



# Grace Children's Center

A Ministry of Grace Lutheran Church

## Employee Human Resources Handbook 2022 - 2023

A Guide for Our Employees

## **Acknowledgement of Receipt of Grace Children's Center Employee Handbook**

I acknowledge that I have received a copy of the Grace Children's Center Employee Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Ministry.

I also understand that the purpose of this Handbook is to inform me of the Ministry's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Ministry employee, nor is it intended to create contractual obligations of any kind. I understand that the Ministry has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

I expressly agree to the provisions in the Dispute Resolution section of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Ministry and me, subject to the Ministry's right to seek injunctive relief. I agree to first seek to mediate any dispute with the Ministry with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, I agree to submit the dispute to arbitration. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Grace Children's Center. If I have any questions about the content or interpretation of this handbook, I will contact a Director.

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Signature

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Date

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Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Directors. Retain a second copy for your reference.

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## **Welcome**

It is our privilege to welcome you to Grace Children's Center. We wish you every success during your time at the Center, and we hope that you quickly feel at home. This Handbook was developed to describe some of the expectations we have for all of our employees and what you can expect from us.

Jackie Caoagdan and Leticia Gomez  
Grace Children's Center Co-Directors



## **Introduction**

This Employee Handbook ("Handbook") is a compilation of personnel policies, practices and procedures currently in effect at Grace Children's Center ("Ministry").

The Handbook is designed to introduce you to our Ministry, familiarize you with Ministry policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Employee Handbook is not a contract of employment and does not create a contract of employment. Like most American companies, Grace Children's Center generally does not offer individual employees formal employment contracts with the Ministry. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at the Ministry. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Directors.

The Ministry reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such notice is not required for changes to be effective.

## **General Employment Policies and Practices**

### ***Equal Employment Opportunity***

The Ministry is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Ministry's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment.

### ***Your Employment Relationship with the Ministry***

Like most American companies, Grace Children's Center generally does not offer individual employees a formal employment contract with the Ministry. Employment is "at will," meaning that you or the Ministry may end your employment at any time for any lawful reason.

This Employee Handbook is not a contract. It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration, nor does the Handbook obligate you to continue your employment for a specific period of time. Unless you have entered into an employment agreement that supersedes this document, either you or the Ministry may terminate the employment relationship at any time. The Handbook does not guarantee any prescribed process for discipline and discharge.

No manager or other representative of the Ministry, other than the President, has the authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the President and the employee.

### ***Recruitment and Hiring***

The Ministry's primary goal when recruiting new employees is to fill vacancies with people who have the best available skills, abilities, or experience needed to perform the work. Decisions regarding the recruitment, selection, and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating to general information about the position are posted on our front bulletin board, located in G1. The Co-Directors will arrange interviews with employees who apply. We encourage current employees to recruit new talent for our Ministry.

## **Employment Classifications**

The following terms will be used to describe employment classifications and status:

### Exempt Employees

Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis that meets federal and state thresholds and who holds an administrative, professional, or management position. If you have a question regarding whether you are exempt or nonexempt, please contact the Co-Directors for clarification.

### Non-Exempt Employees

Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) and many hourly employees are generally not exempt from the FLSA's overtime provisions.

### Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 32 hours per week that are not hired on a temporary basis.

### Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than 32 hours per week that are not hired on a temporary basis. Part-time employees are not eligible for Ministry-paid benefits.

### Temporary Employees

Temporary employees are hired for an interim period of time, usually to fill in for vacations, leaves of absence, or projects of a limited duration. Temporary employees are not eligible for Ministry-paid benefits, except as required by law.

### Seasonal Employees

Seasonal employees are those hired into a position for which the customary annual employment is 6 months or less. Seasonal employees are generally not eligible for benefits.

If your status changes from temporary or seasonal to part-time or full-time, you are considered hired on the date you become a full-time or part-time employee for purposes of calculating eligibility for benefits that require a minimum term of employment.



## ***Orientation and Training***

To help you become familiar with the Ministry and our way of doing things, the Ministry will provide an orientation and training session within the first few days after you begin work. Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, the Ministry may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

## ***Immigration Law Applicable to All Employees***

The Ministry complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the Ministry is required by law to terminate your employment.

