



# **Employee Handbook 2021**

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## FOREWORD

***“Not more surely is the place prepared for us in the heavenly mansions than is the special place designated on earth where we are to work for God.”***

***-- Christ Object Lessons, page 327***

Welcome to the Arizona Conference Family! We believe you are employed here because God has a special work for you to do. We pray the Kingdom of God will be extended as a direct result of the contributions you make in your unique area of ministry. Together we want to finish the work so Jesus can come!

Arizona Conference workers create a unique Family. As you go about your day-to-day tasks, whether it be at your church, your school, or the Conference Office and perform great and small tasks, may it all be done to the honor and glory of the Lord and in the dignity and quality of the Christian lifestyle.

Our Heavenly Father is a God of order. This *Employee Handbook* is intended to help you perform your duties correctly in compliance with the laws of the State of Arizona, and in line with the Conference mission and vision, which states:

Mission: Light the world with Jesus love to grow the family of God

Vision/Core Values:

- “K” Keeping members involved
- “E” Evangelism
- “Y” Youth
- “E” Education
- “S” Stewardship

Thank you for the work you do as a valued member of the Arizona Conference Family!

Ed Keyes  
President

Jorge Ramirez  
Executive Secretary

Reggie Leach  
Treasurer

## ABOUT THIS EMPLOYEE HANDBOOK

As with any job change, you will experience a period of adjustment. You will want to know what you can expect from the Arizona Conference and what will be expected of you. You may have questions about your job duties, your benefits, and the general ministry of the Arizona Conference. We have prepared this *Employee Handbook* to assist you in finding the answers to many of these questions. However, we do not expect this *Employee Handbook* to answer all of your questions. Your supervisor will be your primary source of information.

This *Employee Handbook* is provided as a guide you may use to familiarize yourself with the Arizona Conference and its many areas of ministry. It is provided and intended only as a helpful guide. The *Employee Handbook* is not, nor should it be considered to be, an agreement or contract of employment, express or implied or a promise of treatment in any particular manner in any given situation. This *Employee Handbook* states only general Arizona Conference guidelines. To the extent anything contained in this *Employee Handbook* conflicts with an applicable employment agreement, the employment agreement governs. The Arizona Conference may, at any time, in its sole discretion, modify or vary anything stated in this *Employee Handbook*, except as required by law, and except for the rights of the parties to terminate employment at-will, which may only be modified by an express written agreement signed by the Employee and one of the three officers of the Arizona Conference.

This *Employee Handbook* supersedes all prior employee handbooks, manuals, policies, and procedures issued by the Arizona Conference. Any violation of the policies and/or procedures set forth in this *Employee Handbook* may result in disciplinary action, up to and including termination.

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## DEFINITION OF TERMS

For the sake of brevity, the following terms, acronyms, abbreviations, or generic words have been used in this *Employee Handbook*:

1. **ADCOM** - Administrative Committee comprised of the President, the Executive Secretary and the Treasurer
2. **Conference** - Arizona Conference Corporation of Seventh-day Adventists
3. **Department** –Ministries of the Arizona Conference such as Education, Youth, Young Adults, Administration, Hispanic, Regional, Multi-lingual, Human Resources
4. **Director** - Person in charge of the ministry mentioned above in item number 3
5. **ERI – (Economic Residual Income)** - Cost of living factor based on the region of employment
6. **Exempt Employee(s)** - An employee who is exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime requirements.
7. **FMLA (Family and Medical Leave Act)** - Policy which outlines conditions under which an employee may request time off for a limited period with job and accrued benefit protection
8. **HRD** - Human Resources Director
9. **IT** - Information Technology
10. **Locally Funded Employees** - An employee whose remuneration and benefits are funded by a local church or school.
11. **NAD WP** - North American Division Working Policy
12. **Non-exempt Employee(s)** - An employee who is subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for hours and fractional hours worked.
13. **Office Manager** - Treasurer
14. **Officers** - President, Executive Secretary and Treasurer
15. **Portable Computing Device** - A portable computing device, includes but is not limited to, a laptop computer, a netbook, a smartphone, a personal digital assistant, a slate, etc.
16. **Remuneration Factor** - Basic remuneration factor on which employee compensation is based
17. **Worker's Report** - Conference's Travel and Expense Report

## SECTION 100 - GENERAL INFORMATION

### All Employees:

#### 100.00 Employee Handbook

The purpose of this *Employee Handbook* is to clarify relationships and provide information regarding policies and procedures with reference to employment at the Arizona Conference Corporation of Seventh-day Adventists (hereinafter referred to as the Conference). Employees do not have employment contracts unless they are in writing and signed by one of the three officers.

If questions arise, they should be discussed with the supervisor, department director and/or the HRD.

#### 100.10 Current Employee Handbook

This *Employee Handbook* is not a contract, express or implied, guaranteeing employment for any specific duration. No supervisor, manager, minister or any other representative of the Conference has the authority to enter into any employment agreement for any specified period of time or to make any promises or commitments, contrary to the foregoing, without specific authorization from ADCOM.

This edition of the *Employee Handbook* supersedes all previous editions and shall be adhered to except as it shall be amended by subsequent actions of ADCOM and/or Executive Committee.

#### 100.20 Changes in Employee Handbook

Policies and procedures may change at any time, and employees will be notified of any changes. The most current policies and procedures are available from the HRD. Employees may periodically receive updates of new, revised, or deleted policies.

#### 100.30 Exceptions to Policies

Only ADCOM and/or Executive Committee have the authority to make exceptions to policies, regulations, and procedures.

#### 100.40 Suggestions

Suggestions to improve office operations and reduce expenses are welcomed and appreciated. Please pass along any suggestions to the Office Manager.

#### 100.50 Committee Room Reservations

Reservations of rooms for committees and other meetings are to be coordinated with the President's office.

## 100.60      **Employment Records**

The HRD keeps employment records for each employee. These records are the property of the Conference. In order to keep these records current, changes should be communicated with the HRD including, but not limited to, any change in name, marital status, address, email address, telephone number, dependents, and/or other pertinent information.

## 100.70      **Direct Deposit**

The Conference requires all employees to use direct deposit. A paycheck can be issued if circumstances warrant. See the Treasury Department for details.

## 100.80      **Employee Loans**

Employees should arrange their personal financial affairs to live within their regular income. ***Employees shall not seek loans from their assigned church, district or from church members.*** Employees needing financial assistance should discuss their needs with the Treasurer. Loans may be granted to employees in accordance with the Conference Investment Policy. Employee loans are subject to availability of funds and must be for a substantiated financial need after all other funding sources have been exhausted. Before any loan proceeds are disbursed, the Employee must furnish the Treasurer with a written and signed request which indicates the amount needed and authorizes the Conference to make payroll deductions to cover the agreed upon payments until the obligation has been paid in full. If an Employee ceases to be employed by the Conference for any reason, the loan shall be paid in full before the Employee receives their final paycheck.

## 100.90      **Expenditure of Funds**

It is a sacred responsibility to be stewards of the Lord's funds which have been contributed by God's faithful people. In expending these funds for travel and other purposes, employees should exercise a greater sense of accountability than might be exhibited in the handling of their own personal funds.

## 110.00      **Fire Protection and Safety**

The Conference is committed to keeping its workplace accident free and providing employees with a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm. This can only be accomplished if all employees work together. When an employee is aware of any unsafe practice or notices an area of the physical plant that needs attention, they should promptly notify the Office Manager.

1. Fires in an office complex such as the Conference Office can be tragic, resulting not only in the loss of property but also of lives. Employees should be alert for fire hazards and should immediately report to their Supervisor or Department Director any potential fire hazard such as accumulation of combustible materials, faulty electric fixtures, etc.

Fires should be reported by pulling the fire alarm or calling 911. Periodic fire drills and/or training may be conducted which includes the location of fire extinguishers, emergency exits, etc.

The responsibility for visitors lies with the Employee being visited. Visitors should be evacuated with the Employee. Extra care is required if disabled individuals are in the office.

#### **110.10 Insurance**

Accidental death and dismemberment insurance, survivor benefit insurance and other personal insurance programs are available at special group rates. Premiums may be paid through an authorized payroll deduction plan. Full information may be obtained from the Human Resources Department.

#### **110.20 Notary Public**

Employees may use the Notary Public services available through the Conference at no charge. Any documents to be notarized must be signed in the presence of the Notary.

#### **110.30 Parking**

Vehicles should be parked carefully within parking lines and in the designated parking areas. Damage caused by or sustained by employees' vehicles should be reported promptly to the Treasury Department. The Conference does not accept responsibility for damage to vehicles while in the parking areas.

#### **110.40 Personal Business**

As a general rule, the employee should take care of personal business outside of their regularly scheduled work hours. If it is necessary for a non-exempt employee to care for personal business during working hours, arrangements shall be made with the Department Director. All non-exempt employees must be clocked out during this time. Do not ask or expect co-workers to do non-work-related tasks.

#### **110.50 Personal Property**

The Conference assumes no responsibility for loss or damage to personal property brought to work.

#### **110.60 Solicitation and Vending**

Employees of the Conference are expected to maintain a proper professional image and to avoid business activities for personal benefit during business hours. For the purpose of reducing interruptions which are caused by the promotion and/or sale of products a "no solicitation and vending" policy is in effect except where specific authorization is granted by ADCOM. Exceptions may be granted for the Employee's children's school projects and/or mission trips.

#### **110.70 Telephone**

- 1. Courtesy** - Care and courtesy in using the telephone not only creates a good impression for the Conference, but it also makes the contact more pleasant for those who are calling. In using the telephone, please keep in mind the following suggestions:

- a. Answer pleasantly and promptly;
  - b. Identify yourself by name;
  - c. Give accurate and careful answers;
  - d. Display a helpful attitude;
  - e. Maintain a pleasant tone of voice at all times;
  - f. Take careful notes and give the information to the intended person;
  - g. Transfer calls tactfully;
  - h. Hang up gently; and
  - i. Be sure that reception is notified if you will be away from your area for a period of time.
- 2. Personal Calls** - Personal telephone calls should be kept to a minimum and of limited duration. Calls should be made during lunch break or morning and afternoon break time.
- 3. Personal Business** - An employee is not permitted to use, directly or indirectly, Conference telephones in connection with a secondary job or other activities unrelated to Conference business.

## **110.80 Cellular Phones (Courtesy and Safety Rules)**

To reduce the risk of accidents while traveling, employees using cellular phones for Conference business may only use phones that are hands free. As a courtesy to guests and other employees, please turn the phone to vibrate or silent mode during worships and staff meetings.

## **110.85 Radios, iPods, CD Players and TV Sets**

To maintain a high level of professionalism and customer service, employees are encouraged to use discretion in the use of radios, CD players and other portable devices during work hours, being especially conscious of the volume, not disturbing other employees and guests and that the music exemplifies Christian principles. TV sets, except for job-related purposes, are not permitted.

## **110.90 Work Rooms**

Employees are expected to leave the work areas orderly and clean at all times.

## **120.00 Unemployment Insurance Benefits**

As a religious organization the Conference is exempt from paying unemployment benefits to employees. If a terminated employee applies for unemployment benefits with the State of Arizona, the application will be denied. The Conference may pay a termination benefit, based on years of service, in accordance with NAD WP which is designed to partially compensate employees for not being covered by unemployment.

## **120.10 Workers' Compensation**

All employees of the Conference are covered under Workers' Compensation insurance. All injuries sustained while in the line of duty should be reported immediately to the Treasury Department, and the appropriate forms should be completed.

## **120.20 Verification of Employment – Current and Former Employee**

An employee may be approached by current and former employees and asked to provide a work reference for prospective employers. All such requests are to be referred to the HRD for appropriate follow up and response.

Additionally, the Treasury Department receives requests from lending and other credit institutions to provide employee-related information. The Conference does not make any promise, prediction or guarantee of future employment for any period of time. Employment is terminable at-will, at any time, for any reason, by either the Employee or the Conference.

In response to requests for information HRD and the Treasury Department will confirm dates of employment, positions held and related salary information. No information is provided regarding performance. Exceptions may be made where state statutes permit the disclosure of certain types of employment related information. A signed waiver and release from liability is required from current and former employees prior to the release of any information.

In the event telephone calls are received for employment verifications, an employee may be asked to sign an authorization to release information if the caller does not provide one. If it is not possible to contact the Employee immediately, there could be a delay in verifying their employment information to the caller.

## **120.30 Non-exempt Employees – Personal Work**

Employees who supervise non-exempt employees working for them shall not have them do personal work such as writing checks to pay bills, typing personal correspondence, addressing Christmas cards, shopping, etc.

## **120.40 Reduction in Force**

Changes in business conditions and other circumstances may require reorganizations or reductions in the Conference work force. If it is determined that a reduction in force is appropriate, the Conference will first determine the location, department(s) and job position(s) to be affected by the reduction. The Conference will first consider employees within a particular job position, location and/or department who are within the introductory period and then other full and part-time employees in the specific job position and

department. Employees whose positions are eliminated will not be notified should their prior position become available again but will be eligible to apply for future vacancies by submitting an application.

Employees may also be reassigned to different facilities, departments, duties or work schedules in connection with or following reorganization or reductions in force. Employees refusing such reassignments are subject to termination.

## **Employees Working At Least 19 Hrs/Wk:**

### **130.00 Retirement Plan**

The Conference participates in an auto-enrollment Defined Contribution Retirement Plan (403b) for employees who are eligible to participate. This plan allows both the employee and employer to set funds aside for retirement. The Employer portion is 5% with a matching contribution of up to an additional 3% if the employee contributes at least the same amount on their own. In general, these funds are deducted from the employee's pre-tax earnings which will enable the employee to defer tax payments on the contributed funds until the employee withdraws the funds. After-tax Roth and non-deductible accounts are also available,

## **Conference Office Only:**

### **140.00 Assignment of Executive and Administrative Assistants**

Each Executive and Administrative Assistant is assigned specific areas of duties in the Conference Office. There should be mutual cooperation between assistants in accomplishing the total work of the office. The assistant's supervisor should be contacted regarding the need of additional help and should also be informed of available time to help in other departments. The Office Manager should be informed of these arrangements.

### **140.10 Appointments Away from Office**

Department Directors may authorize a non-exempt employee to be absent from the office for a local meeting or event on the following basis:

1. **Need** - The local meeting or event is recognized as necessitating assistance.
2. **Procedure** - A letter from the Director requesting the assistance is to be submitted to ADCOM via the Office Manager's office.
3. **Compensation** - When a non-exempt employee is assisting in department related work during non-office hours, time away from the office (at 1.5 hours for every hour worked) may be granted within the same week, as arranged with the Department Director, if the additional time would cause the employee to go into over-time.
4. **Planning** - Departments are requested to plan meetings or events in such a way that, as far as possible, services of non-exempt employees will not be required.
5. **Special Situations** - When it is deemed necessary that a planned meeting or event requires the service of non-exempt employees, the following procedure shall apply:

- a. ADCOM shall consider requests by departments for the services of non-exempt employees in connection with such meetings/events.
  - b. In considering such requests, ADCOM will study the following aspects: site of the meeting or event, complexity of meeting or event format, location of the meeting or event as it relates to travel expenses, the frequency of such requests from the department, and the availability of local personnel at the meeting or event location.
6. **Travel Expense** - If authorization is granted, the travel expense of the non-exempt employee shall be charged to the travel budget of the requesting department.
  7. **Overtime** - Anticipated overtime must be requested and approved by ADCOM in advance.

## 140.20 Weekend Work Policy – Non-exempt Employees

At times, non-exempt employees may be requested to carry out specific functions within the Conference that support the services offered by a department director. In the event weekend work is necessary, the following guidelines shall apply:

1. A written request for weekend work by a non-exempt employee must be submitted by a department director to ADCOM in advance of scheduling the requested work. The request shall include the purpose of the work and shall also include the estimated number of hours required to perform the work.
2. If the request is approved, the employee will be paid for actual hours worked. In addition, the following will apply:
  - a. The employee shall be reimbursed for any approved expenses, i.e. mileage, meals, etc.
  - b. The employee will be paid as determined by the prevailing wage and hour laws for any applicable travel time required while performing the duties requested. (see separate travel time policy)
  - c. The employee's time, travel and approved expenses paid shall be charged to the budget of the department making the request.
3. Standard overtime approval procedure as outlined in Section 300.50 of this *Employee Handbook* shall be followed if the weekend time (including applicable travel time as required by the prevailing wage and hour laws) causes the total time worked by the non-exempt employee to exceed 40 hours in the week in which the weekend work occurred.
4. In lieu of overtime, a department director may allow the employee to take time off at the rate of one and one-half hours for each overtime hour worked. Any time off must be taken within the same week in which the weekend work occurred.



### 140.30 Children in Office Complex

Conference employees are to refrain from bringing young children into the office complex on a regular basis.

### 140.40 Pets in Office Complex

Conference employees are to refrain from bringing their pets to the office.

### 140.50 Dining Facilities

Adequate facilities for cooking or heating food may be available. Employees are expected to clean up after themselves after each use leaving the area neat and clean; including turning off lights, stove and oven. All personal food items should be removed from the refrigerator every Thursday at the close of the workday. Personal food items left after Thursday each week may be thrown in the trash, including containers. It is the responsibility of those employees using the kitchen facilities to participate monthly in a thorough cleaning.

### 140.60 Site Usage

Conference employees may use the Conference Office for immediate family functions as an employee benefit. The employee will be required to be on-site for the function and be responsible for cleanup and security of the building and premises. Contact the Office Manager's office for scheduling.

### 140.70 Equipment

1. **Requisitions** - Requests for equipment purchase or maintenance of more than \$500 should be sent to the Treasurer. Items costing less than \$1,000, once approved, are expensed to the requesting department. Items of more than \$1,000 will be capitalized. Expenditures cannot exceed budgeted amounts without prior approval by the Treasury Department.
2. **Electronic Repairs** - Problems with computer equipment should be directed to Information Technology (IT). All other equipment repairs should be processed through the Treasury Department.
3. **Assigned Place** - Non-portable equipment is to be kept in its assigned place and shall not be removed to other offices or outside the Conference Office unless approved by the Office Manager.

### 140.80 Keys

Keys for the Conference Office may be obtained from the Treasury Department. Employees will be assigned a key to the area(s) for which they are responsible after signing the Conference's key log. Keys must be returned prior to leaving employment with the Conference. Please report any lost or missing keys to the Treasury Department immediately.

## **140.90      Floral Arrangements**

The Communication Department is responsible for sending flowers for special occasions when properly notified. These include: deaths of current employees, spouse or children of current employees, parents of current employees, employees who are hospitalized or other individuals as deemed appropriate by one of the Officers.

## **150.00      Lost and Found**

Misplaced items found on the premises are to be turned in to the receptionist.

## **150.10      Mail Service**

Mail is taken to the post office at 1:00 p.m. Monday through Thursday. When the mail arrives each day, it will be sorted and distributed into the appropriate boxes.

Employees are responsible for paying the Treasury Department for any personal postage obtained by using the Conference's postage meter.

## **150.20      Office Cleaning**

Dusting of tops of desks and tables is the responsibility of each employee. Other janitorial needs are provided by an outside service.

## **150.30      Office Decorations**

The Office Manager shall be responsible for assigning to certain employees the task of seasonal decorating in the office lobby such as spring, fall and Christmas. Employees may personally decorate their own offices. Decorations should be limited and appropriate for a professional office environment.

In order to provide consistency of décor, funds may be budgeted to upgrade the offices via paint, office furniture when necessary, pictures and other accessories and will be paid through the Department budget or through personal funds. Prior approval by ADCOM is required for any permanent office decorations.

## **150.40      Photocopying**

Copy machines are located in the various workrooms. Instructions for use of the machines are given at the time of orientation. There is a fee for personal use of the copy machines. Payment is to be made to the Treasury Department.

## **150.50      Security**

Security locks are in place where necessary. Employees authorized to use the office after hours should check in/out carefully and accurately to keep the building secure at all times.

Employees are assigned a key for entering the office building. The front door is unlocked from 8:00 am - 6:00 pm Monday through Thursday. All other outside doors are to be locked at all times.

## **150.60 Seminar Attendance**

Department Directors may authorize employees under their supervision to attend one-day seminars in the Phoenix area with a fee up to \$200 provided the fee is charged to the Department's budget. Requests must be authorized by ADCOM for seminars that are \$200 or greater in cost. There is a maximum of one seminar per year per employee unless authorized by ADCOM.

## **150.70 Office Supplies**

General office supplies are available for Conference business use only. Employees should report to the person in charge of office supplies whenever it is noticed that the last of an item is taken or the supply is low.

Supplies needed for a specific department or project must be obtained from the employee in charge of office supplies.

Special items or equipment purchases must be approved by the Treasury Department prior to ordering or purchasing.

## **150.80 Bulletin Boards**

Bulletin boards have been strategically located to better facilitate appropriate communication among the staff within the Conference Office. The Treasury Department is responsible for the material posted. Contact the Treasury Department for further information.

## SECTION 200 - EMPLOYMENT POLICIES

### All Employees:

#### 200.00 Equal Employment Opportunities

The Arizona Conference Corporation of Seventh-day Adventists is an incorporated religious organization located in Scottsdale, Arizona. The employment practices of the Church reflect religious preferences in harmony with the United States Constitution and controlling laws. Nothing in this provision is intended to, nor shall it, affect or limit any rights the Conference has to discriminate as permitted by law, including religion under Title VII of the Civil Rights Act of 1964 or any other equivalent state or local law.

The Conference does not discriminate and will not tolerate discrimination on the basis of race, color, national origin, gender (except in positions requiring ordination), color, age, marital status, military service, pregnancy, childbirth and related medical conditions, genetics, or disability that does not prohibit performance of essential job functions. This is reflected in practices and policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In harmony with the above statement, the Conference complies with the Americans with Disabilities Act (ADA) of 1990. This act gives civil rights protection and equal opportunity to qualified individuals with disabilities in all employment practices, including job application procedures, hiring, advancement, compensation, training, termination and other terms, conditions, and privileges of employment. An individual is considered to have a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Any violation of these policies will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated these policies, the Employee should bring the matter to the attention of the Supervisor, Department Director, or the HRD. The Conference will promptly investigate the facts and circumstances of any claim that these policies have been violated and take appropriate corrective measures.

No employee will be subject to, and the Conference prohibits, any form of discipline or retaliation for reporting a perceived violation of this policy, pursuing any such claim or cooperating in any way in the investigation of such claims.

#### 200.10 Conditions of Employment

The Conference strives to maintain a highly qualified staff. Personnel selection is based on the following qualifications and characteristics: attitude, character, church status, aptitude, education, training, experience, ability, integrity, adaptability and physical ability to perform job functions (with or without accommodation). Necessary qualifications are:

1. **Church Membership** - Membership in the Seventh-day Adventist Church within the Arizona Conference, unreserved commitment to its objectives and mission and a personal relationship with Christ.
2. **Church Teachings** - Careful adherence to Bible-based teachings and standards of the Seventh-day Adventist Church by exemplifying standards of personal conduct.

3. **Lifestyle** - Personal conduct demonstrated in a lifestyle which is expected of Seventh-day Adventists by thoughtful attention to personal example and positive influence in grooming, dress and the avoidance of extremes, including but not limited to:
- a. Chemical or substance abuse such as: use of alcoholic beverages and tobacco; illegal possession and/or misuse of drugs\*;
  - b. Use of profanity;
  - c. Immoral conduct, including but not limited to, adultery, fornication and homosexuality; and
  - d. Marriage other than as it is defined Biblically by the Seventh-day Adventist Church; namely between one man and one woman.
  - e. Sexual activity outside of marriage, as the Church defines it.
  - f. Gambling in any form.

\*Arizona Conference provides and maintains a drug-free workplace. The unauthorized possession, sale, distribution or use of a controlled substance is prohibited. Any employee violating this prohibition will be reported to the proper authorities and is subject to immediate termination.

