.

Warning signs:

- Explosive outbursts of anger or rage or other inappropriate responses to minor disturbances or situations
- Suicidal behavior/comments, including comments about "putting things in order"
- Behavior which is suspect of paranoia (e.g., "everybody is against me")
- Talk of previous incidents of violence, potentially bragging or reveling about such incidents
- Empathy with individuals committing violence or engaging in active shooter scenarios
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes,
- Escalation of domestic problems into the workplace
- Above all, a potentially violent person usually talks about their intentions. They may draw doodles of a violent situation, share a "dream" they had about doing harm to others, update social media statuses with such intentions, etc.

If you observe someone who you believe exhibits these signs (members, visitors, walk-ins, employee, etc.), notify the Human Resources Department and/or any security personnel immediately. The Human Resources Department will investigate further and determine what action, if any, is to be taken.

Reporting such a concern to the Human Resources Department will be kept confidential to the full extent possible. Do not try to "protect" an individual by not reporting these signs as you may be putting yourself or someone else in danger. Even if you only observe a few of these signs, but "something just doesn't seem right" and you feel uncomfortable, speak with the Human Resources Department. You will never face corrective action or retaliation for reporting an observation of these indicators in good faith.

If you are experiencing personal difficulties, you can reach out to the Human Resources Department regarding the Employee Assistance Program (EAP) benefit the Organization provides. Discussions with the EAP regarding such difficulties will be kept confidential.

Take Action!

The first employee to identify an active shooter situation should **immediately call 911**. Provide the dispatcher with all available information requested including:

1. Physical description and possible location of the active shooter(s).
 - Height/ Weight/ Age
 - Sex/ Color
 - Clothing
2. Number of shooters, if more than one.
3. Number and type of weapons held by the shooter(s).
4. Suspect's direction of travel
5. Location and condition of any victims

Incident Recovery and Response

After the Active Shooter has been neutralized and is no longer a threat, the Human Resources Department and/or management will begin the post-event assessments and activities.

If you have any questions regarding the Active Shooter Policy, please reach out to the Human Resources Department.

Policy Against Workplace Harassment and Discrimination

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Accordingly, sex-based harassment includes harassment based on sexual orientation or gender identity, including how that identity is expressed.

Policy Against Sexual Harassment

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- unwelcome requests for sexual favors;
- lewd or derogatory comments or jokes;
- comments regarding sexual behavior or the body of another employee;
- sexual innuendo and other vocal activity such as catcalls or whistles;
- obscene letters, notes, emails, text messages, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures;
- repeated requests for dates after being informed that interest is unwelcome;
- retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- any unwanted physical touching or assaults or blocking or impeding movements.

Reporting Discrimination and Harassment

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their manager, Human Resources, or another manager at the Organization.

The Organization will promptly investigate any claim and take immediate and appropriate corrective action where the Organization finds that a claim has merit. Corrective action may include, but is not limited to, verbal or written warnings, adverse performance evaluations, training, reprimand, transfer, suspension, demotion, and discharge. Serious incidents may result in the immediate dismissal of the violator. Additionally, this individual may also be named individually as a defendant in an employee's sexual harassment complaint and may be held personally liable for

damages. This also applies to all supervisors, managers, human resources professionals, and third parties as it relates to being aware or knowledgeable of the incident and failing to report it or failing to take appropriate corrective action. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped.

Anti-Retaliation Policy

The Organization strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the Organization's policies or applicable laws. This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. Additionally, any employee who knowingly makes a false allegation, provides false or misleading information in the course of an investigation, or otherwise acts in bad faith also violates this policy. Retaliatory conduct directed at you or a co-worker must be reported immediately to the Human Resources Department. Retaliatory acts will lead to corrective action up to and including termination of employment.

Workplace Searches

The Organization reserves the right to conduct searches to monitor compliance with the rules concerning safety of employees, security of Organization and individual property, and drugs and alcohol policy.

There is no general or specific expectation of privacy, including privacy regarding computer usage, while on Organization premises. Unless otherwise prohibited by state law, the Organization reserves the right to conduct searches and inspections of employees, their work areas, lockers, desks, motor vehicles, personal effects, (such as purses, packages and electronic devices of any kind) and other items, which are brought onto Organization property (including parking lots) and/or used in the conduct of Organization business. Such searches and inspections may be conducted at the sole discretion of the Organization from time to time without prior announcement.

By entering onto Organization property or conducting Organization business, employees consent to such searches and inspections. A search of an employee and his or her clothing will be conducted by a person of the same gender with an appropriate Organization witness. Employees who refuse to cooperate with or submit to a search or inspection of themselves, their work areas, motor vehicles, lockers, desks, or personal effects, or who are found in possession of controlled items such as alcoholic beverages, drugs not properly authorized to that person, drug paraphernalia, weapons, or other items prohibited by law or Organization policy will be subject to discipline, up to and including termination of employment.

Corrective Action

The Organization expects an employee's performance and conduct to contribute to the achievement of the Organization's goals and objectives. When an employee's performance or conduct is unsatisfactory, we believe it is important to correct these problems before they become so serious that termination is unavoidable. Therefore, to the extent possible and when applicable, the Organization will make efforts to use performance development steps as well as progressive corrective action to address performance and/or conduct issues.

Both performance development plans and corrective action are intended to bring about positive changes that allow employees to move forward with their careers. The level of corrective action varies depending on the circumstances of the infraction. Performance development plans and corrective actions can include several steps such as coaching, counseling, or documented warnings. Corrective actions may include warnings, reprimand, demotion, transfer, re-assignment and/or leave without pay. In some cases, suspension of an employee with or without pay may be necessary to complete a fair and thorough investigation or to determine the appropriate corrective action. In serious situations, immediate termination may be warranted without the implementation of a progressive corrective action procedure.