## **Hours of Work**

The workweek is generally from Monday through Friday, with normal operating hours from 6:00 a.m. to 6:00 p.m.

Employees are also allowed a rest break of at least 10 minutes for every 4 hours of work. Employees who have worked 3 consecutive hours may request to take their rest break upon completion of 3 hours of work.

Employees are also allowed a rest break of at least 30 minutes off the clock upon completion of 4 hours of work.

Minors aged 16 and 17 are allowed a rest break of at least 10 minutes every 3 hours for each 4 hours worked.

## **Overtime Hours**

Because of the nature of our business, your job may periodically require overtime work. If the Ministry requires that you work overtime, we will give you as much advance notice as possible. You should not work overtime hours without prior approval by the Co-Directors.

## **Attendance and Punctuality**

It is important for you to report to work on time and to avoid unnecessary absences. The Ministry recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Ministry.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must



speak with a manager. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

Please note that some, but not all, absences are compensated under the Ministry's leave policies.

You are expected to be at your workstation at the beginning of each scheduled shift. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

### Inclement Weather

The Ministry is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your supervisor. There may be times when we will delay opening, and on rare occasions, we may have to close. Use common sense and your best judgment when traveling to work in inclement weather.

In the event that the Ministry's facilities are closed by the Ministry or the government, employees will be paid for the day. If the Ministry's facilities are open and you are delayed getting to work or cannot get to work at all because of inclement weather, the absence will be charged to (1) paid time off or (2) unpaid time off, in that order. You should always use your judgment about your own safety in getting to work.

When severe weather develops or is anticipated to develop during the day and a decision is made by the Ministry to close before 6:00 p.m., you will be compensated as if you had worked to the end of your regularly scheduled hours for that day.

### ***Dress Code and Public Image***

As an employee of the Ministry, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the Center. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors, and clients.

Scrub tops, Center t-shirts, and lab coats or jackets are recommended to be worn when working directly with children and can be laundered at the center and stored in a locker provided in the break room. Torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate even under the scrubs, jackets, or lab coats. As always, please use common sense in your choice of clothing.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy,

sexual orientation and gender identity), national origin, disability, age, genetic information and any other status protected under such laws.

### **Workspace**

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the Ministry's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean, organized, and free of items that are not required to perform your job.

### **Office Equipment**

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer, tablet, cell phone, and access to our central computers and servers. This equipment is the property of the Ministry and cannot be removed from the office without prior approval from your supervisor. The Ministry expects that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

### **Personnel Records**

It is important that the Ministry maintain accurate personnel records at all times. You are responsible for notifying a Director of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying the Ministry of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

### **Performance Reviews and Salary Reviews**

An employee's first performance review will take place after the first 6 months with the Ministry. Thereafter, performance reviews will normally be conducted annually. All performance reviews will be completed in writing by the Co-Directors on the form designated by the Ministry and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with Ministry employment policies, any disciplinary actions, and year-to-year improvement in overall performance. Compensation increases are given by the Ministry at its discretion in consideration of various factors, including your performance review.

### **Internet Access**

Access to the Internet is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities.

### **Right to Monitor**

The Ministry email and Internet system is at all times the property of the Ministry. By accessing the Internet, Intranet and electronic mail services through facilities provided

by the Ministry, you acknowledge that the Ministry (by itself or through its Internet Service Provider) may from time-to-time monitor, log and gather statistics on employee Internet activity and may examine all individual connections and communications. Please note that the Ministry uses email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

#### Responsibilities and Obligations -

Employees may not access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing, or an incitement to violence.

You must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within the Ministry.

#### Violation of this Policy -

In all circumstances, use of Internet access and email systems must be consistent with the law and Ministry policies. Violation of this policy is a serious offense and subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up to and including termination.

#### Email

The email system is the property of the Ministry. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the Ministry. You may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.

The Ministry email system is Ministry property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using Ministry hardware and software.