4. **Work Performance** - Ability to successfully perform assigned job responsibilities.
5. **Professional Standards** - Careful adherence to the highest professional and ethical standards in integrity and confidentiality.
6. **Loyalty** - Willing and consistent loyalty to the Seventh-day Adventist Church and its leadership and cooperation with the Conference and its departments.
7. **Stewardship** - Exemplary witness in faithful stewardship, as Biblically defined, in personal finance, tithe, time and talents as referenced in Section 200.20 of this *Employee Handbook*.
8. **Commitment** - Unreserved commitment and fidelity to Christian service for all employees and to ordination vows for ministers.
9. **Personal Finances** - Management of personal finances enabling one to live within one's regular income and assure the payment of all just obligations on a timely basis.
10. **Conflicting Interests** - Avoidance of conflicting interests and enterprises as referenced in Section 200.90 of this *Employee Handbook*.
11. **Prescribed Procedures** - Compliance with prescribed procedures for resolving conflicts, disputes, complaints and grievances.
12. **Employee Handbook** - Compliance with the regulations of the Conference as set forth in this *Employee Handbook* and the policies of the Seventh-day Adventist Church.

13. **Fidelity Insurance** - Ability to qualify for fidelity insurance bonding under Arizona Conference fidelity insurance.

## 200.20 Faithful Tithing

1. **Rationale** - Tithing is a basic Biblical principle that speaks to a person's relationship with the Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and the Creator. Another is experiencing the intrinsic satisfaction of giving of one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tithe payer can be received in no other way.
2. **Models** - Seventh-day Adventist employees are to be models in every facet of their lives. Church members should see in Conference employees a fidelity to basic principles which is unequivocal. Such commitment needs to be exercised in respect of all the standards of Christian living. Employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.
3. **Review** - Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs and practices of the Church, becomes a condition of employment for all credentialed/licensed Seventh-day Adventist employees. Consequently, at the time of employment, each individual shall be informed in writing of this requirement that includes the expectation of faithfulness in tithing. Tithes should be returned to the Conference church where the Employee's membership is held. Employees tithing practices may be subject to an annual review.
4. **Concern** - If it is determined that an employee is not faithful in tithing, the Conference President, or designee, shall discuss the matter with the Employee in the spirit of pastoral concern and endeavor to promote understanding that the Employee is following a course that is harmful to a relationship with the Creator.

## 200.30 Employment At-Will

The Conference's policy is that employment is "at-will." You are free to leave the Conference at any time, with or without a reason and with or without notice. The Conference also has the right to end your employment at any time, with or without a reason and with or without notice. Although the Conference may choose to end your employment for a cause, cause is not required. Further, the Conference has the right to manage its work force and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay-off, terminate, or change any term or condition of employment at any time, with or without a reason, and with or without notice, unless otherwise required by law.

Any agreement for employment for a specific period of time or otherwise contrary to the policy of at-will employment must be in writing and signed by one of the three Officers of the Conference and the Employee.

## 200.40 Employment Procedure

1. **Application** - All prospective employees desiring employment will complete a formal application for employment. Applicants are interviewed and screened by the Department

Director and ADCOM, including reference checking and background screening. Employment of a non-exempt Conference Office employee is typically voted by ADCOM. The Conference reserves the right to request a post-hiring medical examination as allowed by law at its expense. Initial screening of prospective applicants may include applicable skill tests. No representative of the Conference, other than ADCOM and/or the Executive Committee, has the authority to enter into any employment agreement at any time, including the setting of remuneration rates, with the prospective employee. Every employee is required to sign the *Employee Acknowledgement* as provided in Addendum A.

2. **Verification of Employability** - Persons employed by the Conference will be required to present documents establishing employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. Failure by employees to complete the I-9 form or produce genuine, non-expired documents within the three-day (3) time period required by law, will result in ineligibility for continued employment.
3. **Orientation** – All new full-time benefited employees must schedule an appointment with Human Resources to complete their new-hire paperwork in person at the Conference office prior to their start of work. The Human Resources Department and the Treasury Department will provide an annual orientation for all new employees to provide them with a complete introduction to the Conference and its policies and procedures. Department orientation is the responsibility of the Director for policies and procedures in their specific area.
4. **Health Care Assistance** - There is a 30-day waiting period for new, full-time (non-transferring) employees for Health Care Assistance Plan coverage.
5. Nothing in this provision shall modify the Conference's at-will employment policy.

## **200.50      Employment Classification**

1. **Full-time** - An employee is considered full-time when they are assigned a regular position and are working a scheduled minimum of 38 hours per week (1,976 hours annually) or work full-time on a salaried basis. A full-time employee is eligible for the following benefits:
  - a. Health care assistance (An employee who works a minimum of 30 hours per week is eligible for health care assistance);
  - b. Life and long-term disability insurance;
  - c. Retirement;
  - d. Holiday pay;
  - e. Vacation /paid leave;
  - f. Extended sick pay
  - g. Bereavement leave pay;

- h. Jury duty pay;
- i. Year-end holiday bonus;
- j. Long-Term Care Insurance and other voluntary plans
- k. Flexible Spending Account
- l. Request for financial assistance from ADCOM for approved continuing education/graduate studies.

Employees participating in flexible work schedules will be considered full-time if they work the required 38 hours per week.

2. **Part-time** - An employee is considered part-time when assigned a regular position working on a scheduled basis for less than 38 hours a week, but at least 19 hours a week. A part-time employee is eligible for the following benefits on a pro-rated basis, based on hours worked:

- a. Vacation / paid leave;
- b. Extended sick pay
- c. Retirement;
- d. Holiday pay;
- e. Bereavement leave pay;
- f. Jury duty pay;
- g. Voluntary insurances
- h. Flexible Spending Account
- i. Year-end holiday bonus.

2. **Part-time, Non-benefited** - An employee is considered part-time non-benefited when assigned a position with or without a regular schedule and working less than 19 hours per week. A part-time non-benefited employee is eligible for the following benefits:

- a. Workers' Compensation
- b. Voluntary Insurances through Colonial Life, Legal Shield and AFLAC
- c. Voluntary contribution to the Adventist Retirement Plan

4. **Temporary Full-time** - An employee is considered temporary full-time when filling a temporary position working on a scheduled basis of 38 hours per week. An employee may not remain in a temporary classification for more than six (6) months of continuous employment. No employment benefits are available.



5. **Temporary Part-time** - An employee is considered temporary part-time when filling a temporary position working on a scheduled basis of less than 38 hours a week. No employment benefits are available.
6. **On-Call Floaters** - Employees (including students) are considered on-call floaters when filling temporary floater assignments as needed. No employment benefits are available.
7. **Locally Funded Employees** - While employees may be locally funded (i.e., their remuneration and benefits are funded by a local church or school) the Conference is the Employer for all employees in all classifications, whether assigned to the Conference Office or any other Conference facility, such as a church or school. **Non-exempt locally funded employees are legally required to turn in, on time, their time sheets which accurately reflect actual hours worked. Failure to comply will result in discipline up to and including termination.**
  - a. All Locally Funded employees who regularly work a minimum of 30 hours per week will be eligible for health care benefits. No healthcare benefits will be available for part-time employees who regularly work less than 30 hours per week.
  - b. Retirement benefits will be offered to Locally Funded employees who regularly work a minimum of 19 hours per week.
8. **Pastors** are exempt employees whose job descriptions shall be determined by the Conference based on the job functions to be performed and the percentage of workload as compared to a full-time pastor's job description. Pastoral positions may be full or part-time. If the part-time work does not meet the federal guidelines for an exempt employee, the pastor will be classified as non-exempt, as determined by the Conference in consultation with legal counsel. All employees are governed by the applicable state, provincial, and federal laws.

These lists of benefits may be amended as deemed appropriate by the Conference.

## 200.55 Employee Onboarding

The welcoming of new employees is a collaborative effort that includes human resources (HR), the hiring department and other teams throughout the Arizona Conference. Preparing for new hires and providing appropriate guidance and information during the first several days of employment can ensure a successful transition. This short-term onboarding process is not a replacement for orientation of employees to their specific role and department, which is a more detailed and longer process.

HR will meet with the new hire on the scheduled day, preferably at the start of his or her first day of work, to complete new-hire paperwork and review benefits information. The employee will then meet with Treasury, Payroll, Communications, Education, Secretariat, Ministerial and any other available departments to receive an overview of the organizational culture, mission and vision, and introduction to the staff.

## **Orientation Meeting**

New hires will be scheduled to attend an orientation meeting within the first year of employment. The meeting will be conducted in one partial day and will include topics to introduce the employee to the broader role of the Arizona Conference, its mission and vision, organizational chart, employee handbook, key administrative policies and procedures, and benefit plan information.

Time spent completing new-hire paperwork and time spent in the orientation meeting are considered hours worked. Each employee's timecard should reflect the time engaged in the orientation and onboarding programs as paid hours and should be coded appropriately.

## **200.60 Service Records**

The Executive Secretary and Human Resources are responsible for obtaining and keeping a service record for each employee. At any time during regular office hours an employee may request a copy of their service record.

When an employee transfers from the Conference to another denominational organization within the NAD, a copy is made for the Conference's files and the original copy is forwarded to the new employing organization.

If an employee discontinues denominational service for other than retirement reasons, Human Resources shall record an appropriate action relating to the Employee's discontinuance of service and the particulars of any financial settlement made and shall continue to maintain both the original manual service record for years prior to 2000 and the computerized record for all years of service credit.

When an employee retires permanently from service with the Conference, the Employee's service record, together with the Retirement Application as specified by the NAD's Retirement Plan, shall be certified by an authorized employer representative and forwarded to the NAD Retirement Office.

## **200.70 Employment of Relatives**

It is the Conference's policy to assure that all employees are hired, promoted and supervised on the basis of individual merit. The Conference is concerned about the adverse effects of nepotism, which is the showing of favoritism toward a relative or related person. Even if favoritism or conflicts do not occur, the employment of relatives may cause employee relations problems. The practice of nepotism in hiring or any aspect of employment is discouraged by the Conference. The hiring of relatives in the same department is prohibited to the extent allowed by law.

For the purpose of this policy a "relative" means husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of the Employee, grandchildren or step-parents/children. The Conference reserves the right to make a final determination whether an employee is "related" to another employee or applicant.

No person related by blood or by marriage to any Conference Officer shall be employed in any capacity within the Conference Office.

## **200.80      Holding Other Employment**

Employees shall refrain from any sideline, business, or activity, either denominational or extra-denominational, which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

ADCOM shall determine whether outside activities are interfering with the employee's efficiency and contribution.

## **200.90      Conflict of Interest**

Conflict of interest means any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the Conference.

Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all the other requirements of the policy are met. However, an officer, trustee, or director serving on an organization's board is expected to act in the best interest of the organization and its role in the denominational structure.

A conflict of commitment means any situation that interferes with an employee's ability to carry out their duties effectively. Elected, appointed, or salaried employees on full-time assignment are compensated for full-time employment. Therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the North American Division's Statement of Ethical Foundations and Conduct, attached hereto as part of Addendum B, or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

Individuals subject to this policy include all trustees, officers, executive committee members, employees, and volunteers of the Conference, and each must sign the Conflict of Interest and/or Commitment Policy Statement of Acceptance (found in Addendum B).

- 1. Conditions Constituting Conflict** - A trustee, officer, Executive Committee member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the Conference or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the Conference. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:
  - a. Engaging in outside business or employment that encroaches on the Conference's call for the full services of its employees even though there may be no other conflict.

- b. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the Conference.
- c. Engaging in any business with or employment by an employer who is a supplier of goods or services to the Conference.
- d. Making use of the fact of employment by the Conference or its prestige with an outside business or employment or using one's connection to the Conference to further personal or partisan political interests.
- e. Owning or leasing any property with knowledge that the Conference has an active or potential interest herein.
- f. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the Conference or is otherwise regularly involved in business transactions with the Conference.
- g. Accepting or offering of any gratuity, favor, benefit or gift of greater than nominal value or of any commission or payment of any sort in connection with work for the Conference other than the compensation agreed upon between the Conference and the Employee.
- h. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the Conference for personal profit or advantage, directly or indirectly.
- i. Using Conference personnel, property, equipment, supplies or goodwill for other than Conference approved activities, programs, and purposes.
- j. Expending unreasonable time during normal business hours for personal affairs or for other organizations, to the detriment of work performance for the Conference.
- k. Using one's connections within the Conference to secure favors for one's family or relatives.

## 2. Statement of Acceptance

- a. **By Employees** - At the time of initial employment the employee will be asked to sign a statement indicating acceptance of the conditions of employment as outlined in this *Employee Handbook* (Addendum B). This acceptance will constitute the Employee's declaration of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy. On an annual basis, the Conference will provide exempt employees with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or Commitment Policy and will inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.

- b. **By Administrators, Department Directors and Trustees** - Annually the Conference will receive a statement of acceptance and compliance with the policy on conflict of interest and/or commitment from each administrator, department director, member of the executive committee, and any other person authorized to handle resources of the Conference. The Conference may determine that other individuals will also be required to submit annually a statement of acceptance and compliance. Submission of the statement by persons identified above will constitute a declaration of compliance with the policy and will place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

### **3. Reporting Potential or Actual Conflicts of Interest or Commitment**

All present and potential conflicts of interest must be disclosed to the Executive Secretary.

- a. If known, in advance of any meeting, business transaction, or other activity at which the issue may be discussed or on which the issue may have a bearing on the person's approach to the issue, whether directly or indirectly; or
- b. If not known in advance, when the actual, possible, or potential conflict becomes apparent disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the person's Supervisor, as appropriate. The person should remove themselves from the room or situation to avoid participation in all discussion or deliberation on the issue, and voting. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board or equivalent group may decide that no conflict of interest exists and invite the participation of the person.

This policy establishes a process that is self-identifying. However, third parties may report alleged conflicts in writing with supporting documentation to a Conference Officer if the Employee fails to disclose a conflict or does so inadequately. The source of third-party reports shall be held in confidence by the recipient unless it is required to divulge the information pursuant to a court order or if there is indication that the report is fraudulent or made with malicious intent.

### **4. Sanctions for Noncompliance**

Noncompliance includes failure to:

- a. Comply with this policy;
- b. Report accurately on the disclosure form.
- c. Comply with decisions made by the Conference as a result of reported potential or actual conflicts of interest and/or commitment.

Non-compliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.

Contact the HRD for conflict of interest forms and/or questions regarding current policy.

## 210.00 Work Schedule

1. **Regular Schedule** - The Conference Office operates on a 38-hour workweek. Regular business hours begin at 8:00 am and continue until 6:00 pm, Monday through Thursday. All office employees are expected to attend worship each morning (see Section 250.00 of this *Employee Handbook*). Unless an employee has an approved flexible work schedule, they are expected to follow the regular work schedule (see number 5 below).
2. **Lunch Period** - Employees are allowed a 30-minute unpaid lunch period, which must be taken by 2 pm. Employees are urged to leave their office or personal work area during the lunch break to receive the benefit of a change of environment. Working through the full lunch break is discouraged. Any variance in the 12:00 noon to 12:30 pm lunch period should be communicated to the receptionist, if the department director does not plan to cover the telephone, so that information can be readily available to help in handling incoming calls or visitors.
3. **Breaks** – Although the State of Arizona does not require rest breaks to be provided, the Arizona Conference chooses to allow its employees to take two daily rest breaks. The 15-minute rest periods shall be scheduled as near as possible to the midpoint of the morning and afternoon. The rest periods cannot be added to the lunch break or used to end the day early.
4. **Absences** - An employee is expected to be at their post of duty on all workdays except declared holidays and regularly arranged and earned vacations. If an exempt employee is ill, the Employee's pay continues; however, sick days should be noted on the monthly Worker's Report. If an hourly employee is ill, the Employee gets paid only if hours are available in the Employee's paid leave or sick leave bank. Absence due to illness should be reported to the Department Director so that proper communication within the office and between office and callers can be made.
5. **Flexible Work Schedule** - Employees who wish to participate in flex work scheduling must submit a request in writing to their Department Director. The written request will be retained on file in the Department. It is important that employees recognize that personal preference relative to flex work scheduling must be balanced with the operational requirements of the Department. Work performed in certain positions may not permit the level of flexibility that an employee desires. Consequently, the overall welfare of the department will take preference. If a department director determines flex work scheduling is not an option in a particular department or a particular position within a department, the Employee(s) will follow standard published working hours. Employees who do not wish to participate in flex work scheduling will follow regular published business hours. As the posted hours for the office to be open to the public are from 8:00 am to 6:00 pm, flexible work schedules are encouraged to begin at 7:00 am and end by 7:00 pm Monday through Thursday with Friday, prior to sunset, available for makeup time. The receptionist position is the only position which would not have the option for a flexible work schedule but would work from 8:00 am to 5:00 pm. Exceptions can be made if approved by the employee's direct supervisor. The general principle to be understood, however, is that there should be employee coverage representing each department during regularly posted business hours wherever possible.

It is understood the Conference Office will be open outside of posted hours to employees provided they use “good judgment” in avoiding situations where employees of the opposite sex are working alone together in the same building.

### 210.10 Self-Supervision

Since the Officers and Department Directors are out of the office a great deal, many employees work much of the time without close supervision. Employees are expected to conscientiously observe the business hours and apply themselves diligently to their work. They should refrain from visiting with fellow employees or visitors for extended periods, doing personal work or spending time in other non-productive activities.

### 210.20 Professional Appearance

Professional circles generally accept the right of any organization to set regulations, standards, and principles governing professional appearance and conduct. ADCOM reserves the right to interpret policy and to rule on misunderstandings or disagreements relative to the application of these standards.

### 210.30 Dress Code

Following Scriptural principles, employees’ clothing should always be professional, modest, neat and appropriate for office wear. The following code should be observed among Conference employees:

1. **Cosmetics** - Conspicuous use of cosmetics should be avoided.
2. **Jewelry** - Jewelry such as ornamental rings, bracelets, necklaces, earrings, ear gauges, toe rings and body piercings should be avoided.
3. **Hair** - Hair should not be in extreme styles or unnatural colors.

### 210.40 Dress Code Implementation

It is the responsibility of the department director to implement the dress code. If within a department the code is apparently not being implemented by those responsible, the following steps should be taken in the order indicated:

1. **ADCOM** - ADCOM shall counsel with the Department Director to urge compliance.
2. **Department Director** - The Department Director shall counsel with the Employee urging compliance. If unsuccessful, the HRD shall be informed.
3. **Human Resources Director** - The HRD shall consult with the Employee and the Department Director regarding compliance.
4. **ADCOM** - In the case of noncompliance, ADCOM shall take the situation under advisement.

## 210.50      **Courtesy**

In the parking lot, in the office, on the street and wherever people meet, the employee should be recognized for refined, courteous conduct. This standard will be reflected in telephone conversations, letters, business dealings and relationships with fellow employees. The employee is responsible for maintaining high professional standards of conduct in harmony with the Golden Rule. Conference employees are urged to avoid any public, written or spoken communication of a negative nature about any person, institution, organization, etc. which cannot be substantiated. An employee shall not voluntarily provide any public news media with information which might be detrimental to any individual, institution, organization, etc. without prior approval from ADCOM and/or legal counsel. However, this provision does not restrict an employee's right to speak to the media on his or her own behalf or on behalf of an employee's coworkers.

## 210.60      **Confidential Information**

Many times within the Conference there are strictly confidential disclosures of a personal or organizational nature. Employees are expected to protect themselves and the Conference by not misusing business secrets or other confidential information or allowing the unauthorized disclosure of such information. Notwithstanding this policy, the Conference does not prohibit employees from discussing wages or other terms or conditions of employment.

## 210.65      **Child Protection Program**

1.      **Policy Summary/Intent** - The Arizona Conference has a moral and civil duty to protect the children and youth entrusted to its care. The local community also has an expectation that the church will provide a safe haven for children who participate in its ministries.

The Church is committed to providing safe worship and educational environments to help children and youth learn to love and follow Jesus Christ.

*“Church should be a safe place to bring our children. Everyone involved in work with children who are minors must meet all Church and legal standards and requirements.” (Church Manual, Ed. 18, pgs. 168-169)*

Jesus placed a high value on the protection of children (Matt. 18:1-6); therefore, child protection is an essential element in all church-sponsored children's activities.

2.      **Applicable Departments/Services** - All Employees of the Conference Office; Pastors, Teachers, Aides; **any person volunteering** to work in children's ministry departments, VBS, Pathfinders; any person in a leadership or upfront position such as Elders, Deacons, Deaconess, Audio Visual; or any school related position, etc.

3.      **Volunteer Selection and Management** - The work of volunteers is essential to the successful accomplishment of the Church's mission and ministry. The management policies and procedures employed to supervise the work of volunteers must be consistent with the mission of the church or school and must support its successful achievement.



**A. Selection and Screening of Volunteers**

- i. It is the responsibility of the local church and/or school to select, screen and manage trustworthy individuals to fill volunteer positions in ministry for children and youth activities.
- ii. In selecting individuals for volunteer positions, only persons who support the mission of the organization should be recruited.
- iii. The church/school shall adopt a practice that no adult will be considered for a volunteer leadership role in a church or school-sponsored ministry or activity until he/she has held membership in the congregation or has been known by the organization for a minimum of six (6) months.
- iv. All volunteers are required to participate in a training and screening program through Adventist Screening Verification, that will include a signed Volunteer Ministry Information form, names of three (3) personal references and a criminal background check. Individuals who submit incomplete forms will not be considered for a volunteer position.
- v. Child Protection Training and background screening should be completed before the volunteer/employee is allowed to serve.
- vi. All volunteer leaders, regardless of their previous experience, shall submit to the screening procedure provided by the church/school. The volunteer and employee screening procedure should be updated for each individual during every calendar year ending in 5 or 0, (i.e. 2020, 2025, etc.).
  - a. Individuals holding a valid fingerprint card are waived from completing the background screening but must complete the training.
- vii. The local church or school is responsible for the cost of implementing these screening procedures. The local conference will provide billing services for the churches and schools.
- viii. It is the duty and responsibility of the church/school to maintain all volunteer information on a confidential basis at all times.

**B. Supervision of Volunteers/Employees**

- i. Failure to comply with the established guidelines, training, screening and code of conduct will result in the volunteer/employee being asked to terminate participation in the ministry.

- ii. All allegations of inappropriate conduct involving a minor will be promptly investigated by the leadership of the church/school. The church/school will respect the rights of all parties involved in the alleged incident and treat all matters concerning the situation discreetly, confidentially, and in accordance with local child abuse reporting laws.
- iii. Appropriate corrective action – discipline, counsel, removal from ministry and/or reporting to civil authorities – will be taken when necessary.

**C. Orientation and Training of Volunteers/Employees**

- i. Provide all volunteers and employees with an understanding of the ministry's mission and the expectation the church has for its accomplishment in a safe and abuse-free manner.
- ii. Explain and provide in writing the expectations, code of conduct and rules to be followed in relation to supervision and interaction with children and youth. Reaffirm that alleged incidents of child abuse will be investigated and reported to authorities in accordance with the local law.
- iii. All volunteers and employees will be required to participate in educational courses on child abuse (physical and sexual) and the necessary steps to be taken to prevent the occurrence of child abuse incidents.
- iv. Training should include instructions on appropriate methods of physical contact to affirm children.

4. **Procedure** - Every volunteer and employee identified under applicable departments/services above will be required to complete the on-line Child Protection Training and Screening program provided by Adventist Screening Verification, [www.nadadventist.org/asv](http://www.nadadventist.org/asv), prior to the start of their duties.

Individuals who lack computer skills/services may be trained in a group setting provided by a designee of the church/school. The designee shall contact the Arizona Conference Human Resources Department to reserve the training materials.

Individuals who refuse to complete the training and screening will be removed from their assigned duties.

Churches/schools shall designate a local administrator to administer the program in their organization and report to the Conference Human Resources Department

the name of appointed person. The church pastor and school administrator shall be the default local administrator.

## 210.70 Attendance

Employee attendance is essential for productive workflow and for their overall job success. Because effective service to the field depends on each employee's contributions, employees are expected to maintain regular attendance, be on time and work as scheduled.

While certain allowances may be made for occasional absences beyond the employee's control, including absences related to the use of Paid Sick Time, chronic or excessive absences or tardiness will be cause for disciplinary action up to and including termination of employment.

1. **Procedure** - If for any reason it is necessary for an employee to be absent during regularly scheduled work hours, they must promptly notify the Supervisor and/or Department Director providing a reason for the absence and anticipated time of return.
2. **Unauthorized Absence** - An employee will be considered absent without authorization if their Supervisor or Department Director has not been directly notified within two (2) hours of their scheduled starting time. Unauthorized absences of three (3) consecutive days or three (3) non-consecutive days within a rolling 12-month period may be cause for immediate termination.

