

LOS RANCHOS PRESBYTERY

EMPLOYEE HANDBOOK

SEPTEMBER 2016 EDITION

DISCLAIMER

This Employee Handbook, used by the Presbytery of Los Ranchos, is provided as a **MODEL ONLY** for your church. It is not intended for direct application to any particular local church. This model is for information purposes only.

We hope it may help your church as you develop and use your own specific policies for the nurturing and supervision of your employees. It may be particularly helpful as you identify issues and areas which may not be covered in your current policies.

Labor laws change regularly. To avoid the serious legal risks and potential liability that can result from a Personnel Policies Handbook or Employee Handbook that is not properly updated and tailored for each specific employer, it is extremely important that such documents be reviewed by your labor attorney.

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INTRODUCTION

This employee handbook is designed to summarize the employment policies of The Presbytery of Los Ranchos (hereinafter "PLR"). PLR reserves the right to modify, delete, or add to the provisions of this handbook from time to time in its sole discretion, with the exception of the at will employment policy. PLR will provide notification of such changes when they occur.

AT WILL EMPLOYMENT

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

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PLR will be based on merit, performance, qualifications, abilities, and attitude. PLR does not discriminate in employment opportunities or practices on the basis of race, color, ancestry, national origin, citizenship, age, physical or mental disability, medical condition, genetic information, religion (except where a bona fide occupational qualification exists), sex, gender (including gender identity and gender expression), marital status, sexual orientation, military and/or veteran status, political affiliation, or any other characteristic protected by law. PLR also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. PLR will comply with all applicable equal employment opportunity laws, both federal and state.

Employees with questions or concerns about any type of discrimination or harassment in the work place should promptly report the incident in writing to their supervisor and/or the Moderator of the Staff Relations Committee. Employees may raise concerns and make truthful reports without fear of retaliation. PLR will investigate claims of discrimination and will take appropriate corrective action, including disciplinary action, up to and including termination.

POLICY AGAINST HARASSMENT

PLR is committed to providing a work environment that is free of discrimination. In keeping with this commitment, PLR maintains a strict policy prohibiting all forms of unlawful harassment, including sexual harassment and harassment based on race, color, religion, national origin, age, sexual orientation, gender identity or any other characteristic protected by state or federal law. This policy applies to all agents and employees of PLR, including supervisors and non-supervisory employees, and prohibits harassment of employees in the workplace by any person, including nonemployees. It also extends to harassment of or by vendors, independent contractors, and others doing business with PLR. Furthermore, this policy prohibits unlawful harassment in any form, including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a PLR investigation.

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

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

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or

comments.

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

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

Supervisors should immediately report any incidents of harassment to the Moderator of the Staff Relations Committee. The Administrative Coordinator will investigate all such claims at the behest of the Staff Relations Committee and recommend appropriate corrective action, including disciplinary action, when it is warranted. Employees should feel free to report valid claims without fear of retaliation of any kind. Employees will not be subject to retaliation for registering any complaint of unlawful harassment in good faith.

If any employee has any questions concerning this policy, please feel free to contact the Administrative Coordinator or the Staff Relations Committee.

USE OF THE INTERACTIVE PROCESS TO REASONABLY ACCOMMODATE DISABLED INDIVIDUALS

PLR is committed to principles of equal opportunity for all job applicants and employees. In keeping with this policy, it does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability. PLR will also make reasonable accommodations that are necessary to comply with the state and federal disability discrimination laws. This means that PLR will provide reasonable accommodations to any qualified applicant or employee with a disability, as defined under state and/or federal law, consistent with its legal obligations to do so.

As part of its commitment to make reasonable accommodations, PLR also wishes to participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that will enable the applicant or employee to perform the essential functions of the position they seek or occupy. Applicants and employees are invited to identify reasonable accommodations that can be made to enable them to perform the essential functions of the position they seek or occupy. They should contact the Administrative Coordinator as soon as possible to request the opportunity to participate in a timely interactive process. By working together in good faith, PLR will implement any reasonable accommodations that are appropriate and will not impose an undue hardship to PLR's operation, consistent with its legal obligations.

WHISTLEBLOWER PROTECTION

All personnel employed by PLR or by any church within the jurisdiction of the Presbytery of Los Ranchos are mandated to report any activity believed to be contrary to the Constitution of the Presbyterian Church (U.S.A), illegal or in violation of Presbytery policies or federal or state statutes. Presbytery staff should consult with one of the Presbytery executive staff or the Moderator of the Staff Relations Committee to report suspected violations. Any employee of the Presbytery of Los Ranchos, whether ordained clergy or lay staff, is legally protected from any retaliation or adverse employment action for engaging in "whistleblower" activities such as good-faith reporting, providing information or participating in any investigation of any of these suspected activities. Moreover, the employee may be confident that their concerns will be thoroughly investigated. Additionally, no church employer may encourage or expect an employee to violate any state or federal statute or any Presbytery policy, and the church employer shall not retaliate against any employee for refusing to participate in any activity as described above. Neither shall any church employer retaliate against any former employee for having exercised his or her whistleblower rights in a former employment.

OPEN DOOR POLICY

PLR believes in an open door policy. Employees are encouraged to see their supervisor and/or the moderator of the Staff Relations Committee of PLR with questions relating to their employment. Employees may use this open door policy without fear of retaliation.

MINIMUM AGE REQUIREMENTS

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

ELIGIBILITY TO WORK

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

EMPLOYEE INFORMATION

PLR maintains a personnel file on every employee. It is important that all information in the file is up to date, such as employee's name, address, telephone number, beneficiary designation, emergency contact, etc. Please note that employee information will not be used as the basis of any employment related decision at PLR.

All employees may inspect records maintained in their own personnel file, which may also include payroll information. No records may be removed from the personnel file by the employee; Employees may also request a copy of their own personnel file.