Electronic mail is like any other form of Ministry communication and may not be used for harassment or other unlawful purposes. Your email account is a Ministry-provided privilege and is Ministry property. Remember that when you send email from the Ministry domain, you represent the Ministry whether your message is business-related or personal.

#### Confidentiality of Electronic Mail -

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and Ministry rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the

sharing of confidential information also apply to the sharing of information via commercial software.

### Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the Ministry, as well as any other form of electronic communication. The same principles and guidelines found in the Ministry rules, policies and procedures apply to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the Ministry's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

In addition, the Ministry reserves the right to request or require an employee to disclose login information for access to:

An account or service provided by virtue of the employee's employment relationship with company; and

An electronic communications device or online account paid for or supplied by company.

### Employee Privacy

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data ("Personal Information") which we collect from you is important to us. It is equally important that you understand how we handle this data. The Ministry will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

#### Collection of Information -

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the Ministry, and those required by governmental agencies.

#### Use of the Information Collected -

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- Human Resources Management. We collect, store, analyze, and share (internally) Personal Information in order to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- Business Processes and Management. Personal Information is used to run our business operations including, for example, scheduling work assignments, managing Ministry assets, reporting and/or releasing public data (e.g., annual reports, etc.), and populating employee directories. Information may also be used to comply with government regulation.
- Safety and Security Management. We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- Communication and Identification. We use your Personal Information to identify you and to communicate with you.
- Limited Disclosure

The Ministry acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except where disclosure is reasonably necessary to comply with the law.

#### Security of Personal Information -

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization, it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copy containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible medium containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of the Ministry.

The Ministry will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.



Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or Executive Director. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or Executive Director.

### Telephones

Access to the Ministry telephone system is given principally for work-related activities or approved educational/training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the Ministry's mission and should comply with applicable rules and regulations.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times. The use of cameras on cell phones during work hours is only allowed for any posting and/or documentation of the children for parents to view and access on Procure. This is to protect the privacy of the Ministry as well as of fellow employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by federal law.

The Company telephone system is at all times the property of the Company. By accessing the telephone system through facilities provided by the Ministry, you acknowledge that the Ministry has the right to monitor its telephone system from time to time to ensure that employees are using the system for its intended purposes.

The Ministry prohibits the use of hand-held cellular devices while driving. Employees are strongly encouraged to use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any vehicle.

### Smoking

In order to provide a safe and comfortable working environment for all employees, smoking is strictly prohibited at all times inside any Ministry building and within 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

### Drug-Free Workplace

The Ministry takes the problem of drug and alcohol abuse seriously and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. The Ministry has adopted a formal policy related to substance abuse. A copy of the complete policy is contained in this Handbook.

## Substance Abuse

The Ministry recognizes alcohol and drug abuse as potential health, safety, and security problems. The Ministry expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on Ministry premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, designated manager, or Directors for assistance in seeking help to address substance abuse, who can also help you determine coverage available under the Ministry's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the Ministry.

Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

## Safety and Accident Rules

Safety is a joint venture at the Ministry. We strive to provide a clean, hazard-free, healthy, safe environment in which to work, and we make every effort to comply with all relevant federal, state, and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of the Ministry, and you are expected to take an active part in maintaining this hazard-free environment. You must observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workspace should be kept neat, clean, and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process, or procedure to a supervisor. In addition, if you become ill or get injured while at work, you must notify your manager immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.



Failure to abide by the Ministry's safety and accident rules may result in disciplinary action, up to and including termination.

#### Workplace Violence Prevention Policy -

As stated above, the Ministry is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff, and clients.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

### **Promotions and Transfers**

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the Ministry, you may be transferred from your current job. This may be either at your request or as a result of a decision by the Ministry.

Reasons for transfer may include, but are not necessarily limited to, fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons. Temporary transfers may be made at the discretion of the Ministry management.

Most job openings that are intended to be filled from within the Ministry will be posted in the employee break room. The management of the Ministry does reserve the right, however, to transfer or promote an employee without posting the availability of that position.