## 210.80 Resignations

1. **Procedure** - If for any reason an employee finds it necessary to discontinue employment, the Employee should submit, in writing, a notification of intention as early as possible prior to the planned date of departure. At least two weeks is preferred. The notice will give reasons for the resignation and should be channeled to the Department Director who in turn will present it to the appropriate persons and committees.
2. **Termination Form** - The Employee is expected to report to the HRD to make arrangements for paid leave, to leave a forwarding address and to receive a general release and waiver form for processing (where applicable).
3. **Keys/Passwords/Telephone** - Keys and passwords for computers and the phone system voicemail shall be turned in to the department director or the Treasury Department.
4. **I.D. Cards/Credentials/Licenses** - All healthcare identification card(s) and prescription cards including ministerial credentials and licenses shall be returned to the Human Resources Department, at the time of the exit interview. Requests to retain cards may be considered on a case by case basis, depending on circumstances.
5. **Exit Interview** - The purpose of the exit interview is to allow the employee to provide information that will improve the employer/employee relationship and the employee work experience. All employees voluntarily separating are requested to schedule an exit interview with the HRD prior to their last day of work.

6. **Check Out** - A separating employee will be given a checklist of items they need to return to the Conference on their last day of employment. The Employee is required to sign the exit checklist and return it to HRD on their last day.

## **220.00      Discipline and Termination Procedures**

The purpose of the disciplinary procedures is to provide a systematic and equitable means of dealing with employee violations of conditions of employment or other unacceptable practices and to assist employees in achieving optimal performance. Nothing in this section shall modify the Conference's at-will employment policy.

1. **Discipline** - Discipline may be imposed for violation of policies and procedure, including but not limited to, the following:
  - a. Violation of conditions of employment, unsatisfactory job performance;
  - b. Violation of published policies and procedures;
  - c. Insubordination or refusal to follow instructions;
  - d. Disruption of the workplace or performance of work of other employees;
  - e. Failure to comply with timekeeping guidelines;
  - f. Excessive absenteeism and tardiness;
  - g. Inattention to duties;
  - h. Gambling, lotteries and games of chance;
  - i. Abuse, waste or destruction of equipment, supplies or property;
  - j. Creating or contributing to unsafe or unhealthy conditions;
  - k. Violating safety rules or common safety practices;
  - l. Unauthorized possession or use of firearms or other weapons on Conference property;
  - m. Disorderly conduct or abusive, profane or offensive language;
  - n. Threatening, intimidating and attempting bodily harm or injury of another person;
  - o. Improper dress or unsafe wearing apparel;
  - p. Unauthorized release of confidential information;
  - q. Unauthorized endorsement(s) that associate the name or prestige of the Arizona Conference with product(s), service(s) or issue(s);

- r. Violation of Conference solicitations, vending and distributions policy; or
  - s. Committing acts which affect the efficiency and productivity of other employees.
2. **Procedures for Employee Discipline** - There are several steps to be followed when policies, regulations and guidelines in this *Employee Handbook* are ignored or violated:
- a. **Verbal Warning** - A verbal warning by the immediate Supervisor to the Employee. Successive verbal warnings shall be documented in the Employee's file.
  - b. **Written Warning** - A written warning letter which contains the following information:
    - i. An outline of the problem area(s);
    - ii. Description of corrective action to be taken within a prescribed time frame; and
    - iii. Further action which will occur if improvement is not noted within this time frame. A copy of this form or letter will be given to the Employee and a copy will be sent to HR and placed in the Employee's file.
  - c. **Evaluation** - At the end of the noted time frame, another session will be conducted between the Supervisor and Employee to discuss results since the initial consultation. If desired improvement has not been made, appropriate action will be taken.
  - d. **Probation** - ADCOM shall take action placing the Employee on probation. Another session with the Employee will be held in which the Employee is advised of the probationary action. A letter will follow from the HRD or Administrative Officer confirming the probationary status and will be placed in the Employee's file.
  - e. **Discipline** - ADCOM may choose an appropriate level of discipline based on the severity of the offense including, but not limited to, verbal warnings, written warnings as stated above and administrative leaves with or without pay.
3. **Termination** - Although cause is not required for termination or other discipline, violation of Conference policies and procedures may result in termination based on the policy violated, the circumstances involved and the Employee's overall record with the Conference. Termination may be imposed for offenses and policy violations, including but not limited to, the following:
- a. Violation of conditions of employment or gross misconduct;
  - b. Violation of employment policies and regulations;
  - c. Failure to believe and practice the fundamental teachings and standards of the Seventh-day Adventist Church including Christian Stewardship;
  - d. Excessive tardiness and/or absenteeism;

- e. Unsatisfactory job performance;
  - f. Committing, aiding, advocating or being convicted of a crime;
  - g. Supporting or being involved with activities, movements or groups that are in conflict with the teachings and objectives of the Seventh-day Adventist Church;
  - h. Refusal to accept comparable reassignment to an area of service for which qualifications through training and/or experience has been acquired;
  - i. Falsification of any records, reports, time reports or expense reports, whether oral or written;
  - j. Insubordination or refusal to follow instructions;
  - k. Misappropriation or misuse of Conference funds and/or other assets;
  - l. Unauthorized possession, use or disclosure of confidential information;
  - m. Absences of three consecutive days, or three non-consecutive days within a rolling 12-month period, without notification or satisfactory reason;
  - n. Possessing, consuming, dispensing, selling or using tobacco, e-cigarettes, alcoholic beverages, illegal drugs or drug paraphernalia, whether on or off Conference property;
  - o. Misconduct toward or physical/verbal abuse of employees, visitors or third parties;
  - p. Theft or dishonesty; or
  - q. Engaging in physical, visual or verbal harassment in violation of Conference policy.
4. **Procedures for Terminating Employees without Cause** – The Employee shall be notified of the termination and the effective date. The Employer shall pay all wages due and unused paid leave to which the Employee is entitled, if any, within seven (7) working days of the effective date or at the next regular pay period, whichever is sooner.
5. **Procedures for Terminating Employees with Cause**
- Non-elected employees:**
- a. The decision to terminate an employee who is not elected is made by ADCOM upon recommendation of the Supervisor.
  - b. The reasons for termination and the date upon which the termination shall be effective shall be communicated to the Employee in writing, delivered personally, if possible.

**Elected employees:**

- c. The decision to terminate an elected employee is made by the Conference Executive Committee upon recommendation of the President or next ranking officer in lieu of the President.
  - d. An employee may be suspended up to 90 days with pay, pending an investigation of a potential cause for termination.
  - e. The reasons for the recommendation of termination shall be communicated in writing, delivered personally to the Employee, if possible, and shall include the right of a hearing with the individual making the recommendation as well as the appropriate committee before the decision to terminate has been made.
  - f. The Employee may request, in writing, a hearing with the individual making the recommendation within five business days of receiving the notice of the termination recommendation. The hearing shall be held at the discretion of the Conference within 12 business days after receipt of a request for a hearing.
  - g. If disciplinary or corrective measures have failed to remedy the situation and if termination seems to be necessary, the Employee may be given the opportunity to resign.
  - h. The recommendation for termination shall be presented to the next scheduled meeting of the appropriate committee(s).
  - i. Once the action of termination has been taken, written notice of the termination shall be communicated to the Employee within five business days and shall include the effective date of termination, discontinuance of salary and benefits and the right of review by the appropriate committee(s).
  - j. The Employee may request, in writing, a review of the decision to terminate by the appropriate committee(s) within five business days of receiving the notice of termination. The review shall be heard at the committee's next regularly scheduled meeting.
  - k. Any meeting or hearing may be conducted via conference call or other means of telecommunication.
6. Following termination, if the Employee feels that written conditions of employment or published regulations, policies, or procedures have been inequitably applied in the impending dismissal, the following steps shall be taken and completed within 90 days of the effective date of termination. The Employee must initiate the process in writing with the HRD or Conference administration, within 12 business days of the date of termination. No salary or benefits will be paid during this process. If a finding is in favor of the Employee and they are reinstated, all salary and appropriate benefits will be paid retroactively to the date of cessation of salary and benefits.
- a. The parties in dispute shall voluntarily meet in an effort to resolve their differences.

- b. Any claim or complaint made by the Employee shall be reviewed by a person or persons who were not involved in making the original decision and appointed for that purpose by the Conference.
  - c. Conciliation - See NAD WP – BA 42
  - d. Binding Arbitration - See NAD WP – BA 42 15
7. **Gross Misconduct** - In case of serious violation of conditions of employment or a serious infraction of policies or procedures, such as gross misconduct, the action of ADCOM may terminate the Employee's services without the Employee being given the opportunity to resign. Prior notice and warnings need not be given and steps under 5a-k above are not applicable.

The employee who is dismissed for gross misconduct will receive the full remuneration that he or she has earned up to the time of discharge.

## 220.10 Problem Solving Procedures

If an Employee feels they have not been justly treated, the following procedures should be followed:

1. **Initial Discussions** - The issue or problem in question should first be discussed with the Employee's immediate Supervisor. If satisfaction is not obtained the matter should be taken to the Department Director. If the potential cause of the issue or problem in question is the Supervisor, the Employee may, at their option, bypass their Supervisor and proceed directly to the Department Director. If not resolved at this level, the HRD should be consulted.
2. **Problem Solving Committee** - If the foregoing steps do not result in resolution of the issue, the Employee may request a hearing before ADCOM. The evaluation and the resolution determined by ADCOM will be written and will be considered final.

## 220.20 Leave of Absence

If an employee has completed at least one year of continuous employment and is a benefit-eligible employee, they may request an unpaid leave of absence. A leave of absence exceeding 90 days may be granted for specific reasons such as study, medical and personal leave. During a leave the employee accrues no benefits but may request to buy in to the Health Care Assistance Plan (HCAP).

A written request for leave must be submitted to the Department Director, with a copy to the Treasurer, at least 30 days in advance. If the Department Director approves, the request shall be forwarded to ADCOM for a decision. For Family and Medical Leave Act purposes, see the Human Resources Department. A leave of absence cannot begin until the Employee has been officially notified in writing that the request has been approved.

If the Conference grants a leave of absence to an employee, the conditions and terms of the leave shall be clearly defined and communicated to the Employee in writing. These shall



include the length of the leave of absence, financial assistance, if any, and the responsibility, if any, of the employing organization to re-hire the Employee. Except as required by law, the Conference cannot guarantee the position will still be open when the Employee returns from leave. The Employee's credential/license is not ordinarily withdrawn but is usually not renewed while the Employee is on leave of absence.

The Employee's service credit for the year will be pro-rated if the time off without pay exceeds 26 weeks in a calendar year.

The Employee may be disqualified from health care and other benefits requiring regular full-time employment status if time off without pay exceeds 26 weeks in a calendar year.

**Note: Military leaves are processed according to applicable law.**

## **220.30 Information Systems Policy**

1. **Computer and Software Use Policy** - The Conference may provide employees with computer equipment and access to the Conference's network in order to perform their job. Every employee will be required to sign the *Electronic Communications and Equipment Policy Acknowledgement* as provided in Addendum C.
2. **Use of Computer Equipment** - The Conference's computer equipment and network are intended for business use. Employees may use the Conference's computer equipment for occasional personal purposes, but they may do so only during non-working hours. Excessive personal use of the Conference's computer equipment, even during non-working hours, may be cause for discipline.

The Conference has the ability to access and review all information stored on the Conference's computer equipment and network. The Conference reserves the right to perform such an inspection at any time, for any reason. Employees should not expect that any files, records, or other data stored on the Conference's equipment and network will be private, even if they attempt to protect its privacy by using a password or designating it as "personal."

3. **Encryption and Encoding** - Employees may not encrypt or encode any files, data, or other information stored on the Conference's computer equipment or network. If the job requires an employee to use encryption or encoding software, they may use it only for Conference related reasons and only with the permission of ADCOM.
4. **Software Use** - It is the Conference's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical, it is illegal and may subject the Conference to criminal prosecution and substantial monetary penalties.

To help the Conference adhere to this policy, employees may not do any of the following without permission from the Treasurer:

- a. Copy any Conference software program for any reason;
- b. Install any Conference software program on any computer, including your home computer;

- c. Install a software program, including software licensed or owned by the employee, on any Conference computer; or
- d. Download any software program from the Internet to a Conference computer.

The Conference may audit Conference owned computers at any time to ensure compliance with this policy.

- 5. **Local Computer Administrative Privileges** - Keeping a computer system clear or free from virus, malware, spyware, etc. software is of utmost importance to help insure against the loss or unauthorized access of Conference data, the disruption of computer systems and networks, and the loss of employee productivity due to system failures or rebuilds. A majority of all viruses, rootkits, Trojans, spyware, malware, etc. can be prevented from successfully infecting a Microsoft Windows computer operating system and has the same general effect on Mac's and other computer systems by not logging in and using a computer for general use with local administrator rights. In light of this, it is the Conference's policy to follow technology best practices and limit access to local administrator rights of systems designated for employee use.
- 6. **Use of Company-Issued Portable Computing Devices** - The Conference may provide employees with a portable computing device (such as a laptop computer, netbook, smartphone, personal digital assistant, slate, etc.). The Conference may also permit employees to access its network using a portable computing device to perform their job. These devices and network are intended for business use.

The Conference has the ability to access and review all information stored on the Conference's portable computing devices and network. The Conference reserves the right to perform such an inspection at any time, for any reason. Employees should not expect that any files, records, or other data stored on the Conference's equipment and network will be private, even if they attempt to protect its privacy by using a password or designating it as "personal."

- 7. **Content Rules for Portable Computing Devices** - All the Conference's policies and rules of conduct apply to employee use of Conference issued portable computing devices. All communications (email, instant messaging, and Internet access) on Conference issued portable computing devices are subject to the Conference's policies on appropriate use. This means, for example, that employees may not send harassing messages, access pornographic or gambling websites, or violate any of the Conference's other rules on appropriate communications content.
- 8. **Security of Portable Computing Devices** - Although portable computing devices such as laptops, personal digital assistants, or smartphones can greatly improve our communications and efficiency, they can also pose a risk to the security of the Conference's proprietary information. If these devices are lost, stolen, or hacked into, an outsider could have access to the Conference's data network.

To prevent theft and loss of data, employees who receive Conference issued portable computing equipment must follow these guidelines:

- a. Employees should not download confidential Conference information to a portable computing device unless it is absolutely necessary. If confidential information is stored on a portable computing device, the employee must delete that information securely as soon as they are finished using it. If the employee is not certain whether particular data qualifies as confidential information, they should ask their Supervisor for assistance.
  - b. All Conference issued portable computing devices will require power-on passwords. Employees must always lock, or log/sign off before leaving a portable computing device unattended.
  - c. If the Conference issued portable computing device is equipped with antivirus software, the employee must download or install updates to this software when instructed by the Conference.
  - d. Employees may not download, install, or use any software programs on a Conference issued portable computing device unless that program has been approved by the Treasurer.
  - e. Employees must use the same malware precautions when using a portable computing device as are required for Conference computers. They must not open attachments to email or instant messages if they do not know the sender or otherwise aren't sure that the attachment is legitimate. Employees must not open, read, or download any file from the Internet without scanning it for viruses.
  - f. Employees are responsible for the security of portable computing devices issued to them and must keep portable computing devices in their possession whenever possible. If an employee must leave a portable computing device unattended, they must store it out of sight in a secure location, such as a hotel safe or locked filing cabinet at home. Never leave a portable computing device in a vehicle.
  - g. Employees must immediately notify the Treasurer if their portable computing device is lost or stolen, so the Conference can remotely delete all data stored on the device.
9. **Don't Use Personal Portable Computing Devices for Work** - The Conference understands that employees may occasionally wish to use their own portable computing devices, such as laptops, netbooks, etc., for work. However, storing Conference information on a personal portable computing device or using such a device to access the Conference's network creates unacceptable security risks. Therefore, employees are prohibited from using their own portable computing devices for business purposes or from storing proprietary Conference information on a personal computing device. If you feel that you need a portable computing device to perform your job, please talk to the Treasurer to find out if you are eligible for a Conference issued device.
10. **Use of Personal Smartphones and Slate Devices for Work** - Smartphones (iPhones, Android, Windows Phone, etc.) or other personally owned portable devices (slates, iPads, etc.) may be used to connect to the Conference email system. Understand, however, that connecting a device to the Conference's email or other systems allows the Conference to implement security policies, including but not limited to, remote wipe capability of all data on the personal device.

Personal devices used for work purposes and all data contained on them become discoverable should legal issues arise.

11. **No Texting While Driving** - Employees are prohibited from using any portable computing device for work-related matters while driving. The Conference is concerned for employee safety and for the safety of other drivers and pedestrians and texting, checking messages, going online, or otherwise using a portable computing device while driving can lead to accidents.

If an employee must send or read a work-related message while driving, they must wait until they can pull over safely and stop the car before doing so.

12. **Overtime and Portable Computing Devices** - The Conference's overtime rules apply to any type of work done after hours, including using a Conference issued portable computing device (laptop, PDA, or smartphone, etc.) for work. All overtime work, including work done on a personal computing device, must be approved in writing, in advance. Working overtime without permission violates the Conference's policy and may result in disciplinary action.

13. **Personal Use of the Internet** - The Conference network and Internet access are for official Conference business. Employees may access the Internet for personal use only outside of work hours and only in accordance with the other terms of this policy. An employee who engages in excessive Internet use, even during non-working hours, may be subject to discipline.

14. **Prohibited Uses of the Internet** - Employees may not, at any time, access the Internet using Conference equipment for any of the following purposes:

- a. To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.
- b. To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or to otherwise act for personal financial gain or profit.
- c. To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
- d. To stream, run, or download any non-Conference licensed software program without the express consent of the Treasurer.
- e. To stream, run, or download music, video, games, mini-desktop applications (widgets), or any form of multimedia, from the Internet.
- f. To read, open, or download any file from the Internet without first screening that file for viruses using the Conference's virus detection software.

If an employee believes that their job may require them to do something that would otherwise be forbidden by this policy, they should ask their Supervisor or Department Director how to proceed.

To assure that employees comply with this policy, the Conference uses software that will block access to many prohibited sites. However, some inappropriate websites may escape detection by the software. The fact that an employee can access a particular site does not necessarily mean the site is appropriate for workplace viewing.

15. **No Personal Posts Using Company Equipment** - Employees should not use the Conference's equipment to transmit their personal opinions by, for example, posting a comment to a blog or contributing to an online forum. Even if you don't identify yourself as a Conference employee, your opinion could be mistaken for the Conference's view.
16. **Internet Use Is Not Private** - The Conference reserves the right to monitor employee use of the Internet at any time. Employees should not expect that their use of the Internet, including but not limited to, the sites they visit, the amount of time spent online, and the communications they have will be private.
17. **Don't Use Personal Email Accounts for Work** – Conference Office Employees may not use their own personal email accounts to transact Conference business. This includes storing work-related documents and email messages in a personal email account, sending work to a personal email account, engaging in work-related communications (with customers, clients, or co-workers) using a personal email account, or "bouncing" messages from the Conference email to a personal email when they are out of the office.

Although employees may find these practices convenient, they can create significant security problems, open personal email to potential legal discovery, and compromise the Conference's record-keeping obligations. If an employee works offsite, while at home or on business travel, they should contact the Treasurer to find out how to safely transmit and protect the Conference's information.

18. **Rules for Accessing Personal Email** - Accessing a personal email account from work creates security risks for the Conference's computer system and network. To help control these risks, employees must follow these rules when using Conference equipment to access their personal email:
  - a. Employees may only access personal email accounts during non-work hours.
  - b. Do not open any personal email messages from an unknown sender. Personal email is subject only to the security controls imposed by the provider, which may be less secure than the Conference's. If a personal message contains a virus or other malware, it could infect the Conference's network.
  - c. Before opening any attachment, employees must scan it for viruses using the Conference's antivirus software.
  - d. Conference Office Employees may not transact Conference business using personal email accounts, nor may they transmit any Conference documents using personal email accounts.
19. **Use of the Email System** - The email system is intended for official Conference business. Although employees may use the email system occasionally for personal messages, they may do so during non-working hours only. If an employee sends personal messages through the Conference's email system, they must exercise discretion as to the number

and type of messages that are sent. They must also ensure that their personal use of the email system does not interfere in any way with their job duties or performance. Any employee who abuses this privilege may be subject to discipline.

20. **Email Is Not Private** - Email messages, including attachments, sent and received on Conference equipment are the property of the Conference. The Conference reserves the right to access, monitor, read, and/or copy email messages at any time, for any reason. Employees should not expect privacy for any email sent using Conference equipment, including messages that are considered to be personal, or labeled with a designation such as "Personal" or "Private."

In addition, the Conference may select and read employee messages at random to ensure that employees are in compliance with this policy.

21. **All Conduct Rules Apply to Email** - All of the Conference policies and rules of conduct apply to employee use of the email system. This means, for example, that employees may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to reveal Conference confidential information.
22. **No Solicitation by Email** - Employees may not use the email system to solicit others, to patronize an outside business or to support an outside organization, political candidate or cause.
23. **Professional Tone and Content** - The Conference expects all employees and volunteers to exercise discretion in using electronic communications equipment. Employees should remember that they are representing the Conference when sending emails, texts or comments on social media on behalf of a church, school or another Conference entity. Make sure that messages are professional and appropriate, both in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients. Employees and volunteers should not send any email or other messages that they wouldn't want their boss, their mother, or Conference constituency to read.

#### **24. Guidelines for Email Writing**

- a. Always spell-check or proofread email messages. Email is official Conference correspondence.
- b. Remember that email can be forwarded to unintended recipients, some of whom may not appreciate joking comments or informalities.
- c. Don't use email for confidential matters. Again, remember the unintended recipient. Email might be forwarded to an unanticipated person or might be sitting at a printer or screen for others to see. If employees or volunteers need to have a confidential discussion, it should be done in person or over the phone.
- d. Send messages sparingly. There is rarely a need to copy everyone on the Conference staff on an email. Carefully consider who really needs to see the message and address it accordingly.

- e. Always think before sending email. Resist the urge to respond in anger, to "flame" the recipient, or to get emotional. Although email provides the opportunity to respond immediately, it's not necessary to do so.
  - f. Mark a message as urgent only if it is truly important and must be answered right away.
25. **Email Security** - To avoid email viruses and other threats, employees should not open email attachments from people and businesses they don't recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if an employee knows the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email as it may have been transmitted automatically without the sender's knowledge.

If an employee believes their computer has been infected by a virus, worm, or other security threat to the Conference's system, they must inform the Treasurer immediately.

Employees also may not share their email passwords with anyone, including co-workers or family members. Revealing passwords to the Conference's email system could allow an outsider to access the Conference's network.

26. **Retaining and Deleting Email Messages** - Because email messages are electronic records, certain messages must be retained for compliance purposes. Please refer to the Conference record-keeping policy for guidance on which records must be kept, and for how long. If employees have any questions about whether and how to retain a particular email message, they should ask their Supervisor.

Because of the large volume of emails the Conference sends and receives each day, employees are discouraged from storing large numbers of email messages that are not subject to the retention rules explained above. Employees should make a regular practice of deleting email messages once they have read and/or responded to them. If there is a need to save a particular message, employees may print out a paper copy, archive the email, or save it on their hard drive or disk.

The Conference may have occasion to suspend their usual rules about deleting email messages (for example, if the Conference is involved in a lawsuit requiring it to preserve evidence). If this happens, employees will be notified of the procedures to follow to save email messages. Failing to comply with such a notice could subject the Conference to serious legal consequences, and will result in discipline, up to and including, termination.

27. **Personal Blogs and Online Posts** - The Conference recognizes that some employees may choose to express themselves by posting personal information on the Internet through personal websites, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. The Conference values employees' creativity and honors their interest in engaging in these forms of personal expression on their own time, should they choose to do so.

However, problems can arise when a personal posting identifies or appears to be associated with the Conference, or when a personal posting is used in ways that violate the Conference's rights or the rights of other employees.

28. **No Posting Using Company Resources** - Employees may not use Conference resources to create or maintain a personal blog or a personal website, or to upload content or make personal postings online, nor may they do so on Conference time.
29. **Guidelines for Online Posting** - Employees are legally responsible for content they post to the Internet, in a blog or otherwise. Employees can be held personally liable for defaming others, revealing confidential information, and copyright infringement, among other things.