The following actions are examples of misconduct that will result in an employee's being subject to corrective action up to and including termination of employment. Repetition of any of these offenses may result in immediate termination in the sole discretion of the Organization. This list provides examples but does not limit the types of performance or behavior that is unacceptable:

1. Refusal to follow professional development plan – the employee's work does not meet Organization standards for quantity or quality of production, and the employee has been placed on a professional development plan but has refused to comply with the directives for improvement.
2. Unacceptable conduct – conduct that is rude, unprofessional, disruptive, or argumentative.
3. Minor or unintentional violation of safety policy and/or procedures.
4. Failure to report an absence in a reasonable time prior to scheduled work time.
5. Repeated and/or excessive tardiness or absenteeism.
6. Working overtime hours that are unauthorized by a manager.
7. Removing Organization equipment from Organization property.
8. Soliciting or disrupting other employees, guests, or vendors during working hours.
9. Involving a Organization vehicle in a minor traffic violation or accident where the employee is found to be at fault.
10. Gambling, in any form, on Organization premises.
11. Frequent or excessive time away from your work area or work assignment.
12. Excessive or distracting personal telephone calls while at work.
13. Violations of other Organization policy or procedures listed in this handbook.

The following actions are examples of cause for immediate termination of employment, with or without warning or notice. This list provides examples but does not limit the types of performance or misconduct that is unacceptable:

1. Falsifying time sheets, Organization records, or responses to requests for information from Organization officials.
2. Leaving Organization premises during working hours without permission of your manager.
3. Defacing or abusing Organization property or equipment.
4. Fighting on Organization premises.
5. Sleeping while on duty.
6. Insubordination or refusing to follow instructions issued by management.
7. Committing acts of dishonesty towards the Organization, its customers, other Employees, organizations servicing the Organization or committing other acts which tend to bring the Organization into disrepute.
8. Behavior that damages business relationships.
9. Theft from a co-worker, guest, or the Organization.
10. Major violation of safety policy and/or procedure.
11. Failing to follow Organization procedures.
12. Violating any Organization policy.
13. Involving an Organization vehicle in any major traffic violation or accident where the Employee is found to be at fault.
14. Participation (either directly or indirectly) in a business enterprise in competition with the Organization's business interests.
15. Behavior that is in violation of the Organization's Drug-Free and Alcohol-Free Policy.
16. Any harassing, threatening, or intimidating actions or behaviors.

Employees are put on notice that any attempt at progressive corrective action is not intended to, and does not, change the "at-will" status of Organization employees. Further, the existence or implementation of a performance development plan does not waive or limit the Organization's right to discipline or terminate an employee without any prior warning or procedure. To ensure compliance with existing law and as business necessity dictates, the Organization retains the right to revise its policies and procedures at any time, with or without notice to employees.

Section 5: Organization Rules & Expectations

Professionalism

Employees who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward members and visitors will influence whether those relationships are successful for our Organization. Because your conduct affects many more people than just yourself, we expect you to act in a professional and courteous manner toward coworkers, members, visitors, and any member of the public while representing the Organization or conducting Organization business. Although it is impossible to give an exhaustive list of everything that is considered unprofessional behavior, it does include the following:

- coarse, vulgar, or profane language
- rude, negative, disrespectful, or disparaging behavior
- inappropriate/offensive jokes or comments
- conduct or behavior that damages the reputation of the Organization or its management

Unprofessional behavior will not be tolerated. Failure to uphold the professional standards of the Organization may result in corrective action, up to and including termination of employment.

Relatives and Personal Relationships

The Organization wants to ensure that corporate practices do not create situations such as conflicts of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Close relatives, domestic partners, or those in a dating relationship are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: spouses, children, siblings, parents, grandparents, aunts, uncles, in-laws, step relatives and cousins. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Individuals will not be hired or promoted into a position that would create a conflict in the Organization's policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a management position, that person is required to inform senior management and Human Resources of the relationship. The Organization will attempt to reassign one of the employees to another position. If no such position is available, termination of one of the employees may be necessary.

The Organization reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, the Organization will attempt to reassign one of the employees.

Any exceptions to this policy must be approved by senior management and Human Resources. Written justification for the exception must be submitted to the Human Resources Department prior to any employment decisions.

Smoke-Free Workplace

Smoking is not allowed in any Organization building or work areas at any time. Smoking includes the use of any tobacco products, electronic smoking devices, or e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using the designated area are expected to dispose of any smoking debris safely and properly.

Personal Belongings

The Organization recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While the Organization can take no responsibility for the safekeeping of these items, it welcomes employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Safety comes first – No object can interfere with job safety as viewed by Organization management.
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

Parking

An adequate parking area is provided for employees. Employees may park in any space within the designated area that is not marked reserved. Employees are expected to cooperate by not blocking any gate, door, driveway, or the dock of the shipping and receiving area. The Organization assumes no responsibility for an employee's vehicle or its contents while on Organization property.

Children in the Workplace

St. Luke's values family life and has worked to develop an environment which is supportive of families. Except for very brief periods, such as immediately preceding the start or following conclusion of the workday, it is not appropriate for children to be in the workplace on a regular basis. Employees are expected to have childcare arrangements for their children during their work hours.

If, due to an emergency, bringing a child(ren) to work is unavoidable, an employee must first obtain authorization from his or her supervisor, prior to bringing the child(ren) to work. Factors that supervisors will consider include the age of the child(ren), how long the child(ren) will need to be present, the work environment surrounding the employee's workspace and the potential for disruption to the employee's and co-workers' work. No child with an infectious disease should be brought into the workplace under any circumstances.

Employees who bring children to the workplace are responsible for all aspects of their child(ren)'s behavior. Children must always be accompanied by and under the direct supervision of their employee parent. Employees are responsible for their child(ren)'s safety and financially responsible for any damage caused by their child(ren). Under no circumstances are children permitted in high risk areas such as electrical or mechanical rooms, food preparation facilities, in areas where construction work is occurring, or any other area containing power tools or equipment with exposed moving parts.

An employee's supervisor has the authority to deny a request to bring children to the workplace. The employee's supervisor may also revoke any previously granted authorization if the child(ren)'s presence is determined to be disruptive.