An employee is eligible to request a transfer and to be considered for a promotion upon completion of 3 months of satisfactory job performance. (However, a transfer may take place within the first six (6) months of employment if the management of the Ministry believes that it is in the best interest of the Ministry to make an exception to this guideline.) Your eligibility is also dependent, of course, on your having the needed skills, education, experience, and other qualifications that are required for the job.

## **Anti-Discrimination & Harassment**

### Discrimination Is Prohibited

The Ministry is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race (including traits historically associated or perceived to be associated with race, which include, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability (including obesity), genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Ministry is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Ministry and Directors will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Ministry and Directors will take appropriate corrective action, if and where warranted. The Ministry prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Directors or any other designated member of management.

### Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment. The ADA does not alter the Ministry's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a

matter of Ministry policy, the Ministry prohibits discrimination of any kind against people with disabilities.

#### Disabled Defined -

An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

#### Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Ministry in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor, designated manager, or Directors. On receipt of your request, we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the Ministry does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the Ministry does not have to provide an accommodation if doing so would cause undue hardship to the Ministry.

#### Workplace Harassment

The Ministry has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race (including traits historically associated or perceived to be associated with race, which include, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability (including obesity), genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of,

or by, employees, applicants, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

This policy applies to all aspects of your employment. Harassment of any other person, including, without limitation, fellow employees, contractors, visitors, clients, or customers, whether at work or outside of work, is grounds for immediate termination. The Ministry will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly, and impartially investigated, and resolved appropriately. The Ministry will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

### Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to all individuals. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) 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.

Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. Ministry policy further prohibits harassment and discrimination based on sex stereotyping. Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female. The Ministry encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with the Co-Directors.

### Directors' Responsibilities -

To ensure that the work environment is free from sexual and other harassment. They are responsible for the application and communication of this policy within their work areas.

- Employees are encouraged to report any violations of this policy before the harassment becomes severe or pervasive.
- Please make sure Directors are made aware of any inappropriate behavior in the workplace.
- Sexual and other harassment is not permitted.

### Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race (including traits historically associated or perceived to be associated with race, which include, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability (including obesity), genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

### **Procedures for Reporting and Investigating: Discrimination and Harassment**

Employees should report incidents of inappropriate behavior sexual harassment and discrimination as soon as possible after the occurrence. Employees who believe they have witnessed or have been subjected to any form of discrimination or harassment, regardless of whether the offensive act was committed by a manager, co-worker, vendor, visitor, or client, should promptly notify their designated manager or Directors. If the employee's immediate supervisor is involved in the incident, the employee should report the incident to the Senior Pastor. The Ministry takes claims of harassment seriously, no matter how trivial a claim may appear. All complaints of harassment, sexual harassment, or other inappropriate sexual conduct will be promptly, thoroughly and impartially investigated by the Ministry.

The Ministry prohibits retaliation against applicants or employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. All complaints and related information



will remain confidential, except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and, where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

#### Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the Ministry will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment and may include such other forms of disciplinary action (such as, for example, suspension), as the Ministry deems appropriate under the circumstances and in accordance with applicable law.

## **Compensation**

### Payroll Practices

Employees are paid bi-weekly on Wednesdays. A payroll calendar will be provided each January and posted in the employee break room, the front bulletin board in G1, and in Jackie's office.

### Salary Deductions and Withholding

The Ministry will withhold the following from your paycheck:

- Taxes
- Federal, state, and local taxes, as required by law. As well as the required FICA (Social Security and Medicare) payments.
- Insurance
- Washington State Long Term Care Tax
- Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.
- Other Deductions
- Other deductions which you authorize, including Supplemental Insurance through Nancy Bond Insurance.
- Grace Children's Center is a ministry of Grace Lutheran Church (GLC). GLC is a non-profit organization *exempt from Unemployment Insurance* found in RCW 50.44.040 and also is exempt under Section 501(c)(3)

### Direct Deposit

The Ministry encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, please ask a Co-Director for the authorization form. Please allow 2-4 weeks for your direct deposit to begin.

If you have selected the direct deposit payroll service, a electronic paystub will be available through our payroll provider, ADP.