All of the Conference's policies apply to anything written in a personal blog, post or uploaded to the Internet. This means, for example, that employees may not use personal postings to harass or threaten other employees or reveal confidential information. Embarrassing or unkind comments about other employees, customers, clients, or competitors are also inappropriate.

If, in the process of making a personal post or upload on the Internet, an employee identifies them self as an employee of the Conference, whether by explicit statement or by implication, they must clearly state that the views expressed in the post, or on the blog or website, are their own, and do not reflect the views of the Conference.

Employees may not use Conference trademarks, logos, or other images, nor may they make false or misleading statements about the Conference's philosophy, products, services, opinions, or affiliations with other companies.

The Conference may have a legal duty not to disclose certain facts. Revealing this information on the Internet could cause very serious problems. If employees have any concerns about the confidentiality or propriety of something they would like to post, they should check with their Supervisor first.

Employees must keep in mind that personal postings will be read not only by friends and family, but possibly by co-workers and bosses, as well as customers, constituents and the general public. Even if posted anonymously or under a pseudonym, an employee's identity can be discovered relatively easily. Employees must use common sense when deciding what to include in a post or comment, and refrain from saying things that they wouldn't want these people to read.

## 220.35 Social Media Policy

Social Media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Arizona Conference, as well as any other form of electronic communication.

General Conference, North American Division and Arizona Conference principles and guidelines found in Church policies and the religious doctrines, beliefs, and standards of the Seventh-day Adventist Church apply to your activities online. These values must be/are applicable when using social media. Employees must adhere to the Conference policies.



When using social media remember the rules for proper behaviors as outlined in the Church Manual and the Working Policies also apply inside the “social media” world. Ultimately, you are solely responsible for what you post online.

When you are participating on social networking sites using your personal social media accounts, be transparent; make sure the thoughts expressed are your own, if you are discussing official conference/church business use your real identity. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects church members, students, suppliers, people who work on behalf of the Arizona Conference or the Arizona Conference’s legitimate church interests may result in disciplinary action up to and including termination.

If in doubt: if you believe your posting might lead to any confusion with viewers or you have questions or need further guidance, please contact your HR representative.

## 220.40 Harassment Policy

1. **Working Environment** - The Conference recognizes its responsibility to all employees and volunteers to maintain a harassment free working environment. It endeavors to achieve this environment through educating employees, volunteers and members that harassment violates the law and will not be tolerated by the Conference. The Conference also endeavors to prevent harassment by publishing this policy, developing appropriate sanctions for misconduct and by informing all employees and volunteers of their right to complain of harassment. Every employee is required to sign the “*Acknowledgement of Receipt of the Conference’s No Harassment Policy*” which is attached hereto as Addendum D.
2. **Harassment Defined** - Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, gossip or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or emails) or physical conduct (including physically threatening another, blocking someone’s way, bullying, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, the Conference follows the procedures outlined below:

- a. Each employee receives a copy of the harassment policy and complaint procedure as outlined in this *Employee Handbook*;
- b. Each employee must acknowledge receipt of this policy and complaint procedure, which will be maintained in the Employee’s personnel file; and
- c. The Conference has designated the HRD and the Treasurer as the individuals to whom complaints of harassment can be made, in addition to an employee’s department director.

- d. A memo addressing sexual harassment will be sent out annually by Human Resources to all churches and schools for distribution to their staff.
- 3. **Personal Conduct** - An employee, volunteer or member of the Conference should exemplify a Christ-like life and avoid all appearances of wrongdoing. They should not engage in behavior that is harmful to them self or others or that casts a shadow on their dedication to the Christian way of life. They should respect and uplift one another. They should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect because of their gender, race, color, national origin, age or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.
- 4. **Sexual Harassment** - Sexual harassment is a form of harassment and involves unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
  - b. Submission to or rejection of such conduct is used as the basis for employment decisions; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with workplace performance or creates an intimidating, hostile or offensive working environment.
- 5. **Improper Conduct** - Improper conduct by the Employee, co-workers and, in some instances, non-employees includes, but is not limited to:
  - a. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejection of sexual advances will have an effect on that person's employment or terms of employment;
  - b. Unwelcome sexual flirtation or propositions;
  - c. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
  - d. Displays of sexually suggestive pictures, drawings, cartoons or objects;
  - e. Threats or demands for sexual favors;
  - f. Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
  - g. Sexually explicit emails or voicemails;

- h. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);
- i. Demeaning or degrading comments about an individual's appearance;
- j. Denying the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability;
- k. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability; or
- l. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

6. **Reporting Incidents** - If an employee believes they have been harassed, they should immediately take the following steps:
  - a. If possible, make it clear to the offender that such conduct is offensive and should be stopped immediately;
  - b. Report the incident to their immediate Supervisor, Department Director, to the HRD or the Treasurer. A written statement describing the incident and identifying potential witnesses should follow this initial report.
7. **Third Party Reports** - If an employee, volunteer or member is aware of incidents of potential workplace harassment toward others they should report such incidents to their department director, the HRD or the Treasurer for investigation.
8. **Investigation** - The Conference will promptly investigate the facts and circumstances of any claim of harassment. To the extent possible, the Conference will endeavor to keep the reporting employee's concerns confidential. During the investigation the Conference generally will: interview the complainant and the alleged harasser; conduct further interviews as necessary; document the Conference's findings regarding the complaint; document recommended follow-up actions and remedies, if warranted; and inform the complainant of the Conference's findings.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to ADCOM.

Upon completion of the investigation, the Conference will take corrective measures against any person who has engaged in conduct in violation of this policy, if the Conference determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination.

9. **Discipline** - Anyone, regardless of position or title, who violates this policy, will be subject to discipline up to and including termination from employment.
10. **Prohibition of Retaliation** - No employee will be subject to, and the Conference prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the Employee should bring the matter to the immediate attention of the Supervisor, Department Director, or an Officer of the Conference. Anyone, regardless of position or title, whom the Conference determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination.

The Conference cannot remedy claimed harassment or retaliation unless these claims are brought to the Conference's attention. Failure to report claims of harassment and/or retaliation prevents the Conference from taking steps to remedy the problem.

## **220.50      Credentials and Licenses**

Credentials and licenses will normally be issued by the Conference Executive Secretary's Office immediately following its Quinquennial Meeting, and during the interval between Quinquennial Meetings by the Executive Committee, to its full-time employees. They shall expire when employment with the Conference is terminated. Employees should contact the Executive Secretary for replacement of lost credentials or licenses. The Conference may withdraw any credential or license it has granted in harmony with its constitutional provisions. Conference employees may be granted credentials and licenses according to the following guidelines:

**Minister of the Gospel** - A person is recognized as a Minister of the Gospel when:

- a. Completion of the Bachelor of Arts degree with a major in Bible or Religion plus nine (9) quarters in the Seventh-day Adventist Theological Seminary, or two (2) years of employment in ministerial or pastoral work, or two (2) years of seminary training and employment in ministerial or pastoral work (a missionary license will be issued until this prerequisite is completed);
- b. Recipient of a ministerial license;
- c. Appointment by the Conference to a ministerial responsibility;
- d. Election as a church elder in the church or company within the assigned district; and
- e. Ordination as a local church elder.

A licensed minister is authorized by the Conference to perform all functions of the ordained minister for the members in the churches, companies or groups within the assigned district as a church elder and in the local community. The functions that are excluded are those listed in the *Church Manual* as follows:

- a. Organizing a church;
- b. Uniting churches; or
- c. Ordaining local elders or deacons.

A licensed minister's leadership progress, professional development and spiritual growth may be reviewed annually by the Conference. Authorization to serve as a Minister of the Gospel and to perform the functions of an ordained minister may be withdrawn by the Conference. A licensed minister is usually ordained after a period of four (4) years of field experience, provided they have an M.Div. degree or six (6) years of field experience. This spiritual rite of ordination constitutes the official confirmation of the Seventh-day Adventist Church of a divine call to the ministry as a life commitment and is an endorsement to serve as a Minister of the Gospel in any part of the world.

### **Ministerial Employees**

1. **Ministerial Credentials - Ordained, Commissioned and Licensed** - to ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and ordained to the ministry. An ordained minister is authorized to perform all the ministerial functions of the Seventh-day Adventist Church without limitation.
2. **Ministerial License** - to ministerial employees who have demonstrated a divine call to ministry which is recognized by the Conference with an assignment as a spiritual leader, pastor, chaplain or evangelist. These employees must be ordained as a local elder and are authorized to perform substantially all religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned district. A licensed minister is on a path toward ordination.
3. **Commissioned Minister Credentials** - to ministerial employees who have demonstrated a divine call to ministry and have been previously classified as a licensed commissioned minister in which capacity he/she has served for at least five (5) years unless they hold ministerial credentials. In addition, individuals who have demonstrated a divine call and whose spiritual leadership is acknowledged by election or appointment to serve in full-time spiritual leadership positions (administrative, departmental, and institutional) normally occupied by an ordained minister prior to the adoption of this policy are also eligible to receive Commissioned Minister Credentials. Commissioned ministers are authorized to perform substantially all the religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned district. It is not the normal practice to ordain an individual holding a Commissioned Minister Credential.
4. **Commissioned Minister License** - to ministerial employees who have demonstrated a call to divine ministry which is recognized by the Conference with an assignment as a pastor associate in pastoral care or institutional chaplain or commissioned minister in a leadership position. These employees must be ordained and must currently serve as a local elder and are authorized to perform substantially all religious functions within the scope of the tenets and practices of the Seventh-day Adventist Church in the assigned district. A commissioned minister is not normally on a path toward ordination to the ministry.

## **Non-ministerial Employees**

1. **Administrative Ministries Credentials** - to non-ministerial employees who are in leadership positions with not less than five (5) years in denominational service. These individuals have demonstrated proficiency in the responsibilities assigned to them and are salaried employees in the denominational remuneration scale.
2. **Administrative Ministries License** - to non-ministerial employees who are leaders with limited experience of less than five (5) years.
3. **Missionary Credential** - to employees with significant experience in denominational service, usually not less than five (5) years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational remuneration scale including regularly employed field, institutional and office employees.
4. **Missionary License** - to employees with limited experience of less than five (5) years including regularly employed field, institutional and office employees.

## **Teachers**

1. **Commissioned Ministry of Teaching Credential** - to educators with a life-long commitment to and significant experience in the Seventh-day Adventist Ministry of Education, usually not fewer than six (6) years, who have demonstrated proficiency in assigned responsibilities. These educators will exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as a focal point of all curriculum and instruction and for demonstrating positive interpersonal relationships which provide an environment of social, spiritual and emotional stability.
2. **Commissioned Ministry of Teaching License** - to licensed/certified educators with no less than three (3) years of satisfactory service who have demonstrated a commitment to long-term service in the Seventh-day Adventist Ministry of Education, who support the fundamental beliefs of the Church, who are in regular standing in the Church, who practice a Seventh-day Adventist lifestyle.
3. **Ministry of Teaching License** - to entry level teachers or teachers initiating their work in the Seventh-day Adventist Ministry of Education.

## **Literature Evangelists**

1. **Literature Evangelist Credential** - to permanent regular literature evangelists in regular standing.
2. **Literature Evangelist License** - to beginners in the literature ministry after they have been given three (3) months of satisfactory service and who plan to remain in this work.

## **Other Employees**

**Employment Certificate/Denominational Employees** - Issued by the Conference to all employees not holding credentials or licenses.

## Ministry

### 230.00 Duties of the Ministerial Employee

The work of the minister is complex yet is very simply the work of “building people.” All the duties, evangelism, training and leading in the work of the minister should have as its goal the purpose of building people for salvation and for service in God’s kingdom.

Each personality will accomplish the work of ministry from a different perspective. God loves variety and with that variety He reaches a wide range of people. Ministers should work those areas which represent their interests and skills.

While there are diverse personalities, there are a few basic issues that each minister needs to address in their experience.

1. **Calling** - It must be recognized that ministry is a call from the Lord not an occupation or job. This calling is a real and personal experience and should never be taken lightly.
2. **Personal Relationship with Christ** - To be a sinner called by God to save sinners means the minister must continually rely upon Christ to love as He loved. If the minister does not know Christ, he/she cannot lead another to know Him either. Devotional Bible study, prayer and meditation as well as appropriate rest and worship are key ingredients to help this relationship thrive.
3. **Basic People Skills** - Since the work of the minister is that of building people, certain skills are required in knowing how to deal kindly with members of the body of Christ. Knowing how to relate to them spiritually in times of worship and study, tenderly in times of grief, administratively in business settings and firmly in times of conflict management and discipline requires skills that may not always be inherited. These can be learned and there are many opportunities that can help build these required traits.
4. **Evangelism** - While building people is the bottom line, we are building them towards a knowledge and acceptance of salvation in Jesus Christ. The Seventh-day Adventist minister’s role is to present a specific message for a specific time in the history of the world. While not every minister is an evangelist, every minister is to see the work of the Church as that of evangelism and should facilitate that process in whatever capacity of service.

With these four basics forming a foundation, the minister is expected to regularly review their ministry with Conference Administration. This review will look for certain things in the minister’s ministry. The minister is expected to pay attention to the following areas of life and ministry:

- a. Creating strength in the home by setting aside time for the family;
- b. Spend time reading or studying for personal, professional and spiritual growth;
- c. Take regular days off to rest and to seek God’s guidance for ministry and planning;

- d. Train strong leadership in the church so that the membership of the church is enabled to handle the care and administration of the church which will free the minister for more specialized areas of ministry;
- e. The preaching schedule and duties surrounding this important ministry; and
- f. The evangelistic ministry.

The ministry of the church is a privilege not a right, and to be challenged to do the best job possible is the least a minister can expect of them self.

## **Ministry & Conference Office:**

### **240.00 Attendance at Camp Meeting and Ministerial Meetings**

The participation and attendance of each employee (Conference Office and Pastoral staff) is an integral part of the operations of the Conference. Attendance at these meetings is required, unless prior approval is requested from the Conference President and granted by the Administrative Committee. Said approval will only be granted in the case of a valid emergency.

## **Conference Office Only:**

### **250.00 Worship Attendance**

The daily worship period, which begins at 9:00 am on Monday through Thursday, is part of the regular work schedule. All employees are expected to attend worship on Monday and are encouraged to attend worship Tuesday through Thursday regardless of flex-time considerations. The worship period is designed to encourage a spirit of loyalty and devotion to the Lord, to assist in creating a spiritual atmosphere, to provide fellowship and the opportunity to disseminate vital information. This time may also function as a staff meeting.

### **250.10 Position Openings**

Non-exempt positions for the Conference Office that become available may be posted on the bulletin boards (before posting on the Website and/or through local church publication) in the mail and work room areas and are ordinarily filled by ADCOM. Non-exempt employees desiring to make a change may apply in writing for transfer when there is an opening within another department.

Exempt employee candidates are recommended through the Personnel Committee and ratified by the Executive Committee.



## SECTION 300 - REMUNERATION POLICIES

### All Employees:

#### 300.00 Philosophy of Remuneration

1. **Objectives** - The Seventh-day Adventist Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world. The Church employs many agencies to accomplish its spiritual task; but all of its varied organizations, such as conferences, schools, radio and television ministries, Adventist Book Centers, etc., have one central objective – the salvation of man. Because of this, every denominational employee has a responsibility to participate in the mission of the Church.
2. **Philosophy** - To provide a basis for the remuneration of various classes of employees, a denominational remuneration scale has been adopted. The philosophy of this remuneration scale is predicated upon the fact that a spirit of sacrifice and dedication should mark God's workers irrespective of the position they hold or the department they represent. The work of the Church, including every denominational organization, is a mission to which lives are dedicated rather than a business or commercial venture. The Church's remuneration scale does not always compensate its dedicated employees in monetary units commensurate with their talents, accomplishments and contributions, but it does provide employees with a modest living income which gives recognition of responsibilities borne, preparation undertaken, professional attainment, previous experience and years of service.
3. **Spirit of Sacrifice** - The Church believes that modesty and good taste with reasonable comfort will govern the lives of Christian employees. It recognizes that some areas of its work are more directly affected by economic factors outside of the Church organization than are others, and by local economic conditions prevailing in different geographical areas. The spirit of sacrifice on the part of Seventh-day Adventist employees will be manifest not only by the level of their financial remuneration, but also by the dedication of time, talents, and energy to the cause of God and humanity. Men and women called to labor in the cause of the Seventh-day Adventist Church are to be employees of single purpose and allegiance.
4. **Commitment** - The Church's philosophy of remuneration was developed on the scriptural and spiritual imperative, "Give us this day our daily bread." It is a plan which provides a salary covering the needs of individuals who believe that God blesses the spirit of selfless service and who believe that the Seventh-day Adventist Church is a worldwide mission. The philosophy, from its inception, has anticipated that in addition to the contribution of time and talent, a Seventh-day Adventist employee will also, from their modest remuneration, return a faithful tithe and make voluntary gifts to accelerate the proclamation of the gospel and thus exhibit a further demonstration of faith and commitment. Because of this philosophy, all denominational employees in the Seventh-day Adventist Church are regarded as church employees calling for commitment and sacrifice.
5. **One Scale** - The Church has a basic remuneration scale for all employees in each job classification without discrimination on the basis of race, sex, age, national origin or color.

6. **Non-discrimination** - If considered in the light of these principles, the remuneration policy of the Seventh-day Adventist Church will be seen to be in harmony with the spirit of non-discrimination, equal pay, and other requirements as well as being in conformity to the teachings and beliefs of the Church.

### 300.10      **Remuneration Scale**

1. **Specifications** - A remuneration scale for the North American Division, based on such considerations as education, experience, and responsibility provides minimums and maximums expressed in percentages of the remuneration factor. It incorporates basic income rates for various categories of services with recognition of the responsibility inherent in each position or category. It may be necessary from time to time to divert from this scale for economic reasons.
2. **Categories** - A spread between minimum and maximum rates in the various categories from 15 to 30 percent has been incorporated in the remuneration scale. In setting rates within this spread the following factors are considered with respect to each employee:
  - a. Education and training.
  - b. Previous experience, achievement and dedication.
  - c. Years of service.
3. **Adjustments for ERI** - As required by the NAD, the Conference will provide an adjustment to take into account the various differences in the cost of living comparisons from one location to the next. If an employee is paid a cost of living allowance in excess of 100% of the current ERI allowance for the location of employment, the Employee's wages may be frozen until the ERI allowance and basic remuneration are equalized.

### 300.20      **Performance Reviews**

An employee's work performance will be reviewed and evaluated by their Supervisor at periodic intervals. The results should be discussed as an aid to performance improvement and advancement. Generally, a written performance review may be given at the end of the first three (3) months of employment and thereafter once per year.

The fact that the Conference conducts performance reviews is not intended to and does not affect an employee's right or the Conference's right to terminate employment at will, with or without cause, and with or without notice. The fact that the Conference conducts performance reviews is not intended and does not affect the Conference's right to modify an employee's compensation and benefits, position, duties, and other terms and conditions of employment.

### 300.30      **Cost of Living Adjustment**

A cost of living pay adjustment may be granted in July each year, based on availability of funds and appropriate committee approval.

### **300.50 Overtime**

Non-exempt employees who have been requested and have consented to work in excess of 40 hours in one workweek will be compensated at the rate of time and one-half. Such special arrangements must be made in advance by the Department Director and written approval sent by the Treasurer.

Offsite weekend travel must be pre-approved by ADCOM.

A non-exempt employee may not work overtime without prior, specific approval from their Supervisor and ADCOM. Violations of this policy may subject the employee to discipline, up to and including, termination from employment.

### **300.60 Report Time Worked**

Travel report forms are available from the Treasury Department for exempt employees. This form must be submitted to the Treasury Department on the Monday prior to the scheduled payday. All sick leaves, including medical/dental appointments and vacation, should be noted on this report.

All non-exempt employees must track their hours worked, including arrival and departure times. All vacation, sick leaves, days off without pay, etc. should be indicated in writing and given to the Treasury Department. Falsifying time records may result in an employee's termination.

### **300.70 Reimbursed Expenses**

A department director may request a non-exempt employee to run an errand that would incur mileage. This should be reported on the travel report form for reimbursement and approved by the Department Director.

### **300.80 Withholding of Taxes**

Federal, State, and/or local income taxes and Social Security are withheld from the employee's paychecks according to law. The amounts withheld for income tax are based on the exemption certificates signed at the time of employment or subsequent updates. It is important to immediately report any changes to the Treasury Department. An annual statement of total earnings and deductions for taxes is issued in harmony with governmental regulations.

### **300.90 Payroll Deductions**

Deductions from personal payroll checks for such things as credit unions, insurance and tax-deferred annuities will be made only for full-time employees or regular part-time employees. In the case of regular part-time employees, the deduction will be limited to amounts that are not more than 50% of the anticipated net earnings.

## **310.00      Garnishments and Assignments**

Personal business affairs should be conducted in such a way that the Conference will not become involved. The Conference will abide by court judgments if legal actions concerning delinquent indebtedness are brought against employees.

### **310.10      Payday**

The Conference processes a bi-weekly payroll with a payday on every other Friday.

### **310.20      Payroll Advances**

Payroll advances that meet bona fide emergency situations require a written request signed by the Employee and approved by the Treasurer. The advance must be repaid with the next paycheck, unless an exception is granted by the Treasurer. Any outstanding advances must be repaid prior to requesting any additional advances. The number of advances given during a calendar year may be limited.

### **310.30      Maternity/Paternity Leave**

Maternity leave will be granted as Family and Medical Leave as outlined in Section 310.40 of this *Employee Handbook* taking into account Extended Sick Leave in accordance with the Sick Leave Policy as outlined in Section 410.30 and the Paid Leave Policy as outlined in Section 410.40 of this *Employee Handbook*.

Full-time exempt staff will be eligible for up to four (4) weeks of paid maternity leave or up to two (2) weeks of paid paternity leave. Leave will be pro-rated for part-time exempt positions.

### **310.40      Family Care and Medical Leave Act (FMLA)**

The Family and Medical Leave policy of the Conference outlines the conditions under which an employee may request time off, with or without pay, for a limited period with job and accrued benefit protection.

1. **Definition** - A family and/or medical leave of absence shall be defined as an approved absence available to eligible employees for up to 12 or 26 weeks of paid and/or unpaid leave per year under particular circumstances that are critical to the life of a family. Leave taken for items (a) or (b) below must be taken in consecutive weeks. Leave may be taken for the following reasons:
  - a. Birth of an employee's child (up to 12 weeks).
  - b. Placement of a child with an employee for adoption or foster care (up to 12 weeks).
  - c. Need for an employee to care for a child, spouse, or parent who has a serious health condition (up to 12 weeks).
  - d. When an employee is unable to perform the functions of their position because of a serious health condition (up to 12 weeks).

- e. Because of "any qualifying exigency" arising out of the fact that a covered military service-member (spouse, son, daughter or parent), serving in the National Guard and Reserves, is on active duty or called to active duty status in support of a contingency operation (up to 12 weeks);
    - i. "Qualifying exigencies" generally include:
      - 1. Short-notice deployment;
      - 2. Military events and related activities;
      - 3. Childcare and school activities;
      - 4. Financial and legal arrangements;
      - 5. Counseling;
      - 6. Rest and recuperation;
      - 7. Post-deployment activities; and
      - 8. Additional activities agreed to by the Conference and the eligible employee.
  - f. For eligible military caregiver of a military service-member, to care for the covered service-member with a serious illness or injury incurred in the line of duty while on active duty (up to 26 weeks).
2. **Scope** - The provisions of this policy shall apply to all qualifying family, exigency, military caregiver and/or family and medical leaves of absence, except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the 12 weeks (or longer if required by applicable state or local law) of leave to which the Employee may be entitled under this policy. In other words, if an Employee has accrued any of the following paid leaves, the Employee must use Paid Leave first and take the remainder, if any, of the 12 or 26 weeks as unpaid leave, unless they are eligible for short-term disability benefits in accordance with the terms of the Conference salary continuation plan:
- a. Arizona Paid Sick Time
  - b. Paid Leave.
  - b. Extended Sick Leave (when applicable).
  - c. Workers' Compensation (when applicable).
3. **Eligibility** – To be eligible for leave under this policy, an employee must have completed at least one year of service with the Conference and must have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

4. **Reinstatement** – An employee who takes a leave under this policy will be able to return to the same job or a job with equivalent status, pay and benefits or one which requires substantially equivalent skill, effort, responsibility and authority.