Employment information about past and/or present staff members of PLR is confidential and should not be communicated to anyone who does not have a legitimate interest in the information. Therefore, all employment reference inquiries regarding past or present staff members with the exception of verification of employment shall be directed to a Presbytery Co-Executive. No one other than a Presbytery Co-Executive or his/her designee is authorized to respond to such requests. In response to a request for employment information, the information furnished by PLR will be limited to the staff member's name, job title, employment dates and confirmation of salary data.

EMPLOYEE BACKGROUND CHECKS

A background check is required of all applicants for employment at PLR who have authorized the background check in accordance with state and federal law. All offers of employment are conditioned on receipt of a background check report that is acceptable to PLR. The background checks will be carried out using a reputable background checking service. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, California's Investigative Consumer Reporting Agencies Act (ICRAA), and all other applicable federal and state laws. The results of the background check will be maintained in a confidential file in the Human Resources files at PLR. All employees have the right to inspect the results of their personal background check upon request and to request a copy of the report. If information obtained in a background check report would lead PLR to deny employment, a copy of the report will be provided to the applicant or employee, and the applicant or the employee will have the opportunity to dispute the report's accuracy.

PROBATIONARY PERIOD

All new employees shall serve a probationary period of up to 90 calendar days commencing with the first day of employment. The application of a probationary period of employment does not imply any contract duration. PLR reserves the right to terminate or extend the duration of the probationary period if it is determined that such an

extension is appropriate. The implementation of a probationary period does not alter the at-will nature of employment with PLR.

EMPLOYEE STATUS

"Full-time employees" are defined as those employees who are regularly scheduled to work and who regularly work 37.5 or more hours per week. Full-time employees may be eligible for most employer sponsored benefits.

"Part-time employees" are defined as those employees who are regularly scheduled to work and who regularly work less than 37.5 hours per week. Regular part-time employees may be entitled to pro rata benefits, and a description of these benefits is to be included in the terms of employment.

"Temporary employees" are defined as those employees hired for jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. An employee will not be changed from temporary status to any other status unless specifically informed of such a change in writing by the Staff Relations Committee of PLR or its representative on PLR staff. Temporary employees are not eligible for any employer-sponsored benefits except as required by law, such as state mandated minimum paid sick leave under the terms of California AB1522.

"Exempt employees" include all regular employees who are classified by PLR and the IRS as exempt from the overtime provisions of the Federal Fair Labor Standards Act, the California Labor Code, California's Industrial Welfare Commission Wage Orders, and any other applicable state laws. Such employees include employees who qualify as exempt executive, administrative or professional employees.

"Non-exempt employees" include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act, the California Labor Code, California's Industrial Welfare Commission Wage Orders, and any other applicable state laws. Employees in this category are entitled to one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek. Employees in this category are also entitled to double the employee's regular rate of pay for all hours worked in excess of 12 hours in a workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. Non-exempt employees are also entitled to a 1-hour premium at their regular pay rate for any day in which they work over 6 hours without a 30-minute designated break and a 2-hour premium at regular pay rate for any day in which they work over 12 hours without any 30-minute break. This pay premium is exclusive of actual hours worked when determining regular vs. overtime rates. In other words, if an employee works 8 hours without a break, the employee will be paid for 8 hours plus the 1-hour premium for no break.

TIME SHEETS

Non-exempt employees are required to accurately record their work time at the beginning and end of every work shift and at the beginning and end of each meal period, each workday, by accurately filling out time sheets. Any disruption in the regular workday, including times when it is necessary for a non-exempt employee to leave PLR premises during work hours, must be approved, prior to the event if possible, by the employee's supervisor, unless the absence is directed by the supervisor as part of the job responsibility. Employees are responsible to ensure that their time sheets are accurate and complete. Employees should promptly report any inaccuracies in their time sheets to their supervisor. Falsification of time sheets will result in discipline, up to and including termination.

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

WORK WEEK

PLR's work week begins at 12:00 midnight on Sunday and ends seven days later. PLR's normal business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. However, the work schedule may vary depending upon the needs of the presbytery. Occasionally, a non-exempt employee is required to attend a scheduled PLR meeting or event, in which case the employee and their supervisor may change the normal workday hours in consultation verbally or in writing, in advance of the meeting or event.

PAYDAY

Employees will normally be paid on the fifteenth and last day of each month per the schedule published at the beginning of each calendar year. If a regular payday falls on a weekend or holiday when PLR is closed, employees will normally be paid on the last preceding regular business day, but will be paid no later than the following business day. PLR encourages direct deposit of paychecks; however, authorization of direct deposit is voluntary. If an employee no longer wishes to have paychecks delivered by direct deposit, the employee must notify the Administrator for Finance and Accounting to begin receiving physical paychecks.

OVERTIME

Exempt employees are not entitled to overtime pay. Non-exempt employees are entitled to overtime as described in PLR's Employee Status policy. PLR complies with both state and federal law concerning the payment of overtime. When overtime is scheduled, PLR will make every effort to give advance notice to its employees and assign scheduled overtime in as consistent a manner as possible. Overtime must be authorized by the employee's supervisor or designated alternate.

MAKEUP TIME

Non-exempt employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. In order to qualify, the makeup time must not cause the employee to work overtime hours in the workweek. The supervisor has sole and absolute discretion to approve a request as a courtesy to an employee when circumstances make such approval appropriate.

SALARIED EMPLOYEES

Exempt employees are paid a bi-monthly salary. That salary represents a predetermined amount constituting the employee's compensation for the entire pay period. The salary is not subject to reduction because of variations in the quality or quantity of the employee's work. Deductions from an exempt employee's salary may occur only when they are authorized under the Fair Labor Standards Act, the California Labor Code, or any other applicable laws. No deductions from an exempt employee's salary or disciplinary sanctions will occur in a manner that violates the salary requirements for exempt employees established under the Fair Labor Standards Act, the California Labor Code or any other applicable state laws. Any employee who believes that an improper deduction or violation of the law has occurred is encouraged to file a grievance with the Staff Relations Committee as soon as possible. The matter will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints without fear of any retaliation.