## **Benefits**

### General

This section describes the benefits provided by the Ministry and information on your eligibility for benefits. Details regarding each benefit plan are contained in the Ministry's Benefit Booklet. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal Summary Plan Descriptions or other legal documents, which are available for your review in Executive Director.

Employees meeting the eligibility criteria for particular benefits may participate in the various insurance programs offered by the Ministry. You may review the eligibility criteria for each benefit in the Company's Benefit Booklet and/or the Summary Plan Description for the particular benefit. Periodically there will be an Open Enrollment period (described below). If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

### Supplemental Insurance

Eligible employees may purchase supplemental life insurance, accident/disability insurance, and dental/vision insurance for themselves at group rates. Supplemental life insurance is a voluntary benefit and is employee specific. Enrollees should refer to the plan SPD for eligibility requirements, plan limitations, and additional information.

### Other Benefits

The Ministry offers Healthiest You for eligible employees. Please refer to the Healthiest You Benefit Booklet and/or Summary Plan Description for additional details.

## **Holidays, Vacation and Other Leave**

### Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The Ministry respects your religious beliefs, however, and therefore, will provide one (1) day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. This leave must be requested through the Co-Directors two weeks prior to the event.



## Holiday Pay

All employees are entitled to the following paid holidays and will be paid what you would have been scheduled to work that day as long as you work your scheduled shift the business day before and the business day after:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day

## Paid Time Off (PTO)

Rather than allocating employees separate amounts of time off for sick, vacation, and personal days, the Ministry provides paid time off (PTO) to give employees greater flexibility to meet their personal needs. Employees will accrue PTO days each year to use however they want, up to a certain amount each year.

Please note that this policy does not replace the Ministry's holiday schedule. Employees will continue to have designated paid holidays each year in accordance with this section.

## PTO Accrual

Accrual of PTO begins when you begin employment with Grace Children's Center. Full-time employees accrue PTO at the following rates:

<i>Length of Service</i>	<i>Total PTO Hours earned</i>	<i>Approximate hours earned in 12 months</i>	<i>Approximate Equivalent Days</i>	<i>Memo</i>
0 – 1 year	3.69 per pay period	96	12	PTO balances are shown on employee paystubs. Questions or concerns on balances should be addressed with the Directors.
1 – 5 years	5.54 per pay period	144	18	
5 – 10 years	7.07 per pay period	184	23	
10+ years	8.62 per pay period	224	28	

Part-time employees will accrue 1 hour of PTO for every 40 hours worked. PTO is available for you to use beginning on the 90th calendar day after you begin employment.

## Accrued PTO Maximum

Unused PTO carries over to the following year. You may carry over a maximum of 40 hours of unused PTO to the following year. If you carry over 40 hours of unused PTO to the following year, accrual of PTO in the following year is in addition to the 40 hours accrued in the previous year and carried over. **PTO carry over happens on the employee anniversary date.**

## Procedure

If the need to use PTO arises, you must provide notice to the Directors as soon as possible, unless it is not practicable to do so.

## Bereavement Leave

Employees will receive up to 3 of paid time off days in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parents-in-law, brothers or sisters, and brothers-in-law or sisters-in-law. You are allowed 1 day of paid leave in the event of the death of an extended family member. Extended family includes grandparents, aunts and uncles, and other more distant relatives.

## Military Service Leave

### Military Family Leave

In accordance with the Washington Military Family Leave Act (MFLA), the Ministry will provide employees who are the spouse of a military member up to 15 days of leave from work for each deployment when the military spouse is deployed or called up to active duty. The leave may be used prior to the deployment, or during the period when the military spouse is on leave during the deployment.

As used in this policy:

- Spouse includes same-sex spouses and state-registered domestic partners.
- Military member means a member of the U.S. Armed Forces, National Guard, or reserves.

To be eligible for such leave, you must work 20 or more hours per week.

To take military family leave, you must provide notice of intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

The leave provided under this policy is unpaid; however, you may substitute any available paid leave. You may split the 15-day leave between different periods of time (pre-deployment or while the military member is on leave during deployment). The total number of days of leave, however, cannot exceed 15 days per deployment.