The Conference may choose to exempt certain salaried, highly compensated (key) employees from this requirement and not return them to the same or similar position.

Once the leave has been completed, a job-related certification must be obtained from the physician or health care provider that indicates the Employee is able to resume work.

Failure to return to work following the approved FMLA leave may be cause for termination of employment.

## 5. **Basic Regulations and Conditions of Leave**

- a. The Conference requires medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, parent or service-member. A copy of the Medical Certification form is available from the HRD. The Conference may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Conference, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Conference and the Employee.
- b. An employee will need to obtain a job related "fitness for duty" certificate from the attending physician or health care provider prior to their return to work if the FMLA leave taken was based on the Employee's own serious health condition.
- c. If medically necessary for a serious health condition of the employee or their spouse, child, parent or service-member, leave may be taken consecutively, intermittently or on a reduced leave schedule based on a certified, medical necessity. If leave is requested on this basis, however, the Conference may require the Employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.
- d. Spouses who are both employed by the Conference and are requesting family, qualifying exigency, military caregiver or medical leave for the same qualifying event are entitled to a total of 12 weeks of leave (rather than 12 weeks each) for the birth, adoption, or placement of a child for foster care or for the care of a sick parent or for exigency or military caregiver leave.

6. **Notification and Reporting Requirements** - When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide at least a 30-day written notice prior to the expected leave. A 30-day notice may not be possible if the leave is unexpected. In such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report every three weeks on their leave status and intention to return to work.

With the exception for a qualifying exigency leave, if an employee fails to provide a 30-day notice for foreseeable leave with no reasonable excuse for the delay, the leave request

may be denied until at least 30 days from the date the Human Resources Director receives notice.

7. **Status of Employee Benefits During Leave of Absence** - While an employee is on leave, the Conference will continue the Employee's health care benefits during the leave period at the same level and under the same conditions as if the Employee had continued to work.

Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

## 8. **Procedures**

- a. A "Request for FMLA" form must be obtained from the HRD and be completed by the Employee. This form should then be initialed by the Department Director and returned to the HRD for approval. The HRD will notify ADCOM of the request.
- b. All requests for FMLA due to illness will require the completion of a "Certification of Physician or Practitioner" form attesting to the nature of the illness and the probable length of time treatment will be required. The Employee must turn the certification in to the HRD within 15 days of the request for Family and Medical Leave or provide an acceptable explanation for the delay.
- c. The HRD will inform the Employee of the decision relative to the request for leave.

### **310.50 Leaves for Employees Who Do Not Qualify Under the Family and Medical Leave Act**

Full-time regular and part-time regular employees who are not eligible for FMLA as indicated above may request leaves of absence for reasons set forth in Section 310.40. All provisions of Section 310.40 are applicable with the following exceptions:

- a. Leaves will be limited to a maximum duration of 30 days, unless applicable state or local laws require otherwise. Leaves for an employee's illness may be granted for a maximum of 12 weeks and may be taken intermittently.
- b. Reinstatement will not be guaranteed to any employee, unless applicable state or local laws require otherwise. However, the Conference will endeavor to place employees returning from leave in their former position or a position of comparable status and pay, subject to budgetary restrictions, the Conference's need to fill vacancies and its ability to find qualified temporary replacements.

### **310.60 Emergency Leave**

1. **Procedure** - If it is necessary for a non-exempt employee to be absent from work for any reason, even for a portion of a day, the Supervisor or Department Director should be notified as soon as possible of the reason for the absence and of the anticipated time of return. If this time should exceed three days, it will be necessary to secure permission from ADCOM.

2. **Time Off** - A non-exempt employee will not be paid for absences from work for personal reasons other than those provided by policy as herein outlined in this *Employee Handbook* unless taken as paid leave. Time for an occasional emergency or personal problem not taken as paid leave may be made up outside regular office hours within the same week if arrangements are made with the Department Director.

### 310.70 Bereavement Leave

Regular full-time employees who lose a member of the family in death may be granted a leave with pay up to one week according to distances and circumstances. Family members include husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of the Employee, and grandchildren. Request for bereavement leave is made through the Department Director who will notify ADCOM immediately. No allowance for travel expense is granted.

### 310.80 Jury Duty

Employees who are called to serve on jury duty must notify their Department Director and the HRD. Employees may retain the standard jury fee even though they are paid their regular remuneration by the Conference.

### 310.90 Court Ordered Subpoena

Employees subpoenaed by court order shall notify their Department Director and the HRD of the required absence. Regular remuneration will continue during the absence from work.

## Ministry:

### 320.00 Parsonage Exclusion

1. **Eligibility** - The law provides that a housing allowance given to an ordained or licensed minister may be excluded from taxable income. This includes the rental cost of a home, or the funds expended by the minister for purchasing a home. The cost of utilities and the expenses of maintaining such a home by the minister may also be excluded.
2. **Maximum** - According to present regulations, the maximum parsonage exclusion for actual expenses cannot exceed the fair rental value of the home plus the cost of utilities or the ceiling that has been established by the Conference, whichever is less. Ministers are advised to keep careful records of their parsonage expenses as the Conference uses the "non-accountable method" for giving parsonage allowance to its eligible employees. The Treasury Department will provide information each year in December to ordained ministers about the "non-accountable method" used.
3. **Self-employment Tax** - Ordained or licensed ministers are treated as self-employed persons for Social Security purposes. They are required to pay the full amount of the Social Security tax, whereas the Employer shares this cost for non-ministers. This partially offsets the financial advantage that results from the parsonage exclusion.



### **320.10 Pastors Conducting Services in Other Districts**

Pastors will not receive travel assistance to conduct funeral or wedding services outside of their normal district, unless there is no pastoral presence in the district and prior approval from ADCOM has been received.

Ministerial employees are expected to ensure that each couple requesting marriage receive five (5) or more hours of premarital counseling prior to the wedding ceremony.

All funeral or wedding services conducted shall be included on the employee's Workers Report.

## SECTION 400 - EMPLOYEE BENEFITS

### All Employees:

#### 400.00 Workers' Compensation Insurance

1. **Accidents** - The Conference provides Workers' Compensation insurance for all employees. Employees injured while working should immediately report it to the Treasurer. Workers' Compensation injury report forms may be obtained from the doctor's office. Within 24 hours a written report of the injury must be submitted to the Treasurer.

Note: The Employee shares in part of the Workers' Compensation premium under Part II and Part III and the Conference, as the Employer, pays all of Part I.

2. **Compensation** - The Conference does not pay the employee that part of the remuneration equivalent that is covered by Workers' Compensation.
3. **Emergency Care** - If treatment is received from a medical facility please notify the doctor/hospital that this is a possible Workers' Compensation injury and that all bills should be sent per Workers' Compensation requirements. **Do not** submit bills through the regular health care plan.
4. **Time Off** - The Conference will comply with the State of Arizona Workers' Compensation requirements pertaining to time off.

Note: Time off due to Workers' Compensation illness or injury will be coordinated with leave provisions under the FMLA, e.g. work absences due to Workers' Compensation injury or illness run concurrent with applicable FMLA leave.

#### 400.10 Separation Benefits

An employee may be eligible for separation benefits if their employment is terminated and if the conditions of the NADWP are met. See the Treasury Department for details.

#### 400.20 Unemployment Insurance

The Conference is exempt from state and federal unemployment insurance programs and does not make contributions to them. If an employee leaves Conference employment they are not eligible for unemployment benefits.

#### 400.30 Personal Insurance

The Human Resources Department has information regarding various personal insurance plans, e.g. Accidental Death & Dismemberment, life insurance, short-term disability, long-term care, pre-paid legal, as well as flexible spending accounts, through the Conference Cafeteria Plan. These are available at special group pricing, and premiums may be paid through a payroll deduction plan. Contact the Human Resources Department for details.

## Employees Working At Least 19 Hrs/Wk:

### 410.00 Holidays with Pay

The Conference recognizes the following holiday schedule:

New Year's Day	1 day or 9.50 hours
Martin Luther King Day	1 day or 9.50 hours
Presidents Day	1 day or 9.50 hours
Memorial Day	1 day or 9.50 hours
Independence Day	1 day or 9.50 hours
Labor Day	1 day or 9.50 hours
Thanksgiving Day	1.5 days or 14.50 hours
Christmas Day	1.5 days or 14.50 hours
Administrative Professionals Day	4.50 hours for non-exempt staff
Employee Birthday	1 day or 9.50 hours

Holiday hours are added to a non-exempt employee's paid leave account. If an employee terminates before the end of the year, they will be paid only the holiday hours earned prior to termination. Part-time employees should check with the Treasury Department to determine the amount of time to record on their time and attendance form.

1. **Part-time Employees** - Regular part-time employees who average 19 hours per week receive holiday pay on a pro-rata basis.
2. **Alternate Days Off** - When it is impossible to be released from duty on the actual holiday, alternate time off may be arranged in counsel with the Supervisor or Department Director.
3. **Employees on FMLA** - Holidays that occur while on paid FMLA leave will be paid. Holidays that occur during unpaid FMLA leave will not be paid.
4. **Alternate Holiday** - When a holiday falls on Friday or Sabbath, the preceding Thursday is included in the holiday weekend. When a holiday falls on Sunday, the following Monday is recognized as a holiday.

### 410.20 Vacations with Pay

1. **Basis for Vacations** - Annual vacation with pay shall be provided for regular employees and may be accrued and calculated on the following basis:

Years of FT Service	Annual Allowance	Vacation time accrual per 38-hour week	Exempt employee Days per month
1-4	2 weeks (8 days)	1.4575 hrs.	0.67
5-9	3 weeks (12 days)	2.1863 hrs.	1.0
After 9	4 weeks (16 days)	2.9151 hrs.	1.33

**PASTORS/12-Month Education Employees:**

<b>Years of FT Service</b>	<b>Annual Allowance</b>	<b>Exempt employee Days per month</b>
1-4	2 weeks (10 days)	0.83
5-9	3 weeks (15 days)	1.25
After 9	4 weeks (20 days)	1.67

**Stipend, Part-time, Interim Pastors – Vacation Accrual:**

- Employee will earn vacation time as per policy, but will be prorated for pay purposes
- Stipend, part-time and interim pastors will not qualify for vacation carry over. This is reserved for full-time employees only.

**12-Month Education Employees Vacation Accrual:**

- 12-Month Education Employees shall accrue paid leave according to the scale above, per years of service.
- Accruals shall be based upon their contract year of July – June
- An automatic 2-week deduction will be made for the scheduled school breaks during the year (Thanksgiving, Christmas, Spring Break), unless proof of hours worked is provided within two (2) weeks to the Conference Human Resources Department.
- Vacation hours used shall be reported to Conference Secretariat no later than December 31 and June 1 of the contract year.
- Unused vacation time may be rolled over to the next contract year per guidelines in #6 below.
- One year of vacation credit will be granted for 2 years of non-denominational professional experience that advances the employee's ability to more effectively perform their work for the Church.

**10-Month Teacher Vacation Accrual:**

- Teachers who work 10-month contracts receive 2 weeks of paid sick leave annually.
- No other paid leave is accrued, as it is built into the holiday breaks that they receive; Thanksgiving, Christmas, Spring Break.

2. **Regular Part-time Employees** - Regular part-time employees who average 19 hours per week shall accrue vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of the years of full-time equivalency.
3. **Components** - Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.
4. **Reporting Vacation Time** - Exempt Department Directors and Pastors are required to report vacation time used on their Worker's Report. Since vacation time should generally be taken in the year of accrual, it is assumed that exempt employees have taken their annual vacation accrual unless a written request is made by the employee to the

Secretariat for a carry-over to the following year. Non-exempt employees are required to report vacation time used on their time sheet.

5. **Scheduling** - Vacation time should generally be taken during the calendar year in which it is earned. Vacation time accumulated for an employee is to be requested in advance and may be used at such time(s) during the year when requested by the employee and approved by their supervisor. Arrangements should be made so that there is coverage in the department affected by the employee taking vacation. This can be arranged with the immediate Supervisor or the Office Manager.
6. **Maximum Accrual** - Vacation time may only be earned and accumulated from year to year, up to a maximum of 150% of the annual vacation entitlement including current year accruals. To qualify for this, employees must use half of their annual accrual in order to carryover the remaining 50%. However, an employee shall be allowed to accrue more than the maximum if the Employer is unable to grant vacation at the time the employee reaches the maximum and the exception is approved in advance by ADCOM. This maximum applies to both exempt and non-exempt employees.
7. **Termination, Retirement or Transfer** - At the time of termination, retirement or transfer from one denominational organization to another, the maximum vacation pay-out will be 100% of the annual accrual.

**Definition:** Current year accrual is the amount of time earned in the current year, prorated by the number of hours worked thus far in that year. (See 410.20(6) above for maximum accrual amounts.)

#### **410.30 Sick Leave (Non-Exempt Employees)**

1. **Covered Employees** - This sick leave policy applies to all Conference employees after 30-days of employment (except for those transferring from other denominational service, who are eligible immediately). Sick leave benefits accrue on a pro-rata basis for those staff members working less than 19 hours per week or those who are temporary staff. Sick leave benefits may not be accessed until 90 days post hire.
2. **Work Absence** - When an employee is sick or impaired to the extent of being unable to reasonably perform regular duties or may expose others to illness or injury, the Employee is not expected to report to work. Sick leave is granted in the case of preventive care, physical or mental illness and services related to domestic or sexual violence of the Employee, the Employee's family member or the spouse's family member. Family members are defined as: parents, children, grandparents, grand-children, siblings and those children whom the employee stood in loco parentis to. Also included are those whose close relationship because of blood or affinity is equivalent to that of a family member.
3. **Reporting Absence** - Anticipated and/or extended absences must be reported as early as possible to the immediate Supervisor or Departmental Director.
4. **Extended Illness** - Illnesses of such serious nature as to necessitate more than five days absence should be attended by a physician. A return-to-work note shall be provided to the Supervisor upon return.

5. **Appointments** - Elective medical, dental, or surgical appointments should be scheduled so as not to interfere with the regular work schedule. Where this is impossible, time shall be taken for such appointments as sick leave and shall be documented as such on the non-exempt employee's time sheet or the exempt employee's Worker's Report.
6. **Sick Leave Hours Accrued** - Sick leave time shall accrue based on .03855 hour per hour worked for regular full-time and part-time staff and at 0.03333 hour per hour worked for staff who work less than 19 hours per week or are temporary. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave but does not include overtime hours worked for non-exempt employees.
7. **Division of Sick Leave** - 50% of the accrued sick leave time shall be credited to the Employee's Short-term Sick Leave bank and shall be available for short-term illnesses and medical/dental appointments. The remaining 50% shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.
8. **Short-term Illness** - The first three workdays of any illness or time off for medical/dental appointments shall be charged as Short-term Sick Leave. Time off for medical/dental appointments may be charged as Short-term Sick Leave or Paid Leave for non-exempt employees.
9. **Carry-over of Short-term Sick Leave** - Short-term sick leave time may be carried over from one year to the next up to a maximum of 76 hours for regular full time and part-time staff and up to a maximum of 40 hours for staff who work less than 19 hours per week or are temporary. Accrued short-term sick time in excess of 76 hours may be transferred to the Extended Sick Leave bank. However, hours cannot be borrowed in excess of actual accrual.
10. **Extended Sick Leave** - Beginning with the fourth workday of an illness, full-time pay shall be continued and charged as Extended Sick Leave until those accumulated hours have been exhausted. Extended Sick Leave that exceeds the hours in the Extended Sick Leave bank can be charged as paid leave until that bank is exhausted.

To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized, the above provision shall begin on the day of admittance to the hospital.

Employees are eligible to begin utilizing Extended Sick Leave time from the first day of a maternity leave.

11. **Family and Medical Leave Act Leave Coordination** - Any leave under this policy must be coordinated to the extent applicable with FMLA.
12. **Exclusions**
  - a. Any day during which an employee is entitled to cash benefits for temporary disability under Workers' Compensation. The Treasurer must be notified if any such benefits are received by the employee.

- b. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from voluntary addiction to chemical dependencies, such as alcohol and drugs.
  - c. Any period when incarceration is the cause of absence from work.
- 13. **Carry Over of Extended Sick Leave** - Extended Sick Leave may be accrued up to a maximum of 1,000 hours.
- 14. **Not Convertible to Paid Leave** - Extended Sick Leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.
- 15. **Portability** - Accrued Short-term and Extended Sick Leave shall be transferred if any employee transfers directly to another denominational employer.
- 16. **Part-time Work After Illness** - An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the Extended Sick Leave bank as long as hours of accrued sick leave time are available.

#### 410.40 Paid Leave Plan Components (Non-Exempt Employees)

The Conference combines Short-term Sick Leave, vacations, and authorized holidays into a Paid Leave Plan. Paid Leave time begins to accrue from date of employment and is automatically accumulated into the Paid Leave bank. The maximum hours that may be accumulated is the equivalent of seven weeks (266 hours), excluding holidays.

Hours placed in the Paid Leave bank that have been transferred from another denominational organization or through reconstruction of prior lost or non-transferred leave will be available for paid purposes only and are not to be interpreted for years of service credit.

Paid Leave may be used for vacations, holidays, illnesses or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. The maximum Paid Leave to be used at any one time is four weeks, with the exception of FMLA leave as outlined in Section 310.40 of this *Employee Handbook*.

- 1. **Maximum Hours** - The maximum Paid Leave hours that can be earned in a 12-month period are 152 vacation hours (4 weeks) plus 38 Short-term Sick Leave hours, or a total of 190 hours. This is broken down as follows:
  - 4 weeks' vacation
  - 1 week sick leave
  - 9 holidays
- 2. **Scheduling** - Paid Leave time should generally be taken during the year it is earned. An employee is required to submit paid leave requests to their Supervisor, as far in advance as possible, to allow for adequate arrangements to be made for workflow in their absence.
- 3. **Emergency Reserve** - An employee is encouraged to maintain an emergency reserve in their Paid Leave banks. If an employee's Paid Leave bank is depleted, additional time off may be taken without pay.

4. **Transfer** - If the employee transfers to another denominational organization, the Conference will pay them the balance of the unused Paid Leave bank up to a maximum of 100% of the annual accrual. . Hours in the Extended Sick Leave bank are excluded from this payment.
5. **Separation from Employment** - If an Employee separates from employment with the Conference, settlement will include unused hours remaining in their Paid Leave bank up to a maximum of 100% of the annual accrual. . Hours in the Extended Sick Leave bank are excluded from this settlement.
6. **Retirement** - When an Employee retires, settlement will include unused hours remaining in their Paid Leave bank up to a maximum of 100% of the annual accrual, unless service credit must be added to their service record. Hours in the Extended Sick Leave bank are excluded from this settlement.

## 410.50      **Retirement Plan**

For complete details, refer to the Adventist Retirement Plan Booklet available online at <http://www.adventistretirement.org>.

The NAD Retirement Plan's Office administers the Defined Contribution Plan in which pre-tax employer contributions of 5% of the employee's remuneration are credited to the Employee's personal account after each payday. All eligible regular part-time and full-time employees are automatically enrolled at 3% voluntary contributions to the Plan, which the Conference will match up to an additional 3%. In addition, every July all participants in the Plan will be auto-escalated by 1% until they reach a personal contribution amount of 7%.

Due to IRS regulations, the contributions that the employee and the employer can make to the Plan are limited. Upon request by the Employee and based on information the Employee provides, the Plan will help the Employee calculate those limits and review various alternative strategies in case the limits are exceeded. However, remaining in compliance with the contribution limits is the Employee's responsibility.

Generally, employees of a Seventh-day Adventist Church entity listed in the SDA Yearbook are eligible to participate in the Plan. An employee must meet certain criteria in order to participate in this Plan, such as:

- a. Must be regularly employed for at least 19 hours per week.
- b. Must be at least 20 years of age.
- c. Must not be employed in a temporary position that is not expected to last longer than five (5) months when employment began.
- d. An employee is not eligible if their employer is an educational institution and they are employed as "student labor" as defined by the IRS for purposes of the FICA exemption.

Even if an employee is ineligible to participate in this Plan, the employee may make voluntary contributions to the Plan.



More information on the retirement plan is available from the Treasury Department.

## **410.60 Retirement Allowance**

1. **Eligibility** - Employees who have been employed at least half-time during each of the two years immediately preceding retirement and go directly from active service into retirement shall be granted a retirement allowance by the Conference. The retirement allowance is not termination pay but is an employee benefit provided at the time the participant is approaching eligibility for retirement benefits.

If an employee is at least age 59½, meets the retirement allowance eligibility criteria above and is separating from denominational employment, that employee is eligible to receive a retirement allowance at the time of their termination. (NAD WP Y 46 12)

2. **Amount** - The maximum allowance shall be equivalent to 12.5% of a month's basic remuneration for each year of NAD denominational employment after December 31, 1999. The Conference has voted that this allowance will be paid directly to the employee's retirement account. (See NAD Working Policy Z 40 for Retirement Allowance earned by service prior to January 1, 2000.) Employees who received a termination settlement at the time of a break-in service shall be eligible for a retirement allowance based only on the years of service credit earned after the settlement.
3. **Disability** - Employees who are granted disability retirement benefits or benefits from the Employee Disability Income Plan shall not be granted a retirement allowance except for those who, after discontinuing disability benefits, return to NAD denominational employment and earn an additional 10 years or more of service credit. The retirement allowance would then be based only on the ten or more years of NAD denominational employment earned after disability benefits were discontinued.
5. **Service Credit** - The retirement allowance does not entitle an employee to any additional service credit.
6. **Death Before Retirement** - If an employee was eligible to retire at the time of death, but was still employed, the surviving spouse shall be entitled to a retirement allowance in lieu of continuation of remuneration beyond the month of death.
7. **Time of Payment** - The retirement allowance shall normally be paid at the time of retirement and shall be computed at the current remuneration rate. However, an employee who is within two years of eligibility for retirement may request and receive up to 50% of this retirement allowance as a direct employee benefit in two payments prior to actual eligibility.
8. **Special Exceptions** - The requirement that employees go directly from active service into retirement in order to be eligible for a retirement allowance payable at the time regular retirement benefits begin, may be waived by the Conference by special action for reasons such as the following:
  - a. Termination of active employment was no more than 36 months prior to being eligible to receive retirement benefits, and
  - b. The termination of active employment was due to the transfer of the spouse to a different location or because of retirement of the spouse, or

- c. The Conference may, because of exceptional circumstances, approve a request to waive the requirement that an employee go directly from active service into retirement. (See NAD WP Y 46 12)

## **Full-Time Employees (38 Hrs/Wk):**

### **420.00 Health Care Assistance (30 hrs/wk eligibility)**

Health care benefits are available to full-time employees and their eligible dependents (an eligible spouse is defined as one who earns less than 2/3 of the current remuneration factor – approximately \$37,000/year – and does not have health insurance available through their employer). A copy of the entire Health Care Assistance Plan (HCAP) document is available and may be downloaded from the following website: [www.ascendtowholeness.org](http://www.ascendtowholeness.org).

### **420.10 Adoption Expense**

Full-time employees may be granted assistance of 75% of the medical and legal expense and adoption agency fees incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child.

### **420.20 Employer Provided Life Insurance Benefit**

1. **Eligibility** - Full-time employees are eligible for an employer-provided life insurance policy for employees and their dependent(s).
2. **Purpose** - The purpose of this benefit is to provide financial assistance in meeting an employee's share of the expenses of the final illness and funeral as well as the needs of the survivors.
3. **Benefit Provisions** - The benefit scale is as follows:

Employee	\$100,000
Spouse	\$ 50,000
Dependent Child	\$ 10,000
Stillborn	\$ 750

According to IRS rules (IRS section 79), the first \$50,000 of an employer provided life insurance benefit is non-taxable. Any amount over \$50,000 for an employee, over \$2,000 for a spouse, or over \$2,000 for a child is considered taxable income, also called "imputed income." If coverage exceeds \$2,000 for a spouse or child, then the entire amount, either \$50,000 or \$10,000 is considered imputed income.

The taxable benefit is calculated by taking the amount of imputed income (\$50,000 or \$10,000), multiplying that figure with an IRS rate chart which assigns a rate per \$1,000 of coverage based upon the employee's age. This rate increases in five-year age bands.