REST PERIODS

Non-exempt employees are permitted, authorized and encouraged to take one 10-minute rest period for each 4-hour period, or major fraction thereof, that they work.

Rest periods are counted and paid as time worked. Employees are not required to record these 10-minute rest periods on their time sheets. Employees cannot combine rest periods with meal periods or other rest periods, nor can employees use rest periods to arrive late or leave early from their regular work day.

If non-exempt employees are not provided with a rest period, are impeded or discouraged from taking their rest periods, or are unable to take a rest period for any reason, they should immediately notify their supervisor and/or Staff Relations Committee to ensure compliance. Supervisors who do not permit their non-exempt employees to take rest periods, or impede or discourage their employees from taking rest periods, will be subject to disciplinary action.

MEAL PERIODS

Non-exempt employees who are scheduled to work more than five hours in a workday are required to take one uninterrupted duty-free meal period that is at least 30 minutes long, before the end of their fifth hour of work. Work

schedules that require a non-exempt employee to work through their entire shift without a meal break will be paid a premium of one hour for each occurrence at their regular hourly rate of pay. In addition, all hours worked, including work through a meal break, will be paid at the rates that apply, either regular hourly rate or at the overtime rate for all time over 8 hours per day. An employee may voluntarily waive the meal period if their work shift is no longer than 6 hours in the workday.

All non-exempt employees who work more than 10 hours in a workday are required to take a second uninterrupted duty free meal period that is at least 30 minutes long before the end of their tenth hour of work. However, depending on the circumstances, the employee may voluntarily waive the second meal period if a first meal break was taken, and the shift is less than 12 hours long.

Non-exempt employees will be relieved of all responsibilities, duties and restrictions during meal periods, and will not be compensated for that time. Employees are required to record the beginning and end of each meal period on their time sheets.

These meal periods should be taken away from the employee's work area. Employees cannot combine meal periods with rest periods, nor can employees use meal periods to arrive late or leave early from their shift.

If non-exempt employees are not provided with their timely meal periods, are impeded or discouraged from taking their meal periods, or are unable to take a timely meal period for any reason, they should immediately notify their supervisor and/or Staff Relations Committee to ensure compliance. Non-exempt employees who do not take their required meal periods and supervisors who require or permit their employees to miss their required meal periods will be subject to disciplinary action.

ADVANCES

PLR does not provide any payroll advances to its employees.

MODIFICATION OF EMPLOYMENT

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

CHANGE OF NAME AND/OR ADDRESS

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

MOTOR VEHICLES

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

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

CONFIDENTIALITY POLICY

There are many aspects of PLR's business operations and activities that are confidential. To safeguard confidential and sensitive information, employees must take all necessary steps to protect PLR's interests and those we serve concerning any such confidential and sensitive information. To protect such information, employees may not disclose any confidential information without prior authorization from a Presbytery Executive or his/her designee. Violation of this policy will result in discipline, up to and including termination.

CONFLICT OF INTEREST POLICY

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

INSPECTION OF PROPERTY

All PLR's desks, file cabinets, office equipment, electronic systems, and the like are the sole property of PLR. These items, as well as any contents, effects, or articles contained therein, may be inspected by any supervisor and/or security personnel designated by PLR, at any time and for any reason, with or without advance notice. Accordingly, employees should not have any expectation of privacy in these items. If employees have items of a personal nature that they wish to keep private, do not keep them at work. Any employee who fails to cooperate in any such inspection will be subject to disciplinary action, up to and including termination. PLR is not responsible for articles left on or in any PLR property that become lost, damaged, stolen or destroyed.

Any supervisor, and/or security personnel designated by PLR has the authority to inspect any packages, bags, knapsacks, or other articles on PLR's premises in the possession of any employee. Employees who wish to avoid such inspections should refrain from bringing such articles onto PLR premises.

ACCESS TO ELECTRONIC SYSTEMS

PLR's electronic systems, including computers, e-mail, telephones, facsimile machines, voice mail, and the like are an important asset of PLR, and have been installed at substantial expense to facilitate business dealings and communications. All such electronic systems, whether used entirely or partially on PLR's premises or with the aid of PLR equipment or resources, must remain fully accessible to PLR and will remain the sole and exclusive property of PLR. As such, employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic systems owned, leased, or operated in whole or in part by, or on behalf of, PLR. PLR retains the right to gain access to any information received by, transmitted by, or stored in any such electronic systems, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party's knowledge, consent or approval. Employees should advise non-employees about this policy when engaged in electronic communications with non-employees.

INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS

PLR has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize electronic communications devices in a legal, ethical, and appropriate manner. PLR has devised this policy in a manner that addresses PLR's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization. This policy extends to all features of PLR's electronic communications systems, including but not limited to PLR's computers, e-mail, connections to the Internet and other internal or external networks, voice mail, video conferencing, facsimiles, and telephones. Any other form of electronic communication provided by PLR and used by employees currently or in the future is also intended to be encompassed under this policy. With regard to social networking media, employees are to use good judgment and take responsibility, personally and professionally, for what they publish and what is published on their personal sites and pages.

PLR's policy against unlawful harassment, including sexual harassment, extends to the use of PLR's computers, the Internet, and any component of PLR's communications systems. In keeping with that policy, employees should not use any PLR electronic communications device in a manner that would violate that policy. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not store, receive, or transmit pornographic, obscene, or sexually offensive material or information using PLR's electronic communications systems. PLR's anti-discrimination policies also extend to the use of the communications systems. Employees who use PLR's electronic communication devices in any manner that violates PLR's anti-discrimination policies will be subject to disciplinary action, up to and including termination.

Employees may not use any of PLR's electronic communications devices for a purpose that is found to constitute, in PLR's sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of

PLR. Employees may not use any of PLR's electronic communications devices in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization. Employees may not use any of PLR's electronic communications devices in a manner that infringes upon the rights of other persons, entities or organizations to proprietary or confidential information. Employees may not use any or PLR's electronic communications devices for any purpose that is contrary, either directly or indirectly, to the interests of PLR or for any purpose that creates an actual, potential or apparent conflict of interest with PLR.