You will be allowed to continue available benefits at your own expense.

Upon return from leave, you will be restored to your prior position.

The Company will not retaliate against employees who request or take leave in accordance with this policy

### Break Time for Nursing Mothers

The Ministry will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to two years following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public, provided such a location exists. If the Ministry does not have such a location for you to express milk, the Ministry will work with you to identify a convenient location and work schedule to accommodate your needs.

Expressed milk can be stored [[in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler]]. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods.

You are encouraged to discuss the length and frequency of these breaks with the Directors.

### Appearance as a Witness

An employee called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use accrued paid or unpaid time off when appearing as witnesses.

### Voting Leave

The Ministry encourages all employees to vote. Most polling facilities for elections for public office have hours that are scheduled to accommodate working voters. The Ministry, therefore, requests that employees schedule their voting for before or after their work shifts. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary.

### Jury Duty Leave

The Ministry encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you give us a copy of your summons notice as soon as you receive it, so that we may keep it on file. The Ministry will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time, you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

The Ministry will compensate full-time employees for the difference between jury duty compensation and your current daily pay for the first 5 of jury service (or in accordance

with applicable law, if different). If additional time is required, it will be granted, but without pay.

### Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

If you are a victim, or a family member of a victim, of domestic violence, sexual assault, or stalking, The Ministry will provide you with reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Family member means a child, spouse, parent, parent-in-law, grandparent, or person you are dating. The Company may request verification of your family relationship.

When possible, you must provide reasonable advance notice of the need for leave. If advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, you or someone on your behalf must provide notice no later than the end of the first day you take leave.

You may be required to provide verification that you or your family member is a victim of domestic violence, sexual assault, or stalking and that the leave is being taken for purposes described above. Verification must be provided in a timely manner and will only be used to establish that the leave is legally protected. You may satisfy the verification requirements by providing the Company with documents such as a police report, court order, or written statement.

With exception, information provided by you will be kept confidential. This includes:

- The fact that you or your family member is a victim of domestic violence, sexual assault, or stalking.
- That you have requested or obtained domestic violence leave.
- Any written or oral statement, documentation, record, or corroborating evidence you provide.

Information provided by you will only be disclosed under the following circumstances:

- When requested or consented to by you.
- When ordered by a court or administrative agency.
- Where otherwise required by applicable federal or state law.

Leave under this policy is unpaid; however, you may choose to use any accrued paid leave. Leave may be taken intermittently, on a reduced work schedule, or in a single block of time, as the circumstances warrant. During the leave, the Ministry will maintain any health insurance coverage being provided in the same manner as if you had not taken leave.

The leave must be reasonable in duration, which will be determined by management and you, based upon the circumstances.

Upon return from leave, you will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### Paid Family and Medical Leave Insurance

Washington's Paid Family and Medical Leave (PFML) program is a mandatory statewide insurance program that provides most employees in Washington with paid time off to give or receive care. Eligible employees are entitled to partial wage replacement benefits of up to 90 percent of their weekly pay, depending on their income. The program is administered by the Washington Employment Security Department (ESD) and is funded by premiums paid by both employees (through payroll deductions) and employers.

#### Eligibility

To be eligible for PFML you must:

- Have worked at least 820 hours (or about 16 hours a week) in Washington during the qualifying period. The 820 hours are cumulative, regardless of the number of employers or jobs you have had during the year. All paid work in Washington over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.
- Experience a qualifying event.

#### Qualifying Events

You may take PFML for the following reasons:

- Family leave to:
  - Bond with your newborn child, newly adopted child, or newly placed foster child (bonding leave);
  - Care for a family member with a serious health condition;
  - Prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to the family member's deployment; or
  - Deal with the death of a newborn or newly adopted/fostered child (bereavement leave).
- Medical leave to care for your own serious health condition.

Family member means:

- Your biological, adopted, or foster child, stepchild, a child's spouse, or a child to whom you stand in loco parentis, are a legal guardian, or are a de facto parent, regardless of age or dependency status.
- Your spouse or state registered domestic partner.
- Your parent or your spouse's parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian or an individual who stood in loco parentis to you or your spouse as a child).
- Your sibling.
- Your grandchild.