This imputed income does not increase an employee's take-home pay but is added to their total income to be taxed. The actual amount of taxes paid varies according to their individual tax bracket.

Because of these tax consequences, the increased benefit is not mandatory. An employee may elect to waive the increased life insurance by completing a waiver and release form. Because this is the only employer paid death benefit offered to employees, it is very important that careful consideration be given before waiving the benefit. An employee who declines the increased coverage is not allowed to opt back into the higher coverage at a later date, unless they experience a "qualifying event" such as marriage, birth of a child or divorce, or change of employer.

To waive the additional coverage a waiver and release form must be signed before a notary.

When both spouses are denominationally employed, each will be classed as a single employee. An employee cannot be covered as both an employee and spouse. The spouse that is taxed for the dependent children is the spouse whose birthday comes first in the year.

An eligible dependent is as follows:

- a. Spouse
  - b. Unmarried child:
    - i. From live birth through age 25 years
    - ii. Who is 26 years or older, disabled and primarily dependent upon the Employee for financial support
  - c. Married child who is not yet 26 years of age
2. **Portability and Conversion of Life Insurance** - The Basic Life Insurance benefit, as well as the Supplemental Life Insurance allows porting and/or conversion of coverage when eligibility is lost. Covered employees have 31 days from the date coverage ends to submit a written application. Employees and/or dependents lose eligibility upon:
- a. Termination of employment;
  - b. Death of an employee, causing surviving spouse or dependents to lose eligibility;
  - c. Divorce of a covered spouse from the employee; or
  - d. A dependent child reaching the age limit.

Portability or porting coverage allows an employee to continue their coverage at a group rate without having to provide proof of good health. The rates, terms and conditions under the ported policy may be similar but not identical to those under the NAD group plan. Porting is the most cost-effective option.

Employees who have reached retirement age are not eligible to port their Basic Life coverage. Conversion (see below) is the only option. However, retirees are eligible to continue any Supplemental Life coverage for themselves and their dependents at the

same group rate by completing an enrollment form within 31 days of their last day at work.

Conversion allows an employee to convert all or a portion of their coverage to an individual policy without having to provide proof of good health. The rates, terms and conditions of the converted policy are NOT the same as those under the NAD plan. Converting to an individual policy is a more costly option.

### 3. **Conversion limits**

- a. If an employee elects to continue all coverage under the portability provision, then the conversion provision is NOT available.
- b. If an employee is insured in excess of the maximum portable amount, then the conversion provision will be available for the portion in excess.

Note: When an employee's spouse or dependents are also denominationally employed, only one benefit per death will be made.

See the Treasury Department for any changes and additional information.

4. **Claims Administration** - Claims are administered by the Conference. Claims should be submitted on claim forms with all required information provided.
5. **Additional Benefits** - On a voluntary basis, an employee may supplement this benefit by participating in a Group Universal Life Insurance Plan established and administered by the Conference. Payroll deduction is available for the applicable costs.
6. **Retirement** - This benefit is also available during a period of one year immediately following the beginning of retirement benefits provided the employee goes directly into retirement from active service.

This benefit plan is portable at the time of termination of employment.

7. **Employees without Surviving Spouse or Children** - Benefits paid on behalf of the employee will be paid according to a beneficiary succession, if a beneficiary card is not filled out by the employee and filed. The beneficiary succession is:
  - a. Surviving Spouse
  - b. Children
  - c. Parents
  - d. Brothers and Sisters
  - e. The estate of the deceased employee.
8. **Medical Termination** - If an employee discontinues employment as a result of illness or injury but does not have enough years of denominational service to qualify for retirement benefits and are not otherwise employed, they will be eligible for this benefit for a period of six months after they go off the payroll. In such case, the employee's spouse and eligible dependents are also covered under this plan during the six-month period.

## 420.30 Disability Income Plan

Regular full-time employees are eligible for long-term disability (LTD) coverage as outlined in NAD WP. Under the LTD plan, if an employee is deemed eligible, they must satisfy a 90-day elimination period prior to the start of benefits. The Conference will define whether an employee is eligible based upon their occupation during the first two years of disability and any occupation after that.

1. **Disability Benefit** - The monthly benefit will be 66-2/3% of the employee's pre-disability basic monthly earnings, e.g., pay rate multiplied by pay category, integrated with Workers' Compensation and other group and government assistance program benefits related to employment, subject to a minimum monthly benefit of \$300. Basic monthly earnings do not include tuition assistance, area travel or other allowances.
2. **Service Credit and Benefits** - During the elimination period, which begins on the date an employee is no longer able to perform their duties, service credit will accrue whether salary is continued or not. Service credit will also continue for up to one year immediately following the elimination period if they remain eligible for disability benefits.

While an employee is receiving service credit during the elimination period, all other employee benefits will continue, including health care assistance. Extension of eligibility for other employee benefits may be specifically provided for in the related sections of the NAD WP.

## 420.40 Wellness Program

A wellness emphasis program is available for the Conference employees. See the Human Resources Department for details.

## 420.50 Entrance/Registration Fee Assistance

1. **Christian Education** - Denominational employees are expected to support the Church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and a commitment to Jesus Christ. In this way perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility the children will adopt a lifestyle that is not in harmony with the teachings of the Church.
2. **Eligible Employees** - The Conference will provide assistance on the entrance/registration fee for the employee if they are classified in regular, full-time, hourly employment and their children are enrolled in an Arizona Conference Adventist owned and operated school on the elementary through secondary levels.
3. **No Assistance** - No entrance/registration fee assistance is provided to schools outside of the Arizona Conference.
4. **Eligibility** - To be eligible for tuition assistance the student must be:
  - a. An unmarried dependent of the Employee;

- b. Eligible to be claimed as a dependent on the Employee's income tax return and meet one of the following requirements. The student must be:
    - i. Born to, or legally adopted by, the Employee and/or spouse, appointed under the guardianship or legal custody (not temporary custody) to the employee, or is a stepchild by marriage.
- 5. **Students Not Eligible for Registration Assistance** - The Administrative Committee may make an exception if the Employee has assumed full responsibility for a child's education expenses in an Arizona Conference school.
- 4. **Assistance** - The Conference may provide assistance on entrance/registration fees to a maximum of 25% of the remuneration factor per year.
- 5. **Method of Payment** - Assistance for elementary through academy students shall be paid directly to the invoicing school.

## Ministry:

### 430.00 Continuing Education and Advanced Degrees for Pastors

Requests for continuing education and advanced degrees shall be approved in advance as follows, subject to budgetary restrictions. Applications are available on the Secretariat's Website:

- 1. All requests must be submitted to the Ministerial Director prior to registration into a continuing education program.
- 2. Requests for a continuing education program which requires more than one week per year to complete requires approval from the Conference Executive Committee.
- 3. A maximum of two (2) weeks per year is allowed for continuing education or, if vacation time is included, a maximum of six weeks is allowed except for those approved and in full time attendance in the Master of Arts in Pastoral Ministry or Religion (M.A. Min) or Doctor of Ministry (D. Min) programs.
  - a. Continuing Education Seminars
    - i. The Conference will provide assistance of up to \$500 per year for the actual out-of-pocket expenses for tuition, books required by the course, room, fees, board and travel. The balance of these costs is the employee's responsibility unless arrangements have been made with the Conference to provide additional assistance.
    - ii. Out-of-district time is allowed for one week per year plus one travel day allowed to attend the course and one travel day allowed to return to the home district.
    - iii. The annual assistance and out-of-district time are not allowed:

1. For individuals approved and attending the Andrews University Extension Program, or
  2. In the year of General Conference sessions for those sponsored by the Conference to the pre-session and/or part of the General Conference session.
- iv. The annual maximum assistance and out-of-district time may be carried over for one year which will increase the maximum allowance to two times the annual rate mentioned above.

b. Advanced Degrees

i. Doctor of Ministry (D. Min) and Master of Arts in Pastoral Ministry or Religion sponsored by Andrews University:

1. Must be approved by Administrative Committee and Conference Executive Committee
2. Employee must meet the requirements of Andrews University Theological Seminary for participation which includes, but is not limited, to:

a. Doctor of Ministry Program

- i. Completion of four years of service;
- ii. Completion of a Master of Divinity degree; and
- iii. Ordained as a Seventh-day Adventist minister.

b. Master of Arts in Pastoral Ministry

- i. Completion of four years of service.

3. The Conference will pay the tuition for approved participation.
4. The Conference will provide assistance of up to \$500 per year for the actual out-of-pocket expenses for tuition, books required by the course, room, fees, board and travel. The balances of these costs are the employee's responsibility unless arrangements have been made with the Conference to provide additional assistance.
5. Out-of-district time is allowed for a maximum of three weeks of intensives per year plus one travel day allowed to attend the intensive and one travel day allowed to return to the home district. Out-of-district time is allowed for a maximum of six weeks per year to fulfill the on-campus residency requirement plus one travel day allowed to attend the course and one travel day allowed to return to the home district.

6. Generally, the off-campus intensives and the on-campus residency program cannot be taken in the same year.
7. All costs paid by the Conference for the Master of Arts in Pastoral Ministry or Doctor of Ministry degrees will be amortized for five years at the completion of the program and may be, in the event of a call, passed on to the calling organization. If a call to another organization is made to and accepted by the employee before completion, all of the accumulated costs may be passed on to the calling organization. If the employee ceases employment with the Conference any unamortized costs may be written off and not become a personal obligation of the Employee.

## **Ministry & Conference Office:**

### **440.00      Holiday Bonus**

Conference employees may be granted an annual holiday bonus not to exceed 3% of the remuneration factor rounded up to the nearest \$5.00. Part-time employees receive a pro-rated bonus based on the above and the percent of time they work.

### **440.10      Death of an Employee While in Denominational Service**

1. **Surviving Spouse Benefits** - When a regular full-time employee dies while in denominational service, the surviving spouse receives certain benefits which are continued for two months from the date of the Employee's death. (Employee Basic Life Insurance, Death Benefit)
2. **Continuation of Employee Remuneration** - When a regular full-time employee dies while in denominational service, the surviving spouse is eligible to receive a payment equivalent to the deceased Employee's remuneration for five months.
3. **Hospitalization and Comprehensive or Family or Spouse Medical Coverage** - The surviving spouse shall continue to be eligible for health care under the NAD Health Care Assistance Plan (HCAP) for six months to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in the NAD Health Care Assistance Plan.
4. **Tuition Assistance for Dependent Children of Deceased Employee** - The surviving spouse shall continue to receive tuition assistance for eligible dependent children until the end of the current school year to the extent that the deceased Employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s).

## **Conference Office Only:**

### **450.00      Professional Upgrading**

Department Directors may recommend that employees be authorized to take specific academic courses that would improve their qualifications for the present job assignment.



Such applications shall be considered by ADCOM. If approved, the assistance shall be as follows:

- a. **Job Required** - If the course(s) is required by the employee's present job assignment, the assistance shall be up to 100%.
- b. **Job Related** - If the course(s) is not required but would enhance the employee's qualifications for the present job assignment, the assistance shall be up to 50%.

#### 450.10      **Transfer and Retirement Gifts**

1. **Eligibility** - Employees who transfer, resign or retire from the Conference may be granted a monetary farewell gift, calculated as a percentage of the Employee's remuneration rate, excluding cost of living, rounded up to the nearest \$5, according to the following schedule of service:

<u>Remuneration Scale %</u>	<u>Amount % Per Year</u>	<u>Maximum Gift</u>
102% and above	4.0% per year of service	20%
98% to 101%	3.0% per year of service	15%
Below 98%	2.0% per year of service	10%

2. **Service** - For employees retiring from the Conference, amounts are based on service in any denominational organization. For employees who are transferring or resigning, the amount will be based on service only at the Conference.
3. **Category** - The amount granted is based on the employee's remuneration category at the time of transfer, resignation, or retirement.
4. **Exclusion** - Employees who receive a termination settlement are excluded from this provision.
6. **Taxability** - This monetary gift is taxable income.
7. **Gift** - A farewell gift will be provided out of the department budget of an approximate value of 15% of the monetary gift. It is the responsibility of ADCOM to select an appropriate gift for department heads. The Department Director is responsible to determine an appropriate gift and arrange for the purchase of the gift for their employees. Any additional gift should be of modest expense and approved by the Department.

## SECTION 500 - BENEFITS AVAILABLE TO EXEMPT EMPLOYEES

### Exempt Employees:

#### 500.00 Sick and Short-term Disability Leave (Exempt Employees)

1. **Remuneration** - Regular full-time, benefit-eligible, exempt employees are eligible for full remuneration during any period of medical disability for up to 26 weeks. Under no circumstances, however, will the employee be eligible for disability leave in excess of 26 weeks in any 12-month period.
2. **Procedure** - Any leave under this policy must be coordinated with FMLA leave. The procedure for requesting FMLA leaves must be followed when requesting disability leave under this policy.

The first three days of sick leave need not be reported as disability leave. If, however, the disability exceeds three days, the entire period of disability will be counted toward the 26-week maximum.

8. **Workers' Compensation Payments** - An employee is required to notify the Treasury Department of any benefits they receive from Workers' Compensation. The Conference will supplement Workers' Compensation benefits so that total benefits equal the employee's regular remuneration.
9. **Personal Leave** - If an employee desires additional personal time away from the job after completion of the disability leave, they may, in consultation with their Supervisor, request use of their accrued vacation time to cover part or all of the personal time off. Certain leaves may qualify under the Conference's Leave of Absence policy and/or FMLA. Contact the Human Resources Department for more details.

#### 500.10 Automobile Policy

1. **Statement of Philosophy** - Most employees need and have an automobile for personal use including travel to and from work.
2. **Use of Automobiles in Church Work** - Conference exempt employees may find it necessary to travel by automobile when meeting church appointments. It is the responsibility of such employees to maintain an automobile that is available as needed for church business.
3. **Insurance** - Certain employees may be eligible for automobile insurance assistance if their annual automobile insurance expense exceeds a specified deduction (see Automobile Insurance Assistance below).
4. **Reimbursement** - Mileage reimbursement is granted to cover the additional automobile expense (additional depreciation, gas, oil, tires, repairs, maintenance, etc.) that employees incur because they use their automobiles for Conference business, and shall be the same for all persons, whether employees or not, who are requested to drive their automobiles on Conference business.

5. **Authorization** - No other assistance shall be given for automobile expenses unless specifically authorized by ADCOM.

#### **AUTOMOBILE INSURANCE ASSISTANCE**

1. **Eligibility** - Those eligible for additional automobile insurance assistance shall be exempt Department Directors, Pastors and Principals.
2. **Deductible** - Assistance may be granted on annual automobile insurance expense that exceeds 16.5% of the current monthly remuneration factor (rounded to the nearest \$1). Proof of payment and minimum insurance limits is required.

- a. Those eligible for automobile insurance assistance shall be required to carry insurance with the following minimum limits when such limits are readily available:

▪ Bodily injury liability	\$250,000/\$500,000
▪ Property damage liability	\$50,000
▪ Medical payments	\$5,000
▪ Comprehensive	** \$100 deductible
▪ Collision	** \$500 deductible
▪ Underinsured & uninsured motorist	\$250,000/\$500,000

Optional \$300,000 single limit policy is acceptable

\*\*Any deductible above this amount or waiver of the requirement to carry comprehensive and collision coverage is at the discretion of the Conference.

- b. In the event an employee who is eligible to receive automobile insurance assistance has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the Employee and the remainder of the deductible will be paid by the Conference. In the event of a second accident the same year, the Employee pays \$100 of the collision deductible and the Conference will be responsible for the remaining portion of the deductible. In the event of a third accident in the same year, the Employee pays \$150 of the collision deductible and the Conference will be responsible for the remaining portion of the deductible. After three accidents in the same year, there will be no responsibility on the part of the Conference to share in the cost of the collision deductible. If the Employee or the insurer brings a liability claim against a third party and recovery is realized, reimbursement shall be made to the Conference for any amounts previously paid by the Conference.
- c. The amount of the assistance shall be determined by applying the appropriate factors to the average premiums of two insured automobiles owned by the Employee. The maximum annual benefit shall not exceed \$1,200.

<b>Driving Record Surcharge Points</b>	<b>Allowance Factor One Automobile Owner</b>	<b>Allowance Factor Multi-Automobile Owner</b>
0 to 2	100%	160%
3	90%	144%
4	75%	120%

- d. An unmarried employee, if eligible, shall receive assistance on one automobile only. Married employees, where both spouses are eligible for additional insurance assistance, shall each receive assistance on one automobile only.
- e. **Auto Insurance** - Employees who are asked to regularly drive their personal automobiles on behalf of the Conference shall carry a minimum of \$250,000 per person/\$500,000 per occurrence limits of liability.

## 500.20 Moving Allowances and Arrangements

Exempt employees who are called to serve the Conference are eligible for a taxable moving and travel allowance if such expenses are not otherwise assumed by another organization. If two individuals from the same family are employed by different denominational organizations, each employing organization will be responsible for half of the moving expenses.

1. **Allowances** - A “top up for taxes” of about 30% of the actual moving cost will be provided to help cover incurred taxes. If the employee chooses to do a “self-move”, they will be provided with an additional amount equal to 33% of the Remuneration Factor as well as the cost of the truck/gas, etc.
2. **Household Effects** - The Conference will cover the cost of moving items that are normally a part of an employee's household effects. The maximum allowed poundage is set as follows:

8,000 lbs for the employee  
4,000 lbs for the employee's spouse  
1,200 lbs for each dependent child

The inclusion of items, other than the usual household effects, of significant weight and volume such as cars, boats, and rock collections, must be specifically authorized prior to the move and an agreement reached as to whether the Conference or the Employee is going to be responsible for the moving expenses. Any extra charge for loading, unloading, wasted space, etc., shall be the responsibility of the Employee. The Arizona Conference will only pay for a maximum of one full moving van.

3. **Arrangements** - The Conference reserves the right to coordinate moving arrangements if it will provide cost savings to the Conference.
4. **Residence Selection** - Employees who are called to the Conference from within the NAD are entitled to one paid round trip for them and their family to the place of employment for the purpose of selecting a residence. This trip is limited to seven continuous days.
5. **Commuting Trips** - Employees who begin work before moving their families are permitted one single paid round trip home per month, within the United States, up to a maximum of three trips.
6. **Travel** - Per diem and mileage will be paid according to current rates. If the employee has a spouse, mileage on a second automobile may be reported at 100 percent of the normal mileage rate.

7. **Automobile Registration and Excise Tax** - Employees who are called to another state during the calendar year and who are required to pay excise tax, license, and inspection fees the second time may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.
8. **Tax Obligations** - The relocating employee shall be responsible for any tax obligation due to any assistance provided.

## 500.30      **Second Move**

There is no assistance on storage costs or second moves for employees who make temporary housing arrangements while having a residence built or while seeking a place to rent or purchase.

## 500.40      **Moving Allowance – Retiring Employee**

A retiring employee may be granted assistance for one actual move to the place of retirement if the Employee has been moved at denominational expense during their career.

1. **Authorized Expenses** - When an employee retires the Conference may arrange to pay the moving expense for household goods (not to exceed 12,000 lbs.), and transportation expense including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the location of their choice in North America. The Arizona Conference will only pay for a maximum of one full moving van. If the employee's service is less than 30 years, the Conference may pro-rate the moving expense based on years of actual service credit. The provisions of Section 500.20 do not apply to this move.
2. **Timing** - The retirement move must occur within five (5) years of retirement, unless other arrangements are made prior to retirement. This allowance is limited to one move only.
3. **Form of payment** - At the discretion of the Conference a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.
4. **Division of Expenses** - If both spouses are denominationally employed by different employers at the time of retirement and are holding a position normally moved at denominational expense, the assistance shall be shared equally by both employers.
5. **Tax Obligations** - The retiring employee shall be responsible for any tax obligation due to any assistance provided.
6. **Other Applications** - The Conference may apply the provisions of this policy in the case of a move due to the death of an eligible employee even if the death is prior to retirement or retirement eligibility.

## 500.50 Moving Expense Amortization

1. **Agreement** - Employees called to the Conference who have less than 15 years of denominational service may be required to sign a moving amortization agreement before moving arrangements begin.
2. **Voluntary Terminations** - Any employee who terminates voluntarily from the Conference within the first four (4) years will reimburse the Conference for the unamortized portion of the moving expense and related travel expenses according to the schedule listed below. The total moving expenses will be amortized according to the following schedule:

▪ Less than two (2) years of employment	100%
▪ More than two (2) years, but less than three (3) years of employment	50%
▪ More than three (3) years, but less than four (4) years of employment	25 %
▪ More than four (4) years of employment	0%
3. **Transfers** - If termination from the Conference occurs within the first four (4) years of employment because of an inter-denominational transfer, the Conference may recover a portion of the expenses of the previous move according to the foregoing schedule.

## 500.60 Additional Housing Assistance

1. **Initial Assistance** - When an employee is moved from one location to another, and because of the conditions of their lease or failure to sell or rent their home, they are required to pay for housing expenses both at their former location and at their new location, an allowance may be granted to cover the time when payments are being made for both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.
  - a. **Employee must notify the Conference upon acceptance of an offer on the sale of their home.**
2. **Unusual Circumstances** - In unusual circumstances when the employee has not been able to sell the home at their former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to under initial assistance was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contracted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the Conference.
  - a. **Employee must notify the Conference upon acceptance of an offer on the sale of their home.**
3. **Extreme Circumstances** - If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for said home is not more than 95 percent of the appraisal during this period.
  - a. **Employee must notify the Conference upon acceptance of an offer on the sale of their home.**

4. **Amount** - When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 100 percent of the cost factor (housing/utilities/property tax of the Relocation Analysis Report) as indicated by ERI/Statistics Canada for which the Employee was eligible at the former location. 50% of any rental income shall be deducted from the allowance.
5. **Sharing of Loss on Sale** - In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the Employee and the Conference may agree at any time during the selling process that in lieu of spending all of the duplicate housing allowance mentioned above, the property may be placed for sale at less than 100 percent of market value as determined by a current appraisal. The cost of the reduction may be shared between the Conference and the Employee at an agreed upon ratio on an individual basis. The cost to the Conference shall not exceed the maximum duplicate housing allowance.
6. **Purchase of Employee's Home** - If in the course of transitioning an employee from one location to another, the Conference decides that it is in its best interest to acquire the home where the Employee currently lives, in order to facilitate the relocation of the individual to the new job assignment, the Conference may exercise that option with the approval of the Executive Committee. The home shall be appraised by a third party, and the price will be set excluding realtor fees.
7. **Coordination of Benefits** - The Conference will discuss the options available to the employee and should avoid the unnecessary multiple application of the provisions of this policy.

## 500.70 Tuition Assistance

1. **Christian Education** - Denominational employees are expected to support the Church's philosophy of Christian education by enrolling their children in Seventh-day Adventist schools for the purpose of assisting youth in making a decision for and a commitment to Jesus Christ, thus perpetuating the practice of Seventh-day Adventist beliefs and teachings, enlarging the reservoir of future church employees and lay church leaders, providing a positive example, and reducing the possibility the children will adopt a lifestyle that is not in harmony with the teachings of the Church.
2. **Eligible Employees** - If the employee is an administrative professional and/or in a supervisory position (exempt employee), they are expected to send their children to Seventh-day Adventist denominationally owned and operated schools. The Conference will provide assistance on the tuition expense to the employee if they are classified in regular full-time employment and their children are enrolled in an Adventist owned and operated school on the elementary, secondary or liberal arts college levels, or technical or professional school on an undergraduate level, or a fifth-year of college or graduate work required to secure teaching credentials.
3. **No Assistance** - No tuition assistance is provided to children of Conference non-exempt employees.
4. **Eligibility** - To be eligible for tuition assistance the student must be:

- a. An unmarried dependent of the Employee;
  - b. Less than 24 years of age, unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration;
  - c. Eligible to be claimed as a dependent on the Employee's income tax return and meet one of the following requirements. The student must be:
    - i. Born to, or legally adopted by, the Employee and/or spouse, appointed under the guardianship or legal custody (not temporary custody) to the employee, or is a stepchild by marriage.
5. **Students Not Eligible for Tuition Assistance** - The Executive Committee may make an exception if the Employee has assumed full responsibility for a child's education expenses in a denominational school.
6. **Assistance** - The Conference may provide assistance on tuition and all required fees as follows:
- a. College & University – 70 percent for dormitory students, and 35 percent for those not in the dormitory. Starting junior year or 5<sup>th</sup> semester, 70 percent subsidy may apply to those students residing in the university/college owned off-campus housing, excluding parents' or relative's house.
  - b. Academy – 70 percent for boarding students, 35 percent for day students.
  - c. Elementary – Assistance at 35 percent, beginning with Kindergarten
  - d. Preschool programs are not eligible for tuition assistance.