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

Severe Weather Conditions

It is the policy of the Organization to remain open during most periods of severe weather. However, where extraordinary circumstances warrant, the Organization reserves the right to close the facility. Such closures will

typically be communicated to all employees through the Organization texting service or email. Always remain in contact with your supervisor regarding closures.

Open Facility

If management does not elect to close the facility due to severe weather conditions, then employees are required to report to work as normal, but only if conditions are safe to do so. If an employee elects not to report to work while the facility is open, regardless of the reason, then the employee must utilize available paid time off. If the employee does not have sufficient paid time off, then the absence may be considered an excused, unpaid absence which will be determined at the sole discretion of management. Employees who do not report to work should inform their manager as soon as practicable before the start of their scheduled start time.

Closed Facility

When severe weather forces a facility closure, the determination to pay employees their regular rate of pay will be based on a totality of the circumstances in the particular situation, as well as management discretion.

Employees who regularly work from home or who can work from home should continue to do so and will be paid their regular rate of pay.

Absences from work due to severe weather will not be counted as hours worked when computing weekly overtime.

Questions regarding hours of work during severe weather conditions should be directed to the Human Resources Department.

Personal Communication Devices | Refer to SLDS Handbook

The Organization recognizes that cell phones and personal communications devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, the Organization has adopted the following rules regarding the use of personal communication devices in the workplace during working hours:

- Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or workstation so as not to disturb co-workers. Minimal or incidental use is permitted.
- Camera phones and other devices with photographic or recording capabilities are strictly prohibited from being utilized to capture or record another individual in the restroom or other private areas in the workplace.
- Making discriminatory or harassing comments to co-workers via any electronic means of communication is prohibited. This includes offensive messages, photos, or images that are sexual in nature or that are considered offensive to a person.

Violation of this policy may result in corrective action, up to and including termination of employment.

Cell Phone Safety

The use of cell phones and other hand-held electronic devices interferes with safe performance of driving tasks. It is strict Organization policy that no employee may use a cell phone or other electronic device (including personal digital assistants, smart phones, tablets, or laptops) while operating a motor vehicle for work, except when using a hands-free device. Should an employee need to make a business call or otherwise use an electronic device while driving and does not have the use of a hands-free option, he or she should pull off the road and locate a lawfully designated parking area to make the call or utilize the device from this safe location. Under no circumstances should employees feel that

they need to place themselves at risk to fulfill business needs. This includes employees who travel frequently and those who may drive incidentally. Texting and emailing while driving is strictly prohibited in all circumstances.

Employees who drive on Organization business (using an Organization vehicle or not) must also abide by all state or local laws prohibiting or limiting cell phones and other mobile devices use while driving. An employee who receives a traffic citation or is involved in an incident related to cell phone or electronic device use while operating a motor vehicle must report it to his or her manager immediately or as soon as possible. An employee who is convicted of a traffic violation resulting from using a personal or work-issued cell phone or electronic device while operating a motor vehicle must report the conviction to his or her manager immediately and will be responsible for all penalties that result from such action.

Safety Equipment

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment is the responsibility of the employee and replaced at the employee's expense if lost, damaged or stolen. Replacements will be provided if the equipment is shown to be defective through no fault of the Employee.

Care of Equipment and Facilities

The Organization will furnish all necessary tools and equipment to complete job assignments. Employees are expected to demonstrate the proper care and safe use of Organization-owned equipment and facilities. Good housekeeping is expected of every employee. Each employee is reminded that all items purchased by the Organization are the property of the Organization and may not remove Organization property from the premises without prior and proper authorization of management. If an employee loses, breaks, or damages any property, the employee is required to report it immediately to their manager. Damage to or defacing of any equipment or property may subject the employee to corrective action up to and including termination.

Computers, Internet, Email and Other Resources

To maximize the benefits of Organization computer resources and minimize potential liability, employees are obligated to use computer and electronic resources responsibly, professionally, ethically, and lawfully.

Employees will be given access to the Organization's computer network to assist in performing their duties. Employees have no right of privacy when using the Organization's computer system, and anything that employees create, store, send or receive is subject to Organization review without notice to employees. This means the Organization may review any material created, stored, sent, or received on its network, via the Internet or any other computer network. The computer system belongs to the Organization and can be used only for business purposes.

Among the prohibited uses of Organization computer resources are the following activities:

- Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially discriminatory, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitation promotions, destructive programs (viruses, worms, self-replicating code, etc.), political information or any other unauthorized material.
- Misusing computer resources by, among other things, sending mass mailing or chain letters, spending excessive amounts of time on the Internet, playing games, gambling, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.
- Copying or distributing any materials that are the Organization's proprietary material, without express written consent from the Organization.
- Downloading, using, or copying software in violation of a license agreement or copyright.
- Engaging in any conduct that violates any state, federal or international law.
- Intentionally damaging computers and/or computer accessories.

Employees who become aware of another employee using computer resources for any of the above activities or any other activities that are not business-related or authorized, they are obligated to report such an incident immediately to a manager.

Violations of this policy will be taken seriously and may result in corrective action including possible termination of employment, as well as potential exposure to civil or criminal liability.

Please note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit an employee's rights under any applicable federal, state, or local laws, including his or her rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Social Media Use | Refer to SLDS Handbook

The Organization understands its employees may be using "social media" in a variety of ways and does not want to unnecessarily restrict the otherwise legitimate use of these networking tools. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for employee participation in social media. Social media, as used in this policy, includes but is not limited to communication or posting of information or content on the Internet via blogs, wiki's, Facebook, LinkedIn, Twitter, YouTube, Instagram, Flickr, Snapchat, TikTok, personal web sites and other similar and emerging social media tools.

Personal Use

The use of social media for personal use is strictly prohibited during working hours or on equipment provided by the Organization unless it is work-related as authorized by your manager. Do not use Organization email addresses to register on social networks, blogs, or other online platforms for personal use.