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

Nothing contained in this policy should be construed or applied to restrict employees' rights under the National Labor Relations Act or any other law. Nothing contained in this policy is designed to interfere with, restrain or prevent employees from communicating regarding wages, hours or other terms and conditions of employment or exercising their rights as allowed by law.

TELEPHONES AND MAIL

PLR's telephone and mail systems are intended for business use. Emergency or necessary personal calls should be made during break periods or the lunch break whenever possible. Supervisors have the right to monitor the frequency of personal calls and advise the employee of inappropriate number or duration of personal calls. No personal long distance calls or personal mailings are to be charged to PLR.

NON-FRATERNIZATION

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

EMPLOYMENT OF RELATIVES

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

ATTENDANCE

All employees are expected to contact PLR as soon as reasonably practicable, on the first and each subsequent day, of an unscheduled absence, and they must indicate the reason and probable duration of the absence. Excessive unexcused absenteeism will result in disciplinary action, up to and including termination.

Employees who incur a disability that results in missing substantial time from work may be requested to provide medical documentation to their supervisor regarding the length of the disability in accordance with federal and state law.

PERSONAL APPEARANCE AND DRESS CODE

During business hours, employees are expected to present a clean, neat, and modest appearance, and to dress according to the requirements of their position. Clothing must not bear slogans, graphics or other features that could be considered offensive to others and/or create a hostile work environment. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. This policy shall not be enforced in a manner that would unlawfully discriminate against any protected class, including but not limited to, gender identity, and/or gender expression.

DRUG AND ALCOHOL POLICY

PLR is committed to providing its employees a safe, efficient, and productive work environment. In keeping with this commitment, PLR has adopted a variety of policies to ensure that employees perform their duties safely, efficiently, and in a manner that protects their interests as well as those of their co-workers and others.

The goals of this policy would be severely compromised by drug or alcohol abuse in the work place. PLR has therefore adopted a strict policy regarding the inappropriate use or possession of drugs or alcohol. There are two components to this policy. The first involves a general prohibition against conduct that is detrimental to the objectives of the policy and the interests of PLR and its employees. The second involves methods of detecting inappropriate drug or alcohol use, including the testing of employees for substance abuse.

1. General Rules

Employee involvement with alcohol or drugs can be extremely disruptive and harmful to the work place. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency and productivity. Accordingly, PLR requires all employees to report for work fit to perform their duties and prohibits the use or possession of alcohol or illegal drugs.

The use, possession, distribution, transfer or sale of illegal drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while on duty, while on PLR's premises or while operating a vehicle or potentially dangerous equipment owned or leased by PLR. Any violation of this policy may result in disciplinary action, up to and including immediate termination.

2. Inspections to Administer and Enforce Policy

PLR reserves the right to inspect employees, as well as any articles and property in their possession. PLR also reserves the right to inspect desks, personal vehicles on PLR property, packages, lunch boxes, containers, articles in such areas, and other objects brought onto PLR property that might conceal alcohol or illegal drugs.

3. Testing Employees

An employee may be asked or required to submit to testing procedures designed to detect the presence of drugs and/or alcohol with cause. By way of example only, testing may be required if an employee (a) is acting in a manner that leads to a suspicion that (s)he either possesses or is under the influence of a drug and/or alcohol, (b) was directly or indirectly involved in a work-related accident or mishap, (c) performs safety-sensitive, safety-related or security sensitive work, or (d) is suspected that (s)he has or may have been involved in the use, possession, transfer, distribution, manufacture, and/or sale of drugs or alcohol in PLR controlled areas, on PLR-owned property, while on duty as a representative of PLR, or while operating a vehicle or other equipment owned or leased by PLR.

Any employee who does not consent to and cooperate fully with any search and/or medical testing procedure is subject to discipline up to and possibly including immediate termination.

PROHIBITION AGAINST SMOKING

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

ANTI-VIOLENCE POLICY

PLR is committed to providing a workplace that is free from violence. In keeping with this commitment, we have established a policy that provides "zero tolerance" for actual or threatened violence against co-workers, visitors, and/or any other persons who are on our premises or have contact with our employees in the course of their duties. It is essential that every employee understand the importance of workplace safety and security. Compliance with this anti-violence policy is a condition of employment. Every verbal or physical threat of violence must be treated seriously and reported immediately to a supervisor. PLR will investigate the matter and will take any and all appropriate corrective action. Employees who threaten, engage in, or contribute to violent behavior will be subject to disciplinary action, up to and including immediate termination.

SAFETY

Every employee is responsible for safety. Employees should report any unsafe or hazardous condition to the Administrative Coordinator or a Presbytery Co-Executive or his/her designee. Every effort will be made to remedy problems as quickly as possible. In case of an accident involving a work related injury, regardless of severity, employees must notify their supervisor immediately. Failure to report accidents can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims.

If an employee is injured on the job, he/she will be entitled to benefits under the state Workers' Compensation law in most cases. PLR carries Workers' Compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

Failure to follow safe work methods and PLR safety procedures can result in disciplinary action up to and including termination.

NO SOLICITATION

In order to avoid disruption of PLR's business operations, employees of PLR may not solicit or distribute literature during working time for any purpose. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Additionally, employees may not distribute literature at any time for any purpose in working areas. Persons who are not employed by PLR may not solicit or distribute literature on PLR property at any time for any purpose.

EXPENSE REIMBURSEMENT

With approval, out-of-pocket expenses and reimbursement for mileage at the prevailing IRS rate for business mileage for travel in connection with work responsibilities incurred on behalf of PLR, both by exempt and non-exempt employees, will be reimbursed following submission of an expense reimbursement request form and acceptable documentation, such as original receipts. Personal items or expenses are not reimbursable by PLR. Falsification of documentation concerning expense reimbursement may result in discipline, up to and including termination.