In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates for elementary and secondary schools, the tuition assistance from the Conference shall be based on the net tuition expense to the Employee. Charges for private music lessons are only covered if the course is required for credit for the student's major or minor.

- 7. **Professional Programs** - Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on and shall not exceed the normal tuition costs for a maximum number of semesters or quarters as listed in "Limitation on Assistance" mentioned below.
- 8. **Limitation on Assistance** - Assistance shall be provided for a degree program for a maximum of 10 semesters or 15 quarters (or a combined equivalent).
- 9. **Summer Sessions** - Students who attend summer sessions may be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in "Limitation on Assistance" mentioned above.
- 10. **Attending School Outside of the Conference** - Prior approval must be granted for children attending K-12 schools outside the Conference. Prior approval is not required



for attending colleges or universities outside the Conference, but within the NAD. Tuition and fees will be paid on the tuition and fee cost of an equivalent Conference school.

11. **Method of Payment** - Assistance for elementary, academy or college students shall be paid directly to the invoicing school.
12. **Graduate and Post Graduate Studies** – Reimbursement of 75% up to a maximum of 4 times the remuneration factor is available to eligible full-time employees with prior approval. Benefit is inclusive of all books, tuition, fees, travel, per diem and lodging. Reimbursement will be provided with proof of payment and a minimum “C” or passing grade. Annual reimbursement is limited to the amount of the remuneration factor. Amounts over \$5,250 are taxable in any calendar year. In addition, any amounts paid for travel, per diem, or lodging are taxable. A maximum of 3 individuals may be enrolled in the program at any one time.
13. **Division of Assistance** - When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the tuition assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.
14. **Attending Schools Outside of NAD** - Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70% of the actual tuition provided the amount of the assistance shall not be greater than the amount they would receive if attending a home college. See the Treasury Department for details.
15. **Adventist Colleges Abroad (ACA) Program** - ACA students receive 70 percent assistance based on the cost of tuition at the home campus where they are registered.
16. **Griggs University or Griggs International Academy** - Tuition assistance for studies through Griggs is given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance is 35%.
17. **Aviation** - Aviation class tuition and fees qualify for scholarship grants, provided the class is part of the student's regular course of study. Tuition scholarship cannot be applied on equipment rental or flight instruction time.
18. **Exceptions** – This policy is intended to apply only to employees’ dependents who attend Seventh-day Adventist denominational schools. Exceptions may be made as follows:
  - a. Attendance at privately operated Seventh-day Adventist schools approved by the conference.
  - b. In cases where an undergraduate-level program of study or a trade/vocational program is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the Pacific Union.

19. **Employees Who Become Disabled** – This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in *Employee Disability Income Plan* – NADWP Y-33. Assistance would be continued through the school year in which the employee's elimination period occurs, but in no event would it be carried more than one school year.

## 500.80 Travel Information

1. **Travel Allowance** - Administrators, department directors, associates/assistants and pastors are given a flat, area travel allowance each month which is intended to assist with the cost of travel within the Conference.

The allowances for the Conference staff are as follows:

- President – 4,000 miles times the current mileage rate.
- Executive Secretary and Treasurer – 3,000 miles times the current mileage rate.
- Department Directors – 2,500 miles times the current mileage rate.
- Conference Evangelist – 1,500 miles times the current mileage rate.
- Associates/Assistants – 1,000 miles times the current mileage rate.

The allowances for Conference pastors are as follows:

- Single church district - 1,000 miles times the current mileage rate.
- Two church districts - 1,250 miles times the current mileage rate.
- Three church districts - 1,500 miles times the current mileage rate.
- Four + church districts - 1,750 miles times the current mileage rate.

2. **Private Automobile** - Automobile related expenses such as tolls, ferries and parking (other than valet), will be reimbursed at actual cost. Traffic and parking tickets are not reimbursed. Air travel is recommended for most out of Conference appointments or an equivalent airfare for mileage reimbursement may be given.
3. **Rental Automobile** - Reimbursement will be made for the cost of renting a private passenger vehicle and for related expenses. If a rented vehicle is involved in an accident, the Treasury Department as well as Adventist Risk Management, Inc. should be notified immediately. When renting vehicles employees should not purchase the collision, damage waiver or personal accident insurance. Private passenger vehicles with seven or less seat belts rented by employees who travel on behalf of the Conference are covered under a blanket policy arranged through Adventist Risk Management, Inc. Therefore, additional accident insurance is not necessary and will not be reimbursed to the Employee.
4. **Air/Bus/Train** - Reimbursement will be made for the cost of air, bus or train transportation. The employee must use the most economical mode of transportation and make their own arrangements.
5. **Lodging and Per Diem** - Actual reasonable lodging expenses incurred plus the current per diem rate will be reimbursed to the employee for overnight trips. Travel days requiring only one meal will be reimbursed at the single meal per diem rate. If the travel days involve two or more meals for that day, reimbursement will be at the full-day per

diem rate. (See Travel Expense Allowances as described in Section (10) below for more details.)

6. **Travel Budgets** - All travel expenses shall be covered by the appropriate department's travel budgets. Exceptions shall be referred to ADCOM. Travel shall be by the most economical means, taking into account good utilization of time and trip requirements.

Conference Officers, Department Directors, Associate Department Directors and Pastors may be granted the lessor of six trips or eighteen days (including travel time and excluding Sundays) for requests for their services outside of regular conference duties.

7. **Spent Budgets** - Employees who have spent or committed their travel budgets for the year are not to accept appointments from organizations, unless they offer to reimburse the Employee's travel expenses.
8. **Trailer/Motor Home** - An allowance is granted to workers who on authorized trips use a trailer/motor home for overnight stays in lieu of a motel. (See Travel Expense Allowances Chart for more details.)
9. **Travel Outside NAD Territory** - Travel outside the NAD territory must be approved by ADCOM prior to making travel arrangements and purchasing tickets.
10. **Travel Expense Allowances** - (As voted annually at NAD Year-end Meetings) See the Treasury Department for current details.

Automobile Mileage Rates:

Per Diem

Full Day

Fully Entertained

Single Meal

Family Authorized Travel (with prior authorization):

Worker and Spouse

Fully Entertained

Each Accompanying Child (*only during a move*)

Each Child Traveling Alone

Hotel/Motel – *Actual Reasonable Expenses*

Recreational Vehicles (in lieu of hotel/motel expense)

Mileage Rates – (*double car rate*)

Per Day

Per Diem

Lodging with Relatives or Friends in Lieu of Hotel

Flat Allowance – (*no receipt required*)

## **500.90 Staying with Friends and Relatives**

An employee may report \$20 per night when staying with friends or relatives on an approved trip.

## 510.00 Monthly Worker's Report

A Worker's Report is due each month unless otherwise notified by ADCOM. If there are no reportable expenses or allowances, the employee must still submit a report to assist the Conference in tracking holidays, vacations, sick leaves and other days off for exempt employees. This honor system requires the cooperative integrity of the Employee. Conference statistics are dependent upon the accuracy of these reports and ministerial employees should report all baptisms, funerals, weddings and changes in district churches. All Workers' Reports are to be submitted on the Conference's expense report form with all appropriate documentation.

## 510.10 Reimbursed Expenses or Allowances

All reimbursable expenses or allowances must be requested from the Treasury Department on a timely basis, at least quarterly and should be requested in the calendar year in which the expense is incurred and paid. Expenses shall be claimed by submitting proof of payment with the Employee's Worker's Report and will be reimbursed with the next paycheck. **Expenses will only be reimbursed if accompanied by the appropriate receipts or proof of payment.** The Conference may, upon request from the Employee, make advances to cover large requirements if the delay in reimbursement creates a financial hardship.

The Conference operates on a calendar-year basis and budgets are set up to cover this period of time. Therefore, it is important that applicable items are reported on a timely basis if reimbursement is expected. Any request for reimbursement older than three months will not be paid without prior approval from ADCOM.

### Conference Office Leadership Only:

## 520.00 Entertainment Expenses

**Eligibility** - Conference exempt employees or others authorized by ADCOM, may report expenses for entertaining out-of-town guests at meals either at home or in restaurants up to the established annual maximum (See the Treasury Department for details) on the following basis:

- a. Actual cost of restaurant meals supported by receipts.
- b. For guests entertained at home – \$5 for breakfast and \$7 for other meals.

Conference employees who provide lodging in their homes for persons who are in the area to attend authorized meetings may report \$15 per night per person. Names of persons entertained or housed in the home must be submitted with the request for reimbursement.

## 520.10 Technology and Luggage Allowance

A technology allowance to each exempt Conference office employee is available to cover telephone charges, home Internet and other technical support expense with the understanding that the equipment be compatible with our IT system as identified by the Treasurer. The allowance shall be paid monthly through payroll as follows:

- Conference Officers - \$200 per month
- Department Director - \$150 per month

A luggage allowance is available as a reimbursable expense of up to \$150 per year which may be accumulated up to three years for employees with a full-time travel budget. A GPS system may also be purchased from this travel assistance plan.

## **Conference Administration Only:**

### **530.00      Travel Allowance for Spouse**

1. **Eligibility** - A Conference Officer's spouse may accompany them at denominational expense to authorized meetings held outside the Conference but within the territory of the NAD based on the following guidelines:
2. **Assistance** - The following assistance shall be granted:
  - a. When flying, two round-trip fares for the spouse at most economical rate available including special discounts, supersavers, etc., plus per diem allowance for two days at spouse rate.
  - b. When driving, the equivalent of two round-trip air fares for the employee and spouse at most economical rate available including special discounts and supersavers; or expense for travel by car up to the cost of two air fares, whichever is less, plus per diem allowance for two days at employee and spouse rate.
  - c. Actual lodging expense during time of meeting.
  - d. Per diem during time of meeting.
  - e. Ticket arrangements must be made at least 30 days before departure.
3. **Accumulation** - Employees who make overseas trips may request that the maximum approved amount be accumulated for up to three years and may apply it on the expense of taking their spouse on an authorized overseas trip. If the trip is taken before the allowance is accumulated for the three years, the allowance will be paid during the year in which it is earned.
4. **Limitations** - This travel assistance shall not be granted during any year that the spouse accompanies the Employee at denominational expense:
  - a. to a General Conference session; or
  - b. on an authorized overseas itinerary.
5. **Taxable Income** - The assistance that is granted on spouse travel is reported as taxable income.

## **IF YOU LEAVE US**

Every employee is free to terminate his or her employment at any time, with or without cause, and with or without notice. Likewise, the Conference is free to terminate an employee's employment at any time for any or no reason, with or without cause and with or without notice.

We anticipate that your association with the Conference will be pleasant. However, should you find it necessary to leave us, we ask that you provide your supervisor with as much advance notice of your departure as you can. Your thoughtfulness will be appreciated.

All Conference property must be returned to the Conference on the last day of employment, including, but not limited to, keys, credit cards, security cards, medical insurance cards, Arizona Conference credential card, computer disks, tools, and manuals.

## **A FEW CLOSING WORDS**

This *Employee Handbook* is intended to give you a broad summary of things you should know about your role in the ministry of the Conference. The information in this *Employee Handbook* is general in nature and, should questions arise, your Supervisor should be consulted for complete details.

While we intend to continue the policies, rules, and benefits described in this *Employee Handbook*, the Conference may always modify or vary from the matters set forth in this *Employee Handbook* at its discretion, except for the right of the parties to terminate employment at-will, which may only be modified by an express written agreement signed by both parties. Please do not hesitate to speak to your Supervisor or Department Director if you have any questions.

## ADDENDUM A

### EMPLOYEE ACKNOWLEDGEMENT

I understand that my employment with the Conference is for an unspecified term and may be terminated at the will of either the Conference or myself, with or without reason or cause, and with or without notice. No words or actions of the Conference will be deemed to create an express or implied contract of employment or require the Conference to have good cause for terminating my employment. No Conference representative is empowered or authorized to modify this at-will relationship other than in a writing signed by the Employee and one of the three Officers of the Conference.

I acknowledge I have received a copy of the Conference's *Employee Handbook*. I understand I am responsible for reading the contents of the *Employee Handbook* and for complying with the policies and rules outlined therein. I further acknowledge that I have read the *Employee Handbook* in its entirety in accordance with this responsibility.

I understand that while employed by the Conference, I must comply with all Conference policies and rules except as otherwise provided and/or prohibited under federal and/or state law. I further understand that any rules, policies, and benefits described in the *Employee Handbook* may be modified or varied by the Conference at any time, except as required by law and except for the rights of the parties to terminate employment at-will, which may be modified only by an express written agreement signed by both me and one of the three Officers of the Conference.

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Employee's Signature

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Date

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Employee's Name - Printed

## ADDENDUM B

### CONFLICT OF INTEREST AND/OR COMMITMENT POLICY STATEMENT OF ACCEPTANCE

#### Arizona Conference Corporation of Seventh-Day Adventists®

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1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment and am in full compliance with General Conference E 85, the "Conflict of Interest" policy. Further, I have been in compliance at all times during the past 12 months except as to specific exclusions attached hereto and incorporated herein by reference.
2. Neither I nor my family have a financial interest or business relationship which competes with or conflicts with the interests of the Arizona Conference Corporation of Seventh-day Adventists®.
3. Neither I nor my family have a financial interest in nor am or have been an employee, officer, director, or trustee of; nor receive/have financial benefits either directly or indirectly from any enterprise [excluding less than five percent (5%) ownership in any entity with publicly traded securities] which is or has been doing business with a competitor of the Arizona Conference Corporation of Seventh-day Adventists®.
4. Neither I nor my family receive/received any payments or gifts, monetary or non-monetary (other than nominal value) from other denominational entities, suppliers or agencies doing business with the Arizona Conference Corporation of Seventh-day Adventists®.
5. Neither I nor my family serve/have served as an officer, director, trustee, or agent of any organization affiliated with or subsidiary to the Arizona Conference Corporation of Seventh-day Adventists® in any decision-making process involving financial or legal interests adverse to the Arizona Conference Corporation of Seventh-day Adventists®.

THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, parents) and its provisions shall protect any organization affiliated with or subsidiary to the Arizona Conference Corporation of Seventh-day Adventists®. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the Arizona Conference Corporation of Seventh-day Adventists® in writing.

DATED:

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Signature

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Printed Name

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Position/Title/Location

NAD Working Policy E 85 40 • Revised May 2019

**FOR OFFICE USE ONLY:**

This signed statement was reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



**E 85 Conflict of Interest and/or Commitment**  
**Arizona Conference Corporation of Seventh-day Adventists®**  
*The policy statements that follow appear in the*  
*2018-2019 North American Division Working Policy manual.*

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**E 85 05 Conflict of Interest and/or Commitment Defined**

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Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination.

Because of the common objectives embraced by the various organizational units and institutions of the Seventh-day Adventist Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest provided that all other requirements of the policy are met. However, an officer, trustee, or director serving on an organization's board is expected to act in the best interest of the organization and its role in denominational structure.

A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct (see model Statement of Ethical Foundations recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

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**E 85 10 Individuals Included Under This Policy**

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All trustees, officers, executive committee/board members, exempt employees, and volunteers of denominational organizations shall be subject to this policy.

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**E 85 15 Conditions Constituting Conflict**

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A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes Circumstances and conditions that illustrate conflict of interest or commitment:

1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.
2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with

- an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
  6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
  7. Accepting or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
  8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
  9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
  10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.
  11. Using one's connections within the organization to secure favors for one's family or relatives.

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#### **E 85 20 Statement of Acceptance**

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1. By employees—At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in the organization's employee handbook. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the Conflict of Interest and/or commitment policy. On an annual basis the employer shall provide all exempt employees, excluding seasonal workers, student employees, and student literature evangelists, with a copy of the Statement of Ethical Foundations, plus a copy of the Conflict of Interest and/or commitment policy, and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment
2. By Administrators, Department Directors and Trustees – The chief administrator, or designee, of the organization concerned shall receive annually a statement of acceptance and compliance with the policy on Conflict of Interest and/or commitment from each administrator, department director, member of the board/executive committee, and any other person authorized to handle financial resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.
3. All statements of acceptance and compliance shall be reviewed annually through a process and reporting mechanism as determined by the board/executive committee of the organization.

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#### **E 85 35 Sanctions for Noncompliance**

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Noncompliance includes failure to:

1. Comply with this policy;
2. Report accurately on the disclosure form;

3. Comply with decisions made by the employing authority or review committee as a result of reported potential or actual conflicts of interest and/or commitment.

Noncompliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.

***For additional details and instructions on reporting potential or actual conflicts of interest, and the review process that will be followed, see NAD Working Policies E 85 25 and E 85 30. To read the Conflict of Interest and/or Commitment Policy in its entirety, see NAD Working Policy E 85.***

## **Statement of Ethical Foundations for the North American Division and Its Employees**

### ***Our Mission***

The Seventh-day Adventist Church mission is to proclaim to all peoples the everlasting gospel, in the context of the three angels' messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior, and encouraging them to unite with His church and prepare for His soon return. Within the scope of this mission, the North American Division office exists to lead the Church in being a worldwide witness for God's kingdom and in making disciples of Jesus Christ.

### ***Our Responsibilities***

North American Division employees believe:

- We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.
- We are responsible to the communities in which we work and live and also to the world community. We accept the challenge to be exemplary individuals and corporate citizens. We support good works and charities. We encourage civic improvements, a better quality of life, security, health, and education for all.
- We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.
- We are responsible to each other within the office complex. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed; to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

### ***Our Values***

- We value the *Bible* as the primary reference for life's direction and qualities.
- We value *excellence* in all that we do.
- We value *ethical and moral conduct* at all times and in all relationships.
- We value *creativity and innovation* in the completion of our mission.
- We value *honesty, integrity, and courage* as the foundation of all our actions.
- We value the *trust* placed in us by colleagues and by the world church membership.
- We value *people* as children of God and therefore brothers and sisters of one family.

### ***Ethical Responsibilities as Employer and Corporate Citizen***

In pursuit of its mission, and while maintaining its responsibilities and adhering to its values, the North American Division operates under the following ethical guidelines:

- ***Equal opportunity employment.*** Within the purview of laws permitting church membership as a condition of employment, and subject to denominational policies on positions requiring ministerial ordination, the North American Division will follow procedures to ensure equal opportunity of employment, remuneration, and advancement on the basis of job qualifications and performance.
- ***Equity, fairness and non-discrimination.*** The North American Division will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, gender, age, marital status, veteran status, or disability that does not prohibit performance of essential job functions.
- ***Compliance with laws of the land.*** The North American Division will carry on its activities in compliance with the laws of the land provided these are not in contradiction to God's expressed will.
- ***Loyalty and fulfillment of contractual obligations.*** The North American Division will fulfill the commitments it has entered into through authorized channels. Where misunderstandings arise regarding such commitments, the North American Division shall participate, with the parties concerned, in conflict resolution procedures within the organizations before seeking the help of the wider community.
- ***Atmosphere of safety and happiness.*** The North American Division is committed to providing a work environment that offers physical safety and security. It also strives to encourage and promote genuine happiness through the realization that every employee is valuable and every task, no matter how routine or unnoticed, is a service to God. The North American Division will continue to integrate worship, work, and celebration in a manner that acknowledges wholeness in life and relationships.
- ***Respect for human dignity and individuality.*** The North American Division affirms and respects the uniqueness of every employee. It recognizes that a person's value surpasses the worth of his or her contribution to the organization. It believes that communal harmony and corporate objectives are enhanced rather than compromised by the broad mosaic of personalities, talents, skills, and viewpoints dedicated to the honor of Jesus Christ. The North American Division shall strive for communication that is timely, truthful, open, candid, and kind.

### ***Ethical Responsibilities as Employees***

We recognize that employment in the Seventh-day Adventist Church implies commitment to the organization's mission and concurrence with its responsibilities and values. We affirm that the employer-employee relationship grows within a reciprocity of mutual regard. Our reasonable service as employees includes the following ethical responsibilities:

- ***Life consistent with church message and mission.*** While in the employ of the North American Division we will live in a manner consistent with the beliefs and values of the Church. We will uphold, in word and conduct, the teachings and principles held and advanced by the Seventh-day Adventist Church.
- ***Respect for church-owned assets.*** We will respect the property of our organization, including any intellectual property that is developed in the course of our employment. We will use the property, facilities, and resources solely for the benefit of our organization, unless otherwise permitted or when financial compensation for such use has been arranged.
- ***Respect for colleagues.*** We will respect and uplift our fellow employees. We will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. We will avoid all behavior that may be construed as sexually inappropriate. We will honor the privacy and guard the safety of others.

- ***Efficiency and attention on the job.*** The hours of our employment shall be devoted to the work assignments entrusted to us. We will not use the employer's time for personal business or the advancement of personal interests unrelated to the work assigned by our supervisors. We will not deprive our employer by entering into other employment or activities which impair our performance for the North American Division while on the job. We will aspire to greater efficiency and the reduction of waste in time, effort, and resources.
- ***Personal integrity in financial matters.*** We will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of time reports, or the misapplication of resources for which we are responsible.
- ***Avoiding inappropriate influence.*** We acknowledge that the giving or receiving of business gifts can easily inject ulterior considerations in our work and employment relationships. Therefore, the use of gifts, payments or honoraria as incentives or rewards for a particular course of action is unacceptable. We will not offer gifts, favors, payments or other forms of reward directly or indirectly in exchange for a specific gain or action.
- ***Maintaining an ethical environment in the workplace.*** We accept the obligation of maintaining ethical standards in personal life and in the workplace. We believe it is our personal responsibility to report, through established confidential channels, any behavior that is inappropriate or which undermines the ethical environment in the office complex. We are prepared to be held accountable by our supervisors and peers for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church.

## ADDENDUM C

### ELECTRONIC COMMUNICATIONS AND EQUIPMENT POLICY ACKNOWLEDGMENT

My signature on this form indicates that I have read the Arizona Conference Corporation of Seventh-day Adventists' (the "Conference") policies regarding computer and software use, portable computing devices, Internet use, email and personal blogs/online posts, and I agree to abide by their terms. I understand that any communications I send or receive using Conference equipment, including but not limited to email, instant messages, and text messages, are not private, and that the Conference may access, monitor, read, and/or copy those messages at any time, for any reason. I also understand that the Conference reserves the right to monitor my use of the Internet, and that such monitoring may occur at any time, for any reason.

I understand that all electronic equipment issued to me by the Conference, including but not limited to, computers, laptops, smartphones and personal digital assistants, belong to the Conference, and that I must return such equipment upon the Conference's request. I also understand that the Conference reserves the right to monitor my use of this equipment, and that such monitoring may occur at any time, for any reason.

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Employee's Signature

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Date

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Employee's Name - Printed

## ADDENDUM D

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### ACKNOWLEDGEMENT OF RECEIPT OF CONFERENCE'S NO HARASSMENT POLICY

I acknowledge I have received a copy of the Conference's No Harassment Policy (the "Policy"). I have read the Policy, understand it and agree to follow it. I understand any employee who engages in conduct prohibited by the Policy will be subject to disciplinary action, up to and including, termination.

I understand my obligation to refrain from engaging in conduct in violation of the Policy and also to report conduct which I believe violates the Policy to enable the Conference to take action as appropriate.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name - Printed



## ADDENDUM E

### INFECTIOUS DISEASE/NATURAL DISASTER CONTINGENCY PLAN

#### **Conference Office**

The Arizona Conference Administrative Committee (ADCOM) recommends that first and foremost, if you are not physically well, or you are displaying one or more of the symptoms of having a cold or the flu, PLEASE stay home. If you need to come to the office for a work-related item, please come at a time that is not during normal conference operating hours.