Guidelines for Social Media use

Although it is impossible to give an exhaustive list of every guideline for social media use, employees are expected to refrain from:

- Posting internal reports, policies, procedures or other internal business-related confidential communications or information.
- Posting discriminatory, harassing, or threatening remarks, or similar inappropriate or unlawful conduct.
- Posting anything online using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or contents that disparage customers, associates, suppliers, or that might otherwise constitute harassment or bullying.
- Posting anything online that may harm the reputation of the Organization, a fellow associate, customer, supplier, member, visitor, or someone working on behalf of the Organization, etc.
- Posting anything online that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.
- Making false or misleading statements about the Organization's philosophy, products, services, opinions, internal operations, employee relationships or relationships with other organizations.
- Referring to or mention Organization clients, partners, or customers without their express written consent.
- Posting anything using Organization names, logos, trademarks, or other images without the Organization's written consent.

Employees who, during the course of their employment, utilize social media on behalf of the Organization should speak to their manager regarding additional specific limitations and usage requirements.

Ultimately, you are solely responsible for what you post on the Internet. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any online conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects customers, suppliers, partners, etc. will be taken seriously and may result in corrective action up to and including termination.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Media Relations

The Organization cooperates and generally provides a response to news media inquiries. The Senior Pastor (SP) is the individual designated to speak on behalf of the Organization. No one other than the SP or a designated spokesperson should represent the Organization's position to the media.

All media inquiries, whether verbal or written, are to be directed to the SP. Any media contact not made initially through the SP should be immediately reported to this individual.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Use of Organization Name

Employees may not use the Organization name in connection with personal activities, except as part of a biographical summary of work experience. If an employee intends to participate in meetings or publish materials in which the Organization name will be used, then the employee's manager should be notified.

Use of Organization Assets

All employees should regard the protection of Organization funds, assets, and services as a vital responsibility. The improper handling of funds and assets is expressly forbidden. All funds and assets of the Organization must be disclosed and recorded properly. Organization assets include, but are not limited to, Organization manuals, procedures, samples, forms, plans, customer lists and files, software, and all other documents, writings, and copies used or relied upon in your employment. These materials are proprietary and must not be used for personal benefit or any other improper purpose. They must not be disclosed, sold, lent, given away, or otherwise disposed of, regardless of condition or the value in consideration thereof, except with proper authorization. Organization assets must be returned upon request or upon termination of employment. As a general rule, employees should disclose or give to non-employees only information which is already available to the public.

Organization Records

Each entry made in the Organization's books, records, and accounts must properly and fairly reflect the transaction being recorded to the best of the knowledge, information, and belief of the employee making the entry.

Regardless of your position with the Organization, you have direct or indirect access to our network, systems, and databases. All employees report Organization information, and all are required to do it completely, correctly, and honestly.

Employee Files

The Organization will maintain an electronic confidential file on each employee. From time-to-time information will be added to this file regarding an individual's employment status with the Organization. Employees are asked to promptly report any major change which may affect their employment benefits status to the Human Resources Department. Important changes to report include but are not limited to, name, address, telephone number, e-mail address, marital status, dependent information, emergency contact information, beneficiary changes, authorized payroll deductions, additional education/special training courses, etc. Employee files are the property of the Organization and will be treated the same as any other confidential Organization information.

The following provisions apply with respect to the Organization's standards for establishing, maintaining, and handling employee files:

- All official records concerning an employee will be kept up to date insofar as possible, and all employees shall promptly report all pertinent personal information and data changes to the Human Resources Department.
- Employees will be permitted to review their files so long as Human Resources approves the request and as permitted by applicable state and federal laws.
- Information regarding the medical condition or history of an employee will be maintained in a separate file with restricted access.
- Employee files will only be available to the employee, senior management, and the employee's immediate manager responsible for the employee. The only exception to this rule will be in a transfer situation where the new manager may be allowed to review the employee's file with the approval of Human Resources.

Any violation of this policy is a serious offense and may result in corrective action up to and including termination of employment.

Confidentiality of Medical Information

The Organization strives to protect the privacy of its employees' medical information to the greatest possible extent. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular employee records. Only authorized employees may have access to such files.

"Medical information" is any information, data, or documentation relating to an employee's mental or physical condition. The term includes, but is not limited to, oral, written, or digital information concerning an employee's mental or physical condition; medical records; dental records; disability records; workers' compensation records; medical leave records; genetic information; health insurance information; and/or information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.

Employees are hereby notified that medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking or otherwise communicating with the subject of the information at that person's invitation. If an employee is concerned about a possible medical condition on the part of a coworker, the employee must not discuss such concern with anyone other than the Human Resources Department.

Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to corrective action, up to and including immediate termination. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

Infectious Disease Guidelines

The Organization is committed to providing a workplace free of health hazards and to protecting its employees from diseases that can easily spread in the workplace. Therefore, the Organization will seek to provide reliable information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. This policy is provided to assist with efforts to prevent and mitigate the spread of infectious diseases in the workplace. Unless otherwise noted, requirements set forth in this policy apply to all employees as well as visitors on Organization premises. In the event of an infectious disease outbreak, the Organization will enact appropriate guidance and procedures to enhance hygiene, reduce infection, and otherwise provide a safe environment for all employees. All employees and guests are expected to follow the requirements set out by the Organization, as may be modified from time to time to meet applicable law and any evolving medical guidelines provided by health authorities.

Stay Home If Sick

It is critical that employees do not report to work while they are ill and/or experiencing symptoms of illness. If an employee is sick, they should stay home and notify their manager immediately. Many times, employees report to work even though they feel ill. Employees who report to work ill will be sent home in accordance with this policy and may be subject to corrective action, depending on the circumstances and consistent with applicable law.

The Organization will strive to adhere to all guidelines provided by the Centers for Disease Control and Prevention (CDC) as well as other health authorities when responding to suspected and confirmed cases of an infectious disease in the workplace. All employees are required to comply with these guidelines and assist with their proper implementation.

Enhanced Hygiene

The best strategy for prevention is enhanced hygiene procedures, such as the following:

- Frequent hand washing with warm, soapy water for at least 20 seconds.
- Using alcohol-based hand sanitizer (with at least 60% alcohol) if soap and water are not available.
- Avoiding touching your eyes, nose, and mouth.
- Covering your mouth whenever you sneeze or cough, and discard used tissues in wastebaskets.
- Cleaning your work area regularly including any tools or office devices used throughout your day.