- Your grandparent.
- Any individual who regularly resides in your home or where your relationship creates an expectation that you care for the person, and that person depends on you for care. It does not include an individual who simply resides in your home with no expectation that you care for them.

#### Usage

Eligible employees may generally take up to 12 weeks of PFML per year. If you have more than one qualifying event in the same year, you may be eligible to take up to 16 weeks of PFML. Combined leave cannot exceed 16 total weeks unless there is a serious, incapacitating health issue related to pregnancy, which adds two more weeks (18 weeks total).

Bonding leave must be taken during the first 12 months after the child's birth or placement.

Bereavement leave must be used within seven calendar days of the child's death.

During the first six weeks after the birth of a child, any PFML used based on incapacity due to pregnancy or for prenatal care will count as paid medical leave by default, unless you choose to use paid family leave during that period.

PFML may be used intermittently rather than all at once.

You will not be required to use other leave before using PFML.

#### Requesting Leave:

If the need for leave is foreseeable, provide 30 days' written notice of your intent to take leave. Notice must contain at least the anticipated timing and duration of leave. If unforeseeable, provide written notice as soon as practical.

Failure to provide proper notice may result in the denial of leave for a period of time equal to the number of days that notice was insufficient.

#### Questions and Applying for Benefits:

If you have questions regarding this policy, contact the Co-Directors. If you are eligible for PFML benefits, you may obtain detailed information about the program and apply for benefits through the Washington Employment Security Department (ESD) website at <https://paidleave.wa.gov/>.

#### Retaliation:

The Company will not retaliate against employees who request or take leave under the Washington PFML program.

## **Miscellaneous**

### **Leaving the Ministry**

If you wish to resign your employment with the Ministry, we request that you notify your manager of your anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written note or letter.

You will be paid for accrued but unused paid time off as part of your last paycheck only if a departure notice is given at least two (two) weeks in advance, unless agreed upon by the Co-Directors.

The Ministry asks all employees to participate in an exit interview with the Co-Directors to leaving the Ministry. This provides an opportunity to return keys and other property and to tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave the Ministry in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, the Ministry may consider you to be a new employee with respect to time off, benefits, and seniority.

### **Dispute Resolution**

In a perfect world, every employment relationship would be smooth and harmonious. However, there are, unfortunately, times when employees and employers disagree. These disagreements often arise in the context of involuntary employment termination, but there may be disagreements regarding the right to a promotion, expense reimbursement, or on other matters.

All employees of the Ministry agree to first seek to mediate any dispute with the Ministry with a mediator from the American Arbitration Association or similar organization trained and experienced in employment disputes. If mediation is not successful, both the Ministry and the employee agree to submit their dispute to arbitration. The arbitrator will be chosen from a panel presented by the American Arbitration Association, or such other organization as is acceptable to both parties. The cost of the arbitrator will be split between the Ministry and the employee. Each party will be responsible for its own attorney or other related fees. Both the Ministry and the employee acknowledge that by agreeing to arbitrate, each gives up its right to litigate their employment dispute in court or to submit it to a jury. The decision of the arbitrator is final and binding.

However, either party may seek to have a court of competent jurisdiction enforce an arbitration award. In addition, the Ministry retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Ministry.

Although we seek to provide a workplace in which all employees feel that they are an important part of the Ministry and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the Ministry which can best be resolved through a formal procedure for dispute resolution. All disputes between any



employee and the Ministry are to be resolved in accordance with the following procedure. Please note, however, that the Ministry reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the Ministry or to constitute any part of a contract between you and the Ministry.

Any dispute between you and the Ministry may be resolved using this grievance procedure, with the exception of oral reprimands which are not recorded in your personnel file.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the Ministry. All grievances must be in writing. Using the form provided by the Ministry, you must state clearly and concisely all the known facts related to your grievance, including "who, what, where, when and the why." Clearly explain why you disagree with the act or omission that forms the basis for the grievance. Also explain what remedy you are requesting. You must sign and date the grievance.