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

EMPLOYEE VEHICLES

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

STANDARDS OF CONDUCT

It is deemed helpful to identify some further examples of types of conduct that are impermissible and that may lead to disciplinary action, up to and including termination. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples:

1. Insubordination, including improper conduct toward any supervisor, or refusal to perform tasks assigned by any supervisor in the appropriate manner.
2. Theft or unauthorized removal or possession of property from PLR, fellow employees or anyone on PLR property.
3. Falsifying or making a deliberate material omission on an employment application, expense report, or any other PLR document or record.
4. Misusing, destroying or damaging property of PLR, an employee or a visitor.
5. Bringing dangerous or unauthorized materials, such as explosives, firearms, weapons, or other similar items on PLR property.

PERFORMANCE EVALUATIONS

The evaluation of an employee's performance is an ongoing process. Written evaluations may occur from time to time as determined appropriate. Employees may ask their supervisor regarding their performance if they have any concerns or questions.

Performance evaluations will be conducted with the staff of PLR on a regular basis. The objectives of the performance evaluation are as follows:

1. To provide an opportunity for Los Ranchos Staff Relations committee to assess, on a regular and systematic basis, the quality and quantity of responsibilities and accomplishments of the PLR staff.
2. To provide a forum to openly discuss any concerns staff members may have in their areas of responsibility.
3. To review performance changes, recognizing areas of growth and areas of concern.
4. To engage PLR staff members in ongoing discussion and agreement on expectations for future performance and goals.
5. To provide guidance and suggest opportunities for continuous staff development in each position.

DISCIPLINE

There will be occasions where employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. PLR may choose to exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases. Examples of such less severe forms of discipline may include verbal warnings, written warnings, probationary action, and demotion. Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. An employee may, of course, resign at any time. PLR may also terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its own discretion, that such action should occur.

GRIEVANCE PROCEDURE

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

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

Step One: Employees should first raise any problem or grievance verbally with their immediate supervisor within 3 days of the incident or occurrence that gives rise to the problem. If the grievance is with the employee's immediate supervisor, the employee may bypass this step of the grievance procedure.

Step Two: If a grievance is not settled, employees should file a formal written grievance with any Presbytery Co-Executive within 3 days of the meeting with their supervisor, or within 3 days of the incident if the grievance is with the employee's supervisor.

Step Three: If a grievance is still not settled, employees should file a formal written grievance with the Moderator of the Staff Relations Committee within 3 days after Step 2 has been accomplished.

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

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

REDUCTIONS IN WORK FORCE

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

VOLUNTARY RESIGNATION

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

RETURN OF PROPERTY

At the end of employment with PLR, all employees must immediately return any property of PLR in their possession by their last day of work, including but not limited to keys, key cards, credit cards, cellular telephones, computers, computer files, confidential and proprietary business information, and any other company property. Employees must supply all passwords for all electronic devices and files in their use for PLR at the end of their employment. Access to PLR email accounts, computer and remote protocol accounts and other PLR electronic media, as well as gate and door codes will be immediately terminated for the employee at the end of their employment.

SEVERANCE PAY

PLR reserves the right to make exceptions to the general policy of not providing severance pay, in order to provide employees with severance pay in its sole and absolute discretion. However, any payment of severance may be contingent upon an employee's execution of a satisfactory separation agreement with PLR and the return of all PLR property and access as stated above.

EMPLOYMENT REFERENCES

PLR prohibits employees from providing a response to any request for an employment reference for a current and/or former employee of PLR, including any "off the record" comments. Employees are directed to refer all such requests to a Presbytery Co-Executive for references on Exempt staff and to the Human Resources staff person for references on non-exempt staff.

EMPLOYER SPONSORED BENEFITS

Although it is not legally required to do so, PLR provides eligible employees with some employer sponsored benefits. This section of the handbook is designed to acquaint employees with some of the significant features of PLR's benefit programs. However, it is important to remember that more detailed information is set forth in the

official plan documents and insurance policies that govern the plans. Accordingly, if there is any conflict between the brief summaries contained in this handbook and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents will control.

INSURANCE BENEFITS

Employees working 'full time', defined as 37.5 or more hours per week, and who have successfully completed their probationary period, MAY BE eligible for insurance and/or pension benefits paid by the Presbytery under terms mutually agreed upon by PLR (or its representatives on an Administrative Commission) and the Employee. Employees working at least 20 hours but less than 37.5 hours per week, and who successfully complete their probationary period, MAY BE eligible for certain benefits (i.e. medical and pension) on a pro-rata basis under terms mutually agreed upon by PLR (or its representatives on an Administrative Commission) and the Employee. Temporary employees are not eligible for insurance benefits. Please see the Human Resources staff if there are any questions about these benefits. PLR reserves the right to rescind or change benefit plans or programs at any time, as it deems necessary. Every effort will be made to inform employees of upcoming changes in benefits as soon as they are determined and the date of these changes.

HOLIDAYS

PLR employees receive the following twelve (12) paid holidays each year:

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

Temporary employees are not eligible to receive paid holidays. When a scheduled holiday falls on a Sunday, it will be observed on the following Monday in most cases. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday in most cases. Adjustments to holiday days off may be made to accommodate schedules. Full-time employees will receive a day off with pay on each of these holidays. In order to qualify for holiday pay, employees must work their regularly scheduled hours on the workday immediately before and after the holiday, subject to and consistent with the salary basis rules for all employees, unless a regular vacation time is scheduled adjacent to the holiday(s). Holidays that occur during an employee's vacation will not be counted as a vacation day. Employees are not eligible for holiday benefits that occur while they are on leave of absence. Employees will not be paid for the holiday if they have an unauthorized absence on the day preceding or following the holiday, subject to and consistent with the salary basis rules for all employees.

Holidays are intended to be taken on the specified days/dates only, unless specific staff policies are established for 'floating' holiday periods. If it is unavoidable that an employee must work all or part of a specified Holiday, compensating time off for time worked, up to a regular workday shift, may be scheduled ONLY within the same or next occurring pay period. After that time, the Holiday is considered unavoidably missed and the employee will not receive credit, pay or extra time off for the Holiday.