From time to time, the Organization may further require that employees wear appropriate face coverings when in an area or performing an activity which will necessarily involve close contact or proximity to co-workers or the public.

The Organization will endeavor to provide a clean workplace through the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

Exposure, Infection, and Return to Work Procedures

The Organization will consider guidance from federal, state, and local health authorities as well as civil authorities when determining the appropriate course of action for any employee who is infected or exposed to an infectious disease. Such course of action will incorporate appropriate requirements (e.g., masking, social distancing, or return-to-work requirements) which must be followed by any such employee.

From time to time, depending on current recommendations regarding public health, the Organization may issue guidelines regarding travel for work or use of public transportation.

Employees with a confirmed infection will not be permitted on Organization premises nor are such employees permitted to interact with other employees off-site until they are confirmed to be symptom free and no longer infectious to others, as consistent with then-existing Centers for Disease Control guidance. Employees who can work from home may do so with approval from their manager.

Suspected or confirmed exposure as well as confirmed infection of employees are not expected to result in total shut down of business operations. Employee safety and wellbeing will be given top priority, and management will endeavor to balance the concerns of employees with the needs of the business.

The Organization will establish appropriate return to work procedures utilizing guidance from health authorities. At a minimum, employees must be symptom free and no longer infectious to others prior to returning to work.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In such event, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances, which will include individuals within the Organization with a business reason to know the information. This may also include certain managers, first aid staff members and safety personnel, as required by law.

Limiting Travel

During an outbreak, the Organization will make every effort to limit and/or avoid scheduling any nonessential travel. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will only be authorized with management's approval.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Section 6: Benefits

Benefits Overview

The Organization recognizes the value of benefits to employees and provides a comprehensive benefits program. The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to eligible employees. The terms of the benefit plans are subject to change at any time by the insurer(s) or the Organization. Please refer to the Summary Plan Description for details or contact Human Resources.

In general, the Organization provides the following health and welfare benefits:

- *Medical*
- *Dental*
- *Vision*
- *403(b)(9) Retirement Plan*

To be eligible for benefits, an employee must be:

- Employed on a full or part-time basis; *temporary, seasonal and intermittent employees are not eligible for benefits.*
- Regularly scheduled to work the minimum number of hours per week, in their primary job, as required by the particular benefit program.
- In active status; *inactive employees are not eligible for benefits except as required by applicable federal and state laws.*

At its discretion, St. Luke's reserves the right to change the benefits offered and available.

Health and Welfare Benefit Plans

The Organization provides medical insurance, as well as other health and welfare benefits, to eligible employees. Further information regarding these benefits will be provided to eligible employees by Human Resources and are subject to change on an annual basis. Employee premiums paid for medical insurance and other benefits will be deducted from the employee's paychecks, following eligibility.

Clergy are not eligible to participate in the Church medical plan and are subject to guidelines established by the Texas Annual Conference.

Summary plan descriptions for each benefit are available from Human Resources and the Organization's benefits database.

Consolidated Omnibus Benefits Reconciliation Act Coverage (COBRA)

COBRA does not apply to churches. For that reason, St. Luke's does not participate in COBRA coverage.

Texas State Continuation Coverage

In Texas, an individual who is covered under a group health plan either as an employee, spouse of an employee, or dependent child of an employee, may be eligible for nine months of State Continuation Coverage. In compliance with state law, St. Luke's provides State Continuation Coverage to eligible, terminating employees and their covered dependents. Human Resources will provide qualifying employees and their dependents with enrollment information no later than 30 days from the termination of employment.

403(b)(9) Retirement Plan

Eligible lay employees (those who are regularly scheduled to work a minimum of 20 hours per week in their primary job) may participate in the 403(b)(9) retirement benefit plan established by the Organization. Employees may enroll immediately or at the start of any payroll period. Under the current Plan, if you are in a full-time status of 30 or more hours, St. Luke's will contribute an amount equal to 6% of the employee's annual compensation, if the employee is also contributing at least 3% of his or her annual compensation to the Plan. The employee is eligible for the Organization contribution following the completion of one year of service. The current vesting schedule is as follows:

<u>Years of Service</u>	<u>Percentage Vested</u>
Less than 1 year	0%
1 year	0%
2 years	100%

Clergy are not eligible to participate in the Organization retirement plan and are subject to guidelines established by the Texas Annual Conference.

Details of the retirement benefit plan are available from Human Resources.

FMLA (Family and Medical Leave Act)

The Organization fully complies with the Family and Medical Leave Act of 1993 (FMLA) which provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Employees must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the Organization for at least 12 months
- Have at least 1,250 hours of service in the last 12 months before taking leave
- Work at a location that has at least 50 employees within 75 miles of the employee's worksite, or report to and receive work assignments from a location that has at least 50 employees within 75 miles of the worksite.

Family Medical Leave is generally unpaid. However, Family Medical leave and PTO will run concurrently. An employee must use any accrued PTO for any family and medical leave until the PTO is exhausted. St. Luke's does offer a paid parental leave that will run concurrently with FMLA. See "Parental Leave" section of this handbook for more details.

An employee does not need to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

If the need to use FMLA leave is foreseeable, the employee must give the Organization at least 30 days' advance notice of the need to take FMLA leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Should an employee need a medical leave of absence, he or she must complete an FMLA form, available from Human Resources. When submitting a request for leave, the employee must provide sufficient information for the Organization to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. *Calling in "sick" is not sufficient.* Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing medical treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the Organization if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave. If the Organization determines that the certification is incomplete, a written notice will be provided indicating what additional information is required.