## Grievance Procedure

### Preliminary Step

You must first address your grievance with a Director. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal grievance process.

#### **Step 1 -**

You must first submit your grievance in writing to a Director. Grievances must be submitted within thirty (30) calendar days following the date you first knew or should have known of the grievance. If you do not submit the grievance within the thirty (30) day period, you waive your right to assert it.

a Director will respond in writing within ten (10) days following receipt of your grievance. All grievances and replies in Step 1 must be in writing. If the grievance is not settled in Step 1, then you may proceed to Step 2.

#### **Step 2 -**

Within ten (10) days following your receipt of the written answer to your Step 1 grievance from a Director, you may appeal the disposition of your grievance by a Director to your Department Head. The Department Head will then undertake an investigation of your grievance and the underlying facts. Within 15 business days following receipt of your grievance the Department Head will meet with you in person to discuss your grievance. The Department Head will then provide a written response to your grievance within 15 business days following the date of your meeting.

#### **Step 3 -**

If you are not satisfied with the response of the Department Head at Step 2, you may submit your grievance to the President of the Ministry or the President's designee for review within five (5) days following receipt of the written response from your Department Head. The President or his or her designee will review the grievance and provide a written response within 15 business days following receipt of the Step 3 grievance.

#### **Step 4 -**

You may appeal a Step 3 grievance to Step 4 and request final and binding arbitration of your grievance. The request for arbitration must be in writing and must be made within 30 days following receipt of the response of the President or the President's designee at Step 3.

Upon receipt of your request, the Ministry will, within ten (10) working days of its receipt of your request, ask the Federal Mediation and Conciliation Service or the American Arbitration Association to provide a list of prospective arbitrators. The parties will choose an arbitrator from the list provided. If the parties cannot agree upon the choice of an arbitrator, then you and the Ministry will ask the American Arbitration Association to appoint an arbitrator to hear your case.

All fees or expenses of arbitration, including, without limitation, the arbitrator's fees and expenses and rental of a venue for the arbitration, if necessary, shall be borne equally

by the parties. Each party will pay its own attorneys' fees or costs other than the arbitrator's fees and expenses.

The grievant bears the burden of proof as to the validity of the grievance.

The decision of the arbitrator shall be in writing and the decision is final and binding. Arbitration is the exclusive forum for resolution of discipline and discharge cases, and both the Ministry and you waive your right to bring any action in court or to submit such matter to a jury. Either party may, however, seek to enforce an arbitrator's award in a court of competent jurisdiction. In addition, the Ministry retains the right to seek injunctive or other relief in the case of misappropriation of trade secrets or other confidential information, or any other action by an employee which might reasonably be expected to lead to irreparable harm to the Ministry.

### Recording Time

The Ministry is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Company timekeeping application. Exempt employees may also be required to track days or time worked. Speak with your Director for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked.

Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

You should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Director of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to a Director of any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

## Standards of Conduct

The Ministry wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.

- Lending keys or keycards to Company property to unauthorized persons. Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Please note, the Ministry does not endorse or recommend for hire of services outside of their regular duties (i.e., babysitting). The Ministry will not be held responsible for any services rendered by any employee outside of their working hours.

### Wage Disclosure Protection

In accordance with Washington law, the Ministry will not:

- Require, as a condition of employment, that you not disclose the amount of your wages.
- Require you to sign a waiver or other document that prevents you from disclosing the amount of your wages.  
Additionally, the Company will not discriminate or in any other manner retaliate against you for:
- Inquiring about, disclosing, comparing, or otherwise discussing your wages or the wages of other employees;
- Asking the Company to provide a reason for the amount of your wages or lack of opportunity for advancement; or
- Aiding or encouraging other employees to exercise their rights under this policy.

This policy does not require you to disclose the amount of your wages.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Directors.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

### Disciplinary Process

Violation of the Ministry policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Ministry encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Ministry is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, the Directors will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered,

eventual demotion, transfer, forced leave, or termination of employment. Your Directors will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Ministry is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.