Part-time Employees are eligible to receive paid holidays that fall within their normally established work week, but will not receive any credit, pay or extra time off for holidays that fall on days that are outside their normally established working week.

VACATION

Exempt employees may receive paid vacation benefits as outlined in the Clergy Policies of PLR if the exempt employee is a Minister of Word and Sacrament in the PC(USA). In the case that an Exempt Employee is NOT a Teaching Elder, the Exempt Employee shall follow the same schedule for vacation and sick time benefits accrual as Non-Exempt Full-Time employees below.

Non-exempt full-time employees may accrue paid vacation benefits on a prorated basis throughout each year. Full-time employees accrue the paid vacation benefits set forth below:

Completed Years of Service

0-2 completed years

3-7 completed years

8+ completed years

Vacation Days Per Year

80 vacation hours per year

120 vacation hours per year

160 vacation hours per year

Non-exempt part-time employees may receive a pro-rata share of these benefits based upon the average number of hours worked each week in comparison to a 40 hour work week. For example, if a part-time employee works an average of 20 hours per week, the employee would receive 50% of the vacation benefits obtained by full-time employees (20 hrs /40 hrs = 50%). All employees are provided with a continuous statement of their accrued vacation on each pay stub.

The maximum benefits an employee may have accrued at any time shall equal no more than two times the employee's current annual vacation accrual rate. For example, if the employee's annual vacation accrual rate is 80 hours, the maximum benefit the employee could accrue would be 160 hours (80 X 2 = 160 hours). If an employee's earned but unused vacation accrual reaches the maximum, the employee will not accrue any additional vacation benefits. If the employee later uses enough vacation time to fall below the maximum, the employee will resume accruing vacation pay from that date forward. In such a case, no vacation accrual will be earned for the period in which the employee's vacation accrual was at the maximum.

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

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

SICK AND PERSONAL LEAVES OF ABSENCE

Sick and Personal Leave hours may be taken for any personal or family illness or important matter that requires attention during the normal work week. Employees begin to accrue Sick and Personal Leave on the first day of employment. New employees are not eligible to use Sick and Personal Leave, except in the event of actual serious illness of the employee, until the 90th day of their employment.

PLR provides paid Sick and Personal Leave to all full-time and part-time employees. Temporary employees are provided Sick Leave under PLR's Paid Sick Leave for Temporary Employees policy below per new California Healthy Workplace, Healthy Families Law of 2016 (AB1522). Eligible employees receive a total of 96 hours of paid Sick and Personal Leave per year. Sick and Personal Leave accrues monthly for eligible employees, and, therefore, on the first day of each successive month following completion of a month of continuous service, all regular full-time employees will accrue Sick and Personal leave credit at the rate of 8 hours per month. Regular part-time employees will accrue at a pro-rata rate based on the full-time equivalent rate. Maximum accumulation of Sick and Personal Leave credit are as follows:

Length of Service	Maximum Accumulation of Hours
1 through 2 years	96
3 through 7 years	120
8 years and after	160

Where practicable, employees must notify their supervisor in advance before taking Sick and Personal Leave. In an emergency situation, eligible non-exempt employees are to notify their supervisor promptly whenever the use of Sick and Personal Leave becomes necessary. Exempt employees are to notify the Human Resources staff of the use of applicable Sick and Personal Leave being taken. If possible, the employee should notify the Presbytery office by 9:00 am, advise their supervisor of the need for taking Sick and Personal Leave, advise their supervisor of the probable duration of the absence, and keep the supervisor informed of any changes to the duration time that might occur. If possible, all PLR staff should be notified of an unexpected staff absence.

The use of any Sick and Personal Leave by non-exempt employees must be so noted on the employee's timesheet for each pay period in which time is taken. In addition, a PERSONAL/SICK TIME REPORTING MEMO completed, dated and signed by the supervisor should be filed in the employee's personnel file with a copy given to the Administrator for Business & Finance for each use of Sick and Personal Leave. The use of any Sick and Personal Leave applicable to an exempt employee will be recorded in the employee's personnel file.

PLR does not advance un-accrued Sick and Personal Leave to employees. Accrued but unused Sick and Personal Leave may be carried over from year to year, up to the cap per the schedule above, and accrued but unused Sick and Personal Leave will not be paid upon termination of employment. If a legitimately absent employee exhausts his/her accrued Sick and Personal Leave and any disability benefits, the employee may use accrued vacation leave. Thereafter, the employee may request an unpaid leave of absence.

PAID SICK LEAVE FOR TEMPORARY EMPLOYEES

Employees who complete 30 days of employment in the state of California are eligible to accrue paid sick days beginning with their first day of employment or July 1, 2015, whichever is later. This policy applies to all employees, including employees in full time, part-time, and temporary positions.

Temporary employees and employees working less than 20 hours per normal workweek accrue paid sick days at the rate of one hour for every 30 hours of work, including overtime, subject to the maximum limitations contained in this policy. Exempt employees are deemed to work 40 hours per workweek, unless their normal workweek is less than 40 hours. If their normal workweek is less than 40 hours, they accrue paid sick days based on their normal workweek. Temporary Employees and employees working less than 20 hours per normal workweek may not accrue more than 24 hours of paid sick hours per year, established on the employment anniversary date.

Up to a maximum of 24 hours of accrued paid Sick Leave may be taken in one calendar year, established on the employment anniversary date.

Unused accrued paid sick hours will carry over from one year to the next. However, a temporary or less-than-20-hour-per week employee's accrued paid sick leave may not exceed 48 hours. If a temporary or very part-time employee reaches this cap, no further paid sick hours will accrue until the temporary employee falls below the cap.

Temporary and very part-time employees may use accrued paid sick hours beginning with their 90th day of employment. Temporary and very part time employees may use paid sick hours as they accrue in an increment not to be less than ½ hour.