All employees requesting leave will be informed of their eligibility. Upon the Organization's approval of a leave request, the employee will be given a written notice that includes any additional information required as well as the employee's rights and responsibilities. The approved leave will be designated as FMLA-protected and the amount of leave will be counted against the employee's twelve (12) week entitlement. To determine when the twelve (12) weeks maximum is attained, time will be calculated during a 12-month period measured forward from the date of your first FMLA leave usage. If an employee is not eligible under the FMLA, the Organization will provide the employee with a reason for the ineligibility and any leave of absence will be considered a non FMLA-protected Personal Leave.

During an approved FMLA leave, an employee's medical benefits under any "group health plan" will continue and the Organization will make the same contribution as for active employees. He or she will be required to make arrangements with Human Resources to continue making contributions for his or her coverage. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Upon returning from FMLA leave, most employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. Exceptions to this general rule may include, without limitation, "key employees" when the restoration to employment will cause a substantial and grievous injury to the Organization. Questions about this policy or any other should be directed to Human Resources.

The Organization will not interfere with an employee's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to FMLA. Employees may file a complaint with the Wage and Hour Division of the U.S. Department of Labor or may bring a private lawsuit.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Medical Leave of Absence (Non-FMLA)

At the Organizations discretion, St. Luke's employees who do not qualify for FMLA leave may apply for or be placed on medical leave for their own serious health condition or to care for an immediate family member with a serious health condition. "Immediate family" is defined as the employee's parent, spouse or child. Medical leave is limited to 12 weeks within a "rolling" 12-month period calculated backward from commencement of the leave. Employees may only take medical leave in a continuous period except when an intermittent or reduced work schedule leave is required for a job-related injury or illness. A good faith effort will be made to restore employment to the employee when the leave ends.

Use of Paid and Unpaid Leave during Medical Leave

All PTO runs concurrently with medical leave. Employees are required to use their PTO while on medical leave; it may not be reserved. Use of PTO enables an employee to remain in a paid status during the short-term disability elimination period or, if not eligible for short term disability, until PTO exhausts. During medical leave, rollover PTO is applied first, followed by current year accrued, unused PTO. Absent available PTO, the short-term disability elimination period will be unpaid and, if not eligible for short term disability, the entire medical leave will be unpaid. Employees do not accrue PTO while on leave. Employees may not receive more than 100% of their regular weekly compensation using any combination of paid benefits while on leave.

Benefits during Medical Leave

While an employee is on medical leave, the Organization will continue the employee's health benefits under the same terms and conditions as if the employee had continued to work. The employee is responsible for paying his

or her employee portion of all health benefit premiums while on leave. Premiums will be deducted from the employee's PTO during the short-term disability elimination period leave or, if not eligible for short term disability, until PTO has been exhausted. Following this period, employee premiums will be paid via electronic funds transfer (EFT). Employees are responsible for establishing their EFT when they request leave. EFT premium payments will mirror the employee's payroll schedule and deductions. If an employee fails to establish an EFT, or if the EFT results in insufficient funds, the employee risks losing their benefits. Failure to remit employee premiums within 30 days of when they are due will result in the cancellation of benefits. If the Organization pays an employee's portion of the applicable insurance premiums while the employee is on medical leave, the Organization may be entitled to recover the cost of such premiums from the employee.

Time on leave does not count as time worked for purposes of vesting in the retirement plan. Coverage will be reinstated only upon return to work upon the medical leave has concluded.

Medical Certifications

Employees must provide an initial medical certification from their health care provider under the procedures required for FMLA leave. The Organization may request second and third opinions (at its expense) following receipt of the initial medical certification. Employees must provide re-certifications during their medical leave under the circumstances required for FMLA leave.

Prior to reinstatement from medical leave, employees must provide the Organization with a written job-related release from their health care provider that they are able to perform their essential job functions, with or without reasonable accommodations.

Reinstatement from Medical Leave

An employee's reinstatement to work from medical leave is subject to the Organizations personnel needs at the time the employee seeks reinstatement and can resume work. Employees are not guaranteed reinstatement or placement in their former or alternate positions or work schedules.

Employees who are medically released (full or partial) must notify Human Resources on the next work day. They will be reinstated to their former position, if vacant, provided the employee submits a satisfactory return to work release and can perform the essential functions of the position, with or without reasonable accommodations.

Employees who do not request reinstatement and who do not return to work upon the expiration of their medical leave will be dismissed from employment. At an employee's request, the Organization may grant a reasonable extension of leave for a specific duration, as a reasonable accommodation under the ADA or other applicable law. Employees who do not qualify for an extension of leave under the ADA will be dismissed from employment.

Dismissed employees may apply for future employment with the Organization.

Civic Leave – Jury Duty

Jury duty and answering a subpoena to appear in court or at a deposition are viewed as civic responsibilities. Non-exempt employees regularly scheduled to work at least 20 hours per week will be compensated at their base hourly rate while fulfilling such obligations or as required by applicable federal or state law. Jury duty will not be considered hours worked or count toward overtime.

It is the employee's responsibility to notify his or her immediate supervisor that he or she has received a summons for jury duty. It is also the employee's responsibility to keep his or her immediate supervisor informed as to the expected duration of jury service. The employee must submit the jury service certificate (provided by the court) or a copy of their subpoena to their supervisor to properly document the absence. To ensure accurate reporting, the supervisor must then forward it Human Resources. If an employee is not selected for jury duty, he or she should report to work promptly after dismissal from jury selection.

Court Attendance and Witness Leave

The Organization realizes that, on occasion, employees may be subpoenaed to appear in a civil, criminal, legislative, or administrative proceeding. In such cases, employees will be provided unpaid leave to attend. Employees should notify their managers as soon as possible to make scheduling arrangements and may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require employees to provide proof of the need to leave to the extent authorized by law.

Voting Leave

The Organization encourages its employees to vote in every election. Employees are asked to vote early or before/after normal working hours. However, employees registered to vote who have not voted under early voting procedures will be granted time off and applicable pay in accordance with state law.

Funeral (Bereavement) Leave

The Organization will grant to employees, with notice provided to their manager, up to five (5) days off with pay in the event of an absence due to a death in their immediate family. Immediate family is defined to include an employee's (step) parents, spouse, and (step) children, Up to three (3) days of leave with pay in the event of other family members including, siblings, in-laws, grandparents, grandchildren, or people who in the sole discretion of management have served in such a capacity to an employee. An employee's failure to notify the Organization before taking funeral leave will be considered job abandonment. Pay for bereavement leave is computed at the regular hourly rate to a maximum of seven and one-half (7.5) hours for one (1) day and will not be credited as time worked for the purpose of computing overtime. The Organization reserves the right to request verification of the need for bereavement leave.

Personal Leave of Absence

An employee may request a leave of absence without pay from the Organization; however, no employee is guaranteed a leave of absence. Management's approval of a leave of absence request will be based upon business considerations and/or circumstances of the request.

In order to be eligible for a personal leave of absence, an employee must have been employed for at least six (6) consecutive months with the Organization prior to the request for leave. To initiate a personal leave of absence of up to thirty (30) days, an employee must receive written approval from his or her immediate manager and the employee must provide, in writing, the intended duration of the leave.

During an approved Personal Leave of Absence, the majority of an employee's medical, vision, and dental benefits will continue, and the Organization will make the same contribution as for active employees. Prior to the first day of a Personal Leave, the employee must make arrangements with Human Resources to pay his or her contribution for medical, vision and dental coverage along with any other premiums for applicable benefits. The employee must use all available PTO concurrently with the Personal Leave. Additionally, while on Personal Leave, PTO will cease to accrue until the employee returns from Personal Leave.

For personal leaves of absence, that is, those absences that are not covered by the Family and Medical Leave Act identified below, an employee's job or job status is not protected. The Organization reserves the right to replace an employee who is on personal leave at any time, with or without notice, in order to accommodate business needs.

Employees are expected to return to work at the end of the personal leave period. If an employee elects not to return to work or fails to appear, the Organization will accept this as the employee's resignation from the Organization and his or her decision to terminate the employment relationship voluntarily. In such a situation, if an employee elects to return to work within six months of termination, he or she may apply for any available position. Additional questions should be directed to Human Resources.

Maximum Leave

The Organization limits all employees to a maximum amount of leave that cannot be exceeded during their employment. Each employee is eligible for up to six (6) months of leave. The Organization will automatically terminate the employment of any employee whose absence exceeds beyond six (6) months in any 12-month (365 day) period, regardless of the reason for the employee's absence. The maximum amount of leave you are eligible for will run concurrently with any other eligible leave including but not limited to PTO, FMLA, Medical leave (Non-FMLA), Workers Compensation, ADA, Short-Term Disability, Long-Term Disability, or any Organization-Issued Personal Leave of Absence.

Any termination of employment under this policy will be due solely to the employee's inability to return to work prior to their maximum amount of leave being exhausted. The affected employee may be eligible for re-employment by applying for an available position for which they are qualified and are capable of performing the essential job duties. If an employee subsequently elects to re-apply for an open position after being terminated due to exceeding the maximum period of leave, they are not guaranteed any particular position or shift, but will be given consideration for any open position for which they are deemed qualified.

This policy will be administered consistently with the Organization's obligations under federal and state law guidelines, including the Americans with Disabilities Act ("ADA") and absence for military duty, along with considering requests for extended leave as a reasonable accommodation.

Military Leave

The Organization supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources Department and his or her manager, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the manager as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The Organization pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Eligibility for coverage under Worker's Compensation insurance is automatic and is effective on date of hire. Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation insurance is credited as active service for all Organization benefits.

If an employee sustains a job-related injury or illness, it is important to notify their manager and Human Resources immediately. The manager will complete an injury report with input from the employee and return the form to the Human Resources Department. Human Resources will file the claim with the insurance Organization. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

The Organization abides by all applicable state workers' compensation laws and regulations.

Failure to timely report a job-related injury or illness may jeopardize Workers' Compensation benefits. Please consult Human Resources for additional information.

Continuing Education - External Training, Seminars and Conferences

St. Luke's supports the professional development of its employees and encourages them to pursue continuing education which expands their competencies and enhances their job performance.

Requests for continuing education must be submitted to the employee's Ministry Director. Ministry Directors' requests must be submitted to their Executive Director and requests from members of Executive Staff must be submitted to the Senior Pastor. The request must include the dates and total cost (fees and any travel expenses) of the event, as well as an explanation of how participation will benefit St. Luke's and enhance the employee's job performance.

If an employee will participate in continuing education as an event leader, the request must be approved by his or her immediate supervisor. The request must also include documentation detailing the nature of the leadership role, the dates of the event, and whether there is any cost to St. Luke's for travel or other expenses relating to the event. If the employee is receiving compensation for his or her role in the event, then any expenses relating to the event will not be paid by St. Luke's.

Approval of requests for continuing education are subject to the availability of ministry funds and staff, as well as consideration of ministry workload. Consequently, employees are encouraged to submit their requests as early as possible.

Tuition Reduction Benefit for Day School and Summer Camp

St. Luke's offers eligible employees a tuition reduction when their children enroll in the Day School and Summer Camp programs. Enrollment in these programs is voluntary. In order to be eligible for these benefits, an employee must be:

- Employed on a full or part-time basis; *temporary, seasonal and intermittent employees are not eligible for tuition reduction benefits.*
- Regularly scheduled to work a minimum of 20 hours per week in their primary job.
- In active status; *inactive employees are not eligible for tuition reduction benefits.*

Eligible children are those that are:

- Born to, adopted by or are stepchildren of the employee *and*
- Properly claimed on the employee's federal income tax return as an exemption.

Dependents of employees who are regularly scheduled to work a minimum of 30 hours per week in their primary job pay 70% of their tuition and 100% of all fees (such as supply fees) for all tuition-based programming offered at St. Luke's. Employees regularly scheduled to work less than 30, but at least 20, hours per week in their primary job pay 85% of their tuition and 100% of all fees. If a dependent student withdraws from classes during the year, any refund will be applied at a discounted rate.