A temporary or very part-time employee may use sick hours when the employee is sick or ill. In addition, a temporary employee may submit an oral or written request to receive paid sick hours for any purpose allowed by the California Healthy Workplaces, Healthy Families Act, such as: (a) the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or a family member, or (b) for an employee who is a victim of domestic violence, sexual assault, or stalking, to take time off (i) to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order or other injunctive relief, (ii) to seek medical attention, (iii) to obtain psychological counseling, (iv) to participate in safety planning, or (v) to take other actions to increase safety from future incidents. PLR will provide paid sick hours, if accrued, for any appropriate purpose.

For purposes of this policy, the term "family member" means (a) a child, (b) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or domestic partner, or a person who stood *in loco parentis* when the employee was a minor child, (c) a spouse, (d) a domestic partner, (e) a grandparent, (f) a grandchild, or (g) a sibling. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*.

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

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

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

PREGNANCY DISABILITY LEAVE

When an employee is temporarily disabled due to pregnancy, childbirth, and/or related medical conditions, employees will be granted a leave of absence upon request without pay for the period of the employee's disability up to a maximum of 4 months in accordance with California law. Some special rules apply to pregnancy leave, as set forth below. Pregnancy disability leave doesn't count against an employee's leave entitlement under the California Family Rights Act.

Pregnancy Disability Leave does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth are all covered by the employee's Pregnancy Disability Leave. The employee may use any accrued vacation or sick leave as part of her pregnancy disability leave before taking the remainder of her leave as an unpaid leave.

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

Subject to exceptions provided by law, employees who have returned from a medical leave necessitated by a pregnancy related disability will be reinstated to the same position. If any employee fails to return for work immediately after the period of the approved leave expires, the employee will be considered to have voluntarily resigned.

LACTATION ACCOMMODATION

PLR will provide a reasonable amount of rest period break and a private area to any female employee desiring to express breast milk for her infant child. Wherever possible, the break time should run concurrently with any break time already provided to the employee and in such circumstances will be paid. However, if such break time does not run concurrently with the employee's normal rest periods, such time may be unpaid.

PAID FAMILY LEAVE (PFL)

California law creates a benefit program that allows eligible employees to receive Paid Family Leave (PFL), also known as Family Temporary Disability Insurance Benefits (FTDI), if they miss work due to specified family responsibilities. Eligible employees may receive up to six weeks of PFL benefits that replace a portion of an employee's wages, subject to state-imposed limitations. Receipt of both PFL benefits and any additional benefits provided by PLR may not exceed 100% of the employee's regular wages.

Employees qualify for PFL Benefits only if they are unable to work and miss work to care for a seriously-ill child, spouse, parent, or domestic partner, or to bond with a new child within the first year after the birth or placement of the child. The eligibility standards are not the same as those applicable to qualify for leaves of absence under PLR's family and medical leave policy. Employees must satisfy a seven day waiting period before they qualify to receive PFL Benefits, employees must provide a medical certification to qualify for PFL Benefits in some instances and employees are not eligible for PFL Benefits if they are receiving other benefits from the state.

If employees miss work for any reason, including one for which PFL Benefits may be available, they must provide

at least 30 days' advance notice to PLR whenever the need for the absence is foreseeable. If the need for the absence is unforeseeable, they must provide notice as soon as possible after they learn of the need for the absence.

The PFL program does not grant employees the right to time off, job protections, or reinstatement guarantees if they miss work. Employees should, therefore, ask whether they qualify for a leave of absence under any company policy, such as the family and medical leave policy.

If an employee is eligible for PFL Benefits and also for leave under a policy of PLR, the time off will run concurrently with time available under all applicable leave of absence policies maintained by PLR. As a result, the time will be charged against the maximum time allowable under the potentially applicable leave policy.

The costs of this program are paid by employees who make contributions through legally required payroll taxes. These taxes are automatically withheld from each employee's wages each pay period. Eligible employees must apply directly with the California Employment Development Department to receive benefits. PLR does not distribute PFL Benefits to employees.

ORGAN AND BONE MARROW DONATION LEAVE

California law gives employees up to thirty (30) days of paid leave in any twelve month period for organ donation and up to five (5) days paid leave for bone marrow donation. To qualify, an employee must provide PLR with written verification of his/her status as an organ or bone marrow donor and the medical necessity for the donation. PLR will continue to provide health insurance for the employee during the leave, and the employee will be reinstated to the same or equivalent position as he/she had prior to the leave. PLR may require that the employee use up to five (5) days accrued vacation or vacation time for bone marrow donation, and up to two (2) weeks for organ donation leave.

NOTICE CONCERNING MEDICAL LEAVES

PLR reserves the right to request a statement of a qualified health care provider whenever an employee misses work due to an illness, injury or disability. The employee may be asked to provide a statement which verifies that an injury or disability existed, its beginning and ending dates, and/or the employee's ability to return to work without presenting an immediate and significant risk to the employee's own health or safety or the health or safety of others. If employees are eligible and their leave is approved, they may not be employed with any employer, other than PLR, during this leave of absence. Outside employment during this leave will result in discipline, up to and including termination. During any unpaid Medical Leave absence, no further Vacation or Sick and Personal Leave will accrue.

ALCOHOL AND DRUG REHABILITATION

PLR wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship on the work of PLR to provide the time off. If an employee requests time off to participate in such a program, PLR will make reasonable efforts to keep that knowledge confidential. The employee may use any accrued vacation and/or Sick and Personal Leave while on leave. No benefits will be accrued during any unpaid leave of absence.

UNIFORMED SERVICES LEAVE POLICIES

PLR complies with the Uniform Services Employment and Reemployment Rights Act (USERRA) U.S.C Chapter 43, a federal statute that protects the rights of persons who temporarily leave their civilian careers to serve in the uniformed services. In accordance with USERRA, PLR provides benefit and reemployment protections to its employees who serve in the uniformed services.