The Internal Revenue Code places an annual limit on the amount of childcare benefits that a family can receive without paying federal income taxes on the benefit. Any childcare benefits that an employee receives for their children enrolled in St. Luke's programs beyond the IRS annual limit will be subject to federal taxes. The annual limit applies to the sum of all childcare benefits, which includes the Dependent Care Reimbursement Account, benefits received under this policy for St. Luke's programs, and benefits received from any other source outside of St. Luke's.

Tuition reduction applies only to Day School and Summer Camp. Ancillary Children's programs, as well as those from other ministry areas including Youth and Fine Arts, may also offer scholarships and discounts but those are not covered by or included in this Tuition Reduction policy.

Church employees are expected to keep their children's tuition current as a condition for receiving Church assistance. Questions related to this policy should be referred to the Director Children's Ministry.

Onsite Childcare

St. Luke's provides onsite fee-based childcare for employees with young children. Employees who are interested in the Kingdom Kids program should contact the Children's Ministries Nursery Coordinator.

Employee Assistance Program (EAP)

EAPs are offered to employees through insurance plans, if an employee is currently enrolled in a plan.

Confidentiality

The Organization maintains a strict code of confidentiality regarding business information. Confidential information is any and all information disclosed to or known by you because of your employment with the Organization and that is not generally known to people outside the Organization.

An employee who improperly uses or discloses confidential business information will be subject to corrective action up to and including termination of employment and legal action, regardless of whether the employee actually benefitted from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Conflict of Interest

A conflict of interest is a divided loyalty between the interests of the Organization and the personal or business interests of the employee or a member of the employee's family or a close personal friend of the employee. Employees must not let personal considerations or relationships, either actual or perceived, give rise to an appearance of impropriety when representing the Organization.

Every employee has the obligation to avoid situations that give rise to a conflict of interest, or situations where the Organization determines would create the appearance of a conflict of interest. Employees should promptly notify the Organization if concerns surrounding such situation exist.

Employees may encounter potential conflicts of interest in a variety of situations, including but not limited to:

- Dealings with customers or vendors, especially relating to entertainment situations or the exchange of gifts;
- Financial or other dealings with outside Organizations that interact with the Organization;
- Disclosure of confidential information related to Organization records, practices and procedures, or information concerning other employees;
- Outside employment with any competitor, customer, or vendor of the Organization, or any other outside employment arrangements that have the potential to jeopardize the Organization's interests or interfere with productivity.
- Borrowing money from customers or firms, other than recognized loan institutions, from which our Organization buys services, materials, equipment, or supplies.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Organization business.

Employees should examine their investments, relationships, and activities periodically to avoid becoming involved in a conflict of interest or in a situation that gives the appearance of a conflict. If there is doubt concerning the propriety of any activity, employees are obliged to review promptly the situation with their manager.

The Organization reserves the right to determine whether certain activities constitute a conflict of interest. If, after such determination and appropriate discussion, an employee persists in engaging in such activities, the employee may be subject to corrective action up to and including termination of employment.

Bribes, Kick-Backs and Other Illegal Payments

Bribes, kick-backs and other illegal payments to or from any individual with whom we conduct business (in any form and for any purpose) are prohibited.

Certain types of rebates provided to the Organization from suppliers (but not to or from an individual employee) are permitted to the extent they are in compliance with government trade regulations.

Patents and Copyrights

The Organization appreciates the efforts of its employees who create resources such as music, art, and literary works which advance the Church's mission and ministries. Such efforts have benefited the Church and our community in enumerable ways. Because we value the creativity of our employees, this policy is established to ensure that both employees and the Organization continue to have full access to all intellectual property developed by employees in the course of their work.

Intellectual property refers to any work or invention (tangible and intangible) that results from the creativity of the mind and is protected by law against unauthorized use. This includes patents, copyrights, trademarks, and trade secrets. Intellectual property that is created by an employee within the scope of his or her employment, along with any works that are specially commissioned by the employer, are considered works made for hire. Such works are the intellectual property of the employer.

Accordingly, the Organization retains all rights to works made for hire created by its employees. However, this policy also provides that employees may retain copies of their works which can be used by the employee, regardless of his or her current employment status with the Organization, so long as such use is legal and does not violate the Organization's values and mission or disparage the Organization in any manner.

Additionally, any patent or copyright developed by an employee in conjunction with and/or as a direct or indirect result of employment with the Organization is the property of the Organization. Any information pertaining to such patent or copyright must remain on Organization premises and must be promptly disclosed to the Organization.

Gifts

It is the policy of the Organization that no employee shall accept any gift, excessive or unusual entertainment benefits, loan, or other favor from any outside source, including members and visitors, without approval from senior management. Any employee failing to abide by this policy will be subject to corrective action up to and including termination of employment.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the St. Luke's United Methodist Church ("the Organization") Employee Handbook and I agree that it is my responsibility to read and comply with the policies in the handbook. The policies and procedures presented in the Employee Handbook may vary based on applicable federal and state law. I further agree to abide by the Organization policies and understand that my failure to do so may subject me to corrective action up to and including termination of my employment. I understand and agree that the policies stated in this handbook are subject to change at the sole discretion of the Organization, as are all other policies, procedures, benefits, and other programs.

While it is important to adhere to all Organization policies, there are several specific policies within our handbook that the Organization wants to emphasize our expectations for complete compliance and proactive support from employees. Please initial each policy below indicating that you have read, understand, and will proactively support each of these policies:

- _____ Policy Against Workplace Harassment and Discrimination
- _____ Policy Against Sexual Harassment
- _____ Drug-Free and Alcohol-Free Workplace
- _____ Zero Tolerance for Workplace Violence
- _____ Possession of Weapons and Firearm
- _____ Infectious Disease Guidelines
- _____ Confidentiality

I further understand that the Organization's Employee Handbook and/or any other policies and practices do not constitute an expressed or implied contract between myself and the Organization. I agree that my employment is at will, my compensation is for no fixed term, and may be terminated by myself or by the Organization at any time, notwithstanding any provision of the Organization's Employee Handbook or any other policy or practice.

Employee's Printed Name

Employee's Signature

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S FILE