USERRA prohibits discrimination against employees who are in the military, have served in the military, or take leave to serve in the military. It also requires employers to reinstate employees who take up to five years off for military service, with all of the promotions, raises, and other benefits they would have received had they worked through their time off. And, it prohibits employers from firing employees without cause for up to one year after they return from service. Additionally, California law provides that members of the California National Guard who are called to active duty are entitled to unlimited unpaid leave and reinstatement to their former position or a position of

similar seniority, pay, and status, without loss of retirement or other benefits. Employees who are in the Guard, Reserves, or Naval Militia are entitled to up to 17 days of unpaid leave per year for military training, drills, encampment, naval cruises, special exercises, or similar activities. Employers may not terminate employees or limit their benefits or seniority because an employee has a temporary disability resulting from duty in the National Guard or Naval Militia (for up to 52 weeks). And, employers may not discriminate against employees because of their membership in any branch of the state or federal armed services. The employee may use any accrued vacation and/or Sick and Personal Leave while on duty or these activities.

BEREAVEMENT LEAVE

PLR provides up to 5 days off with pay for its full-time and part-time employees to attend the funeral of immediate family members, as well as to take care of any necessary arrangements during the bereavement period. Immediate family is defined as the employee's spouse, domestic partner, children, parents or stepparents, grandparents, parents-in-law, grandchildren, brothers, sisters, brothers-in-law and sisters-in-law, sons-in-law, daughters-in-law, and others for whom the employee has been the primary caregiver. Payment for bereavement leave will be made only for the days the employee is normally scheduled for work. No payment will be made for any Saturday, Sunday, or holiday, or any day within the employee's vacation period. Eligible employees are paid at their base salary rate on the day of the absence, exclusive of overtime or any other premiums. Temporary employees are not eligible for paid bereavement leave.

STUDY LEAVE

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

SABBATICAL LEAVE

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

CONTINUING EDUCATION

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

JURY DUTY AND COURT PROCEEDINGS

Employees may take a leave of absence to serve on jury duty or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable notice to PLR of the need for this leave. Employees must provide PLR with documentation that the employee participated in jury duty or the court proceeding. Employees so required to provide this community service will receive their regular rate of pay for normal hours worked provided the employee submits evidence of the summons and selection notice. Additionally, in no case will the salary of an exempt employee be reduced for any week in which the employee performs work and also misses time to serve as a juror or witness. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals.

DOMESTIC VIOLENCE, SEXUAL ASSAULT or STALKING

All employers must allow employees to take unpaid leave to obtain a restraining order or seek other judicial relief from domestic violence for the employee or the employee's child. Employees may use accrued Paid Sick and Personal Leave and/or vacation to address these or other problems directly related to domestic violence, sexual assault or stalking, such as seeking medical attention, obtaining services from a domestic violence program, obtaining psychological counseling, or participating in safety planning and other action to increase safety, including temporary and permanent relocation. Employees may also take unpaid leaves of absence to cover the period of absence.

Employees must provide reasonable notice to PLR of the need for this leave and must provide PLR with documentation concerning this leave, subject to HIPAA confidentiality restrictions. PLR will not terminate, retaliate or otherwise discriminate against any employee taking time off for related reasons.

CRIME VICTIMS

Employees who are victims of serious crimes or employees whose immediate family members are victims of serious crimes may take an unpaid leave of absence from work to participate in judicial proceedings or to attend judicial proceedings at which a right of the victim is at issue. Employees may use accrued Paid Sick and Personal Leave and/or vacation to cover the period of absence.

Employees must provide reasonable notice to PLR of the need for this leave and must provide PLR with documentation concerning this leave. PLR will not terminate, retaliate or otherwise discriminate against any employee taking time off for related reasons.

VOTING

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

CHILD'S SCHOOL ACTIVITIES

Periodically employees with children may need to take time off from work to attend their child's school activities. An employee who is the parent or legal guardian or grandparent of a child attending kindergarten through 12th grade, or attending a licensed child day care facility, may take time off from work for the purpose of finding, enrolling, or re-enrolling his/her child in a school or with a licensed child-care provider, participating in the child's school activities, or addressing a child-care provider or school emergency. Employees may use accrued Paid Sick and Personal Leave and/or vacation to cover the period of absence, which may not exceed 40 hours per calendar year and may not exceed 8 hours in any calendar month (unless the time is used to address a child-care provider or school emergency).

The employee must request the time off in advance from his/her supervisor. Documentation from the school as proof that the employee participated in the child's school activity may be requested.

MILITARY SPOUSES/DOMESTIC PARTNERS LEAVE

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

Employees may use accrued Paid Sick and Personal Leave and/or vacation to cover the period of absence.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

AND AT WILL EMPLOYMENT AGREEMENT

I acknowledge that I have received a copy of the September, 2016, edition of PLR's Employee Handbook. I acknowledge that it is my responsibility to read, understand, and adhere to the policies in the handbook, and that my employment with PLR is governed by the contents of the Handbook. I may at any time during my employment at PLR ask questions about this Handbook of my supervisor or the Administrative Coordinator. I also agree to conform to the rules and standards of PLR.

I agree that my employment can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of PLR. I agree that no employee or representative of PLR has the authority to modify the at will employment policy, except for the Staff Relations Committee, or its designee, of PLR, and that any modification to the at will employment policy must be in a written agreement signed by both the employee and the Moderator of the Staff Relations Committee of PLR. I agree that this constitutes an integrated agreement with respect to the at-will nature of the employment relationship, and that there may not be any implied or oral agreements that in any way modify the at-will employment policy. Nothing in this Handbook creates or implies an express or implied contract for employment or in any way guarantees any benefits described herein.

I further understand that PLR may at any time, with or without notice, unilaterally amend, modify, reduce, or discontinue any and all of the rules, policies, wages and benefits referred to in this Handbook. I also understand that this Handbook contains summaries of the benefits offered by PLR, and an overview of the workplace policies and practices.

DATE

EMPLOYEE'S SIGNATURE

PRINT EMPLOYEE'S NAME

Signed original to Employee's Personnel File