Initially the Conference will continue with normal office operation, but monitor all information coming from the Centers for Disease Control (CDC) and the World Health Organization (WHO). Each office employee is expected to work his/her normal shifts at the office, subject to the following:

1. You have a need to work from home due to one or more of the following: (a) you are caring for the physical needs of an ill family member that is living with you; (b) you are caring for or supervising your child because your child's school has been temporarily closed; (c) you have a compromised immune or respiratory system.

Your department supervisor may grant permission for you to work from home in consultation with ADCOM. This permission may or may not be applicable to your entire normal work schedule at the office.

2. You are not able to work, even from home, due to one or more of the following: (a) you are ill or are in a prescribed quarantine; (b) you are caring for the physical needs of an ill family member that is living with you; (c) you are caring for or supervising your child because your child's school has been temporarily closed. (See plan 3 and 4 below)
3. You are age 65 or above, and you deem that it is best for you not to work at the office due to the infectious disease outbreak.

If you are in category two or three, please contact your department supervisor and your department supervisor will notify our Human Resources Department

Depending on whether the State of Arizona issues a "maximum of 10 people" (in the building) order, or a "shelter at home" declaration the Conference will move to the appropriate plan as listed below:

1. **Staggered Shifts:** Staff will be divided into two groups, one working Monday/Wednesday, one working Tuesday/Thursday:

#### **Monday/Wednesday**

Treasury  
Presidential  
Education  
Trust Services

#### **Tuesday/Thursday**

Secretariat  
HR  
Young Adult  
Youth

Regional

Multilingual Ministries  
Hispanic Ministries  
Prison Ministries

Non-exempt staff may use paid leave for the 2 non-workdays per week. If you do not have sufficient paid leave in your bank, you will be allowed to go negative up to an additional 76 hours.

Non-exempt staff working from home will require a discussion between the department director and ADCOM.

Exempt staff working from home will be required to show evidence of productivity and will need to use vacation time for non-worked days. Please download the Nextiva app to forward calls to your cell phone

## **2. Full Closure:**

All work will transfer to home-based. The Nextiva app can be used to transfer calls to your cell phone and return calls in blind format.

Non-exempt staff may use paid leave for the non-worked days each week. If you do not have sufficient paid leave in your bank, you will be allowed to go negative up to an additional 76 hours. If closure continues beyond two weeks ADCOM will reassess terms.

Non-exempt staff working from home will require a discussion between the department director and ADCOM.

- Make sure you have all necessary tools
- Maintain contact with your supervisor for any work assignments
- Keep track of your hours on the written record
- If you do not have enough projects to fill the time you normally work, you will need to fill in with paid leave time
- No over-time will be authorized during a full closure
- Access to the building should continue as normal if needed during this time
- Watch for e-mail communication regarding situation changes

Exempt staff working from home will be required to show evidence of productivity and will need to use vacation time for non-worked days.

## **3. FMLA Leave Expansion Act:**

Provides up to 12 weeks of job-protected leave available to care for a minor child if the child's school or place of care has been closed, or the childcare provider is unavailable due to a public health emergency. The first 10 days are without pay. Paid leave can be used. Subsequent days are paid at 2/3 of regular rate to a max of \$200/day capped at \$10,000 in the aggregate. The employee must have worked at least 30 days.

## **4. Emergency Paid Sick Leave:**

100% of regular pay, but no more than \$511 per day, with a maximum of \$5,110.00 per affected employee in the aggregate (i.e. 10 full days for full-time employees); pro-rated for part-time. Available to employees immediately upon hire;

- 1) The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis
- 2) Employee has been advised by a health care provider to self-quarantine due to concerns related to the infectious disease
- 3) Employee is subject to federal, state, or local quarantine or isolation order related to the infectious disease

67% of regular pay (or minimum wage, whichever is greater). This is capped at \$200 per day, with a maximum of \$2,000.00 per affected employee in the aggregate (i.e. 10 full days for full-time employees); pro-rated for part-time:

- 1) Employee is caring for an individual who is subject to quarantine described in (3) above, or self-quarantine as described in (2) above.
- 2) Employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to infectious disease precautions
- 3) Employee is “experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury”

Please remember, if you do become ill, you are encouraged to first access medical care via the TeleHealth option on your smart phone AMWELL app (covered by your WebTPA plan).

ADCOM will convene once per week, or more often as needed, to re-assess the situation and provide guidance to office staff, churches and schools through e-mail communication.

## **5 Office Reopening Guidelines:**

**Building Access** – All Arizona Conference Office employees should enter the building through one of the rear entrances. Employees should be able to use their key to turn the lock and push (or pull) the door open without the need to use their hands touching the door handles. Paper towel dispensers and hand sanitizer will be placed at both back entrances. Front door will remain locked during business hours. Guests are welcome with a prearranged appointment only. When exiting the rear doors, employees may wish to carry a paper towel or tissue to open the door handle. Trash containers will be placed by the two back exits to allow easy disposal of paper towels and tissues. We encourage everyone to do their best to open doors without directly touching handles or surfaces. Additionally, appropriate sanitizing products will be made available at the building entrance and throughout the building where surfaces are frequently touched.

**Workplace Cleaning and Disinfecting** – The following will be done for workplace cleaning and disinfecting:

- A student will be hired to wipe down common areas; door handles; and bathrooms on a regular daily basis.
- Soap dispensers are operational in all bathrooms, and employees are reminded to use paper towels when opening the door to exit.
- The drinking fountain will be wrapped for non-use.
- Each Department will be provided cleaning supplies and will be responsible to wipe down their office and the Administrative Assistant area on a regular basis each day. Each employee should regularly sanitize their personal workspace.

- Supplies will be provided in the work room to sanitize the copier, and/or other common use equipment, before and after each use. It is recommended that departments designate one person each day to do the copying for that department.
- Each employee that uses the kitchen, the microwave, refrigerator, or other small appliances is responsible for keeping them sanitized before and after each use.
- Cleaning supplies will be placed on each table in the designated eating area. Employees should sanitize the table after each use.

**Symptom Screening** – Employees are asked to follow the CDC guidelines for self-screening prior to coming to work each day. The link to the CDC Guidelines are found [here](#).

**Telework** - Working from home may be accommodated on a case-by-case basis. Employees should speak with their supervisor if they feel they have a legitimate need to work from home (e.g., childcare, high risk to COVID-19, etc.). The supervisor will bring the request to ADCOM to make the final decision. In the event an employee is required to quarantine due to COVID-19, telework may be an option if the employee is well enough to work.

**Physical Distancing** – Employees should maintain six feet of physical distance between each other in all areas of the building at all times. To further encourage physical distancing, workshops will be moved to the seminar room and only be held once per week on Monday. Chairs in meeting rooms have been reconfigured to provide additional distancing. Signage reminding employees to maintain physical distancing will be placed in areas typically subject to close proximity.

**Sick Leave Policy Exception** – Because employees are encouraged to stay home if they are sick to reduce the spread of COVID-19, there will be a temporary exception to the Extended Sick Leave Policy: Until further notice, the 3-day requirement before accessing the Extended Sick Leave bank is being waived. Additionally, if an hourly employee depletes his/her sick bank before recovering from a COVID-19 related illness, provisions may be made to allow for up to an additional two weeks of sick leave by request to ADCOM.

**Protective Equipment** – Facial coverings (masks) are required in the general office areas. Employees may choose to use a facial covering of their choice. Employees are not required to wear a mask in their own private work area. If an employee has a medical condition that makes it difficult to wear a facial covering, he or she should contact his or her immediate supervisor right away to discuss options.

Appropriate protective equipment will be provided to those responsible for cleaning and disinfecting any surface on a regular basis (e.g. gloves, facial covering).

**Office Meetings** – All office meetings where physical distancing guidelines are not viable, as well as meetings that involve non-office employees, should be held virtually. Some exceptions may be made to meetings with non-office guests, on an appointment basis, where interactions are not conducive to virtual settings (e.g., documents signing, and an attendee's limited access to technology). Current procedures for scheduling meeting rooms should continue to be followed.

**Visitors** –No visitors may enter the office unless a meeting has been scheduled with Administration or Departmental Directors.

**Sponsored Events** – All Arizona Conference sponsored events (e.g. youth/adult gatherings, retreats, competitions, camp, camp meeting, alumni weekend) will be evaluated on a case by case basis and recommended for postponement or cancellation.

**Economic Impact** –With the scaling back of many major services and events throughout the country and the shortages abounding in retail areas, it is expected that faithful giving will decrease. For this reason, all Conference staff are requested to curtail all spending unless critically necessary (e.g. utilities, operating supplies, recurring bills). Please delay any unnecessary expenses to a later date with communication with the Treasury team.

**Travel** –For financial as well as personal health and safety reasons, Arizona Conference Administration may place a ban on ALL travel without prior administrative approval. This ban may be for an indefinite period of time and will be re-assessed as the situation develops, with guidance from Adventist Risk Management and/or other State or National authorities

## **Conference Churches**

The following Church Preparedness Plan outline three stages of alert for churches to follow. When dealing with Stages 1 and 2, Conference Administration recommends using a preamble with any communication as follows:

***All services are voluntary attendance. Members should use their own good judgement and conscience to guide whether they choose to attend or not.***

Should members choose to stay home or if churches implement Stage 3, please remind them of the Online Giving options through Adventist Giving, the mobile AdventistGiving App as well as online through [www.azconference.org](http://www.azconference.org) with the DONATE button. This will allow members to remain faithful and supportive of God's church.

To those churches that are "host churches," renting their facilities to Sunday churches, if a decision is made to close church services it should be communicated to your guest church that they will need to close their services for the same time period. Rent will be pro-rated accordingly.

### **Recommended Communication:**

Dear Church Family:

As news surrounding the spread of infectious disease/natural disaster continues to develop, the staff and leadership of [Church Name] are taking prudent steps to keep our community healthy/safe. The actions we're taking are consistent with those of several of our large institutions. We are not acting out of fear, but rather out of consideration for our community. We wish to be responsible and considerate of those with compromised immune systems.

Please refer to the following recommended safety information:

## Recommended Benchmarks:

Detailed below is a plan of action adapted to meet our needs at [Church Name]. We are assessing that **we are currently at [Stage X]**. We continue to plan to have worship service on Sabbath but are canceling any food being served in a church group setting.

Stage	Indicator	Action Item
<b>Stage 1 (Warning)</b>	Confirmed Cases in Arizona	<ul style="list-style-type: none"> <li>• All worship, ministries, and meetings in the church facility remain active.</li> <li>• Extra sanitation and cleaning will be performed throughout the building.</li> <li>• Communication between members with words rather than physical contact.</li> <li>• Encourage those who aren't feeling well to stay home.</li> <li>• Encourage hand washing and use of hand sanitizer.</li> <li>• For those uncomfortable with attending in person, please note that our worship service is available online [Insert link].</li> </ul>
<b>Stage 2 (Alert)</b>	Confirmed Cases within ____ [Insert Local County]	<ul style="list-style-type: none"> <li>• Online worship is available for those who choose to stay home. Vulnerable people groups are encouraged to stay home and utilize online worship [Insert Link].</li> <li>• Limit service by Deacons.</li> <li>• No food served on church premises.</li> <li>• Extra cleaning and sanitation before and after worship services, as well as Sabbath School.</li> <li>• Tithes and Offerings will be collected at the back door of the sanctuary, offering plates will not be passed.</li> <li>• Bulletins will be available but will not be distributed at the doors.</li> <li>• Recommend limiting travel for church staff and church-sponsored ministries.</li> </ul>
<b>Stage 3 (Critical)</b>	Confirmed Case in our Church or School	<ul style="list-style-type: none"> <li>• All congregants will be directed toward online worship services [Insert Link]; no worship services or activities will be available on ____'s [insert Church name] campus.</li> <li>• All giving will move online [Insert Link].</li> <li>• All facility use, including worship services, rehearsals, meetings, concerts and facility rentals will be suspended until further notice.</li> <li>• All church-sponsored events (on and off-site) will be suspended until further notice.</li> <li>• The church office will be closed, and all contact will be directed through e-mail [Insert Address] and phone [Insert Phone #].</li> </ul>

**Personal Recommendations:**

There are many common-sense steps that you can take to limit the spread of infectious disease. For 80% of cases, it is a relatively mild illness that does not require hospitalization. While there is currently no way to eliminate this infectious disease, we can slow down its spread and protect our vulnerable population by:

- **Washing your hands frequently with soap and water**  
(singing the Happy Birthday song twice will ensure you've scrubbed long enough)
- **Not touching your face** (mouth, nose, eyes) with your hands
- **Staying home if you feel sick** until the illness is resolved
- **Covering all coughs** and sneezes with a tissue and washing your hands thoroughly afterward
- **Staying away from others who are ill** when possible

We will continue to keep you informed. More information will be available on social media and our church website.

We pray for health and wellbeing,  
Your Pastoral Staff

**Guidelines for Limited In-Person Worship****Requirements:**

1. Safety should be the number one priority as we consider opening up our churches.
2. Follow state and county health orders limiting the size of gatherings, establishing social distancing requirements, and mandating the use of face coverings.
3. Prepare a specific disinfection protocol for facilities, including plans for cleaning between services if multiple services are held on the same day. Facilities should be disinfected before every service. Increase disinfection of high-traffic areas and surfaces.
4. Provide hand sanitizer for members coming into and leaving the facilities for services. Have extra cloth masks on hand for those who come without facial coverings (Conference Administration strongly recommends that everyone should wear face coverings at least until mid-June).
5. Forgo communion service and foot washing at this time.
6. Close food services areas and temporarily disconnect water fountains. There should be no potlucks or shared meal at this time.
7. No paper bulletins or handouts.
8. Ask members to refrain from physical contact, such as hugging and shaking hands.
9. If someone exhibiting flu-like or other concerning symptoms is in attendance, kindly request that they participate in an alternate service without in-person contact.
10. Remind members to stay home if they are not feeling well.
11. People that have been exposed to areas with potential infectious disease should stay home and quarantine themselves.
12. No children programs until \_\_\_\_\_ [Provide Date].

**Other Recommendations:**

1. As churches ramp up in-person worship services, keep in mind that the goal is to limit the overall time groups of people spend together in confined indoor spaces to manage the risk of transmission. Maintain six feet apart distance.

2. Remind everyone that church and Sabbath School attendance is voluntary. Church members do not need to attend unless they feel it is a safe environment for them.
3. Consider limiting in-person gathering to one worship (e.g., stream Sabbath School lesson study).
4. If your church elects to have Sabbath School, consider having a general Sabbath School with social distancing in place.
5. Simplify the worship service to limit congregational praise or singing (instead, consider safer instrumentals), and reduce the length of the worship service. Consider extended periods of personal reflection and prayer in the service.
6. Consider alternative options for collecting tithes and offerings, such as a drop box in the back of the sanctuary
7. Pre-mark seating options in the sanctuary that respects required social distancing
8. Consider designating a ONE-WAY traffic flow chart in the sanctuary so people do not cross each other
9. Keep a careful, accurate list of the attendees for every service. If possible, take a picture of the congregation (for reference or where individuals chose to sit to facilitate potential contact tracing)
10. Consider alternating in-person attendance or multiple services to accommodate congregations larger than the public gatherings limit set by your local county
11. Provide an online streamed service option to allow some members to continue worshipping at home
12. Ask the elderly and high-risk members to participate in online worship services
13. Refrain from inviting guest speakers from other churches for the time being

#### **Other Things to Consider:**

1. Consider ways to increase outdoor air ventilation of indoor spaces, to improve central air filtration to the MERV-13 or the highest compatible with the filter rack or using portable room air cleaners with HEPA filters.
2. Consider temperature checks of all members and guests attending.
3. A set of guidelines giving directions for children's ministries will be provided separately for the \_\_\_\_ [Provide Date] opening of Children's Sabbath Schools.

### **Children's Ministries Recommended Guidelines**

As individuals and families prepare to return to places of worship, the Arizona Conference Children's Ministries Department has developed a suggested guide for leaders and churches. This is only a suggested guide; it is NOT a COMPLETE guide for ALL churches, nor is it MANDATORY nor is it REQUIRED. Please consult your Church Board and/or Pastor for guidelines specific to your local congregation.

#### **Preparing Your Children's Sabbath School Classrooms:**

1. Deep clean your entire classroom. Where will germs be transferred? Consider shampooing carpets, sanitizing chairs, bathrooms, doorknobs, light switches, and audio/visual equipment.
2. Use chemicals and disinfectants as directed and allow for the proper dry times. Here is a list of approved disinfectants for COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaningdisinfection.html>



3. Pay attention to the preschool and children's areas. Consider removing everything nonessential from the room to limit surfaces for potential contamination and do a thorough cleaning in between uses.
4. Post signs about not shaking hands and doing non-contact greetings. You can promote the hashtag #itsoktosmileandwave
5. Consider placing some kind of "indicators" in your classrooms to ensure social distancing. Tape, remove chairs, use cones, etc. to indicate the distance needed.
6. Tell your families through flyers on the doors, email, and social media about how you've prepared the classroom for their kids' arrival. Be sure to use the words "clean, safe, and mindful of health needs and issues in preparation for a non-touch experience" or something similar. Also say that if they are sick, then they should not be present and can join online instead.

#### **Children's Divisions and Childcare:**

1. The American Academy of Pediatrics recommends that children 2 years of age and under do not wear masks or face coverings. Please keep this in mind as you make decisions.
2. Here is a good rule of thumb: If you wear a mask, it's too soon to have your preschool and children areas open. Masks may scare the children
3. Limit leaders in the preschool and children's areas to those who do not have preexisting conditions. Also limit leaders to those under 65 years old.
4. Have extra volunteers to help in the Children's Sabbath School Divisions where some children may suffer from separation anxiety after only being with parents for a long time.
5. Have only one person handle child check in stations and do not pass the check in device.
6. Do not let parents into the classroom, instead have them drop their kids off at the door.
7. Have a check list of what's been cleaned and when in each room.
8. Develop a list of procedures for your volunteers. Train them on this list through Zoom prior to the first meeting.

### **Community Services Plan**

While churches, schools and ministry meetings are closing, if you have a weekly food distribution program, you are among the few ministries remaining open. This is really front-line ministry – and keeping you and your people safe will always be the first priority.

Below is a list of recommendations for maintaining a food bank with Infectious disease safety protocols. Please have everyone you work with follow these recommendations closely, as they ensure your health, your family's health, and that of your volunteers and the people you serve. Following these protocols will also ensure you can remain open during the very crisis you are called to offer a lifeline for.

Some Community Centers will be distributing food directly to cars. Here is a link from our Portland, OR center [https://m.facebook.com/story.php?story\\_fbid=10157640565499733&id=335861704732](https://m.facebook.com/story.php?story_fbid=10157640565499733&id=335861704732)

If possible, please consider trying car delivery at your center. Drive-in distribution would go a long way in mitigating risk and still maintain ministry. You can call Shirley Latulippe in Prescott at 928-273-3252 or \_\_\_\_\_ [Arizona Conference Community Services Director] at \_\_\_\_\_ [Enter Director's number] for more details. Please call or email to \_\_\_\_\_ [Community Services Director e-mail] and share ideas about keeping our people safe while still keeping our food/clothing distribution open during this time of crisis. If you have any concerns or question, call anytime. Keep in touch, in prayer, and let's see how God gets us through this.

Here is the protocol from our Arizona Food Bank Network:

### **Guidance for Food Banks & Other Emergency Food Providers:**

In light of the current infectious disease situation in the nation, you may have questions about what steps food programs can take and how operations at Arizona's food banks, soup kitchens, pantries and other hunger-relief agencies statewide may be impacted.

As always, the Arizona Food Bank Network (AzFBN) is acting as a connector, working with each of our member food banks every day to do what we can to help. We're in frequent communication with [St. Mary's Food Bank Alliance](#), [United Food Bank](#), [Yuma Community Food Bank](#), Desert Mission Food Bank, and [Community Food Bank of Southern Arizona](#). We're also working with key state and local agencies to determine what operational changes may be needed if the infectious disease outbreak continues to escalate. We'll work to keep you informed as we hear about different guidelines that are being changed, waived or remaining the same.

Here is what we know: viruses do not discriminate. We are all in this together. Let's do everything we can to help clients, volunteers and others feel safe and welcome at food banks and other food-assistance programs. If you have any concerns or ideas about how AzFBN might best support you during this challenging time, our first concern is the health and safety of our employees, volunteers, clients, and their household members within our community. We are working with our partners to address concerns daily and are closely monitoring information from the CDC, state and county sources to help ensure the actions we are taking are in line with the latest recommendations.

Please review the following recommendations with your staff, volunteers and other partners:

- Send clear messaging out to staff and volunteers reminding them to stay home if they are feeling sick.
- Send sick individuals home.
- Use proper hand washing technique: 20 seconds with soap and hot water. Wash top and bottom, wrists, in-between each finger, and under fingernails. Dry on paper towel. Turn faucet off with paper towel.
- Ensure proper food handling, including the use of gloves.
- Wipe tables, counters, etc. with a bleach solution before and after programs and guests.
- Wipe down handles, doors, doorknobs and handrails multiple times a day with a bleach solution or disinfectant wipes.
- Wipe down pens and other items that can possibly provide a place for the virus to spread with a bleach solution or disinfectant wipes.
- Food programs in affected areas may need to offer alternative service delivery models in order to minimize person-to-person contact. You might consider:
  - Offering clients who are sneezing or coughing masks and hand-sanitizer as well as gloves, having a healthy staff member or volunteer do the shopping for them.
  - Temporarily switching to a pre-bagged or boxed distribution model.
  - If guests are not feeling well consider offering them a delivery service, if possible. Some programs are allowing shoppers to call from their car and have staff bring the food out for them and set it in the trunk of the car so that there is minimal contact.
  - Extending program hours to prevent rushes or long lines and to allow for adequate time to clean and sanitize as needed.

Remember that all hunger-relief organizations are different, so your solutions may look the same or different from an agency down the road. You (and your colleagues) are the best people to decide what will work to meet the need in your community while keeping everyone as healthy as possible. Thank you for everything you do to keep people nourished – even in challenging times.

Please see the recommendations from [the CDC](#) and [Arizona Department of Health Services](#).

#### **Additional Services:**

ACS/Disaster Response is setting up a communication network devoted to infectious disease response information. Our team includes (Multilingual Ministries Director), (Regional Ministries Director), (Disaster Response Director), (Hispanic Ministries Director), (Arizona Sonshine Director), (Youth Ministry Director) and (Communications Director). We'll be adding additional members and meeting \_\_\_\_\_ [Insert Date] in person, teleconference or online.

This is a two-way network that includes local information from Disaster Response agencies, Community Aid agencies, Adventist Disaster Response and alerts related to the infectious disease.

An updated list on local agencies offering resources such as:

- ✓ Food, living supplies etc.
- ✓ Financial resources: utilities, rent, etc.
- ✓ Health and well-being
- ✓ Transportation
- ✓ Local/State Government agency help
- ✓ Mental health
- ✓ Conference and Denomination alerts

We will also share ideas from our churches on how they are coping and ministering during this crisis. I know you are already connecting with your people, and some real creative ministry is taking place. Please share ideas of what you're doing with us – together we can give our people our best.

We are setting up a hotline number and email for questions, etc., related to the infectious disease needs.

Our hotline number is 480-991-6777, ext. 104. Anyone can leave a message, and the call can usually be return within the hour. We're planning to add a couple of other numbers for region, languages etc. \_\_\_\_\_ [Insert Date] - email: [azsdaresponds@yahoo.com](mailto:azsdaresponds@yahoo.com)

So far, all our local community centers will be open with modifications and safety protocols in place. A few have even transitioned to a drive thru center, and volunteers are always needed.

For now if you need help from any local agency the best resource is [211arizona.org](http://211arizona.org). If you're not familiar with 211arizona, please take a moment to familiarize yourself with this site. It offers a comprehensive list of aid and non-profit agencies in every county, and we've had good experience with them for years. This aid covers everything from rent and utility help, health, housing, food, mental health, addiction, legal, etc. We also received an infectious disease update from our Arizona Disaster Response network (AZVOAD) that stated we will have a State-wide Network website as well.

Soon you will start receiving email that you can forward and print for your members. As these come in, please let us know how we're doing and how we can do better.

## **Schools**

### **Temporary Adjustment to Tuition Assistance:**

College and university dormitory students who are affected by a school closure and requirement to pursue distance learning from their homes, and who would otherwise be eligible for tuition reimbursement of 70%, will be provided with a tuition reimbursement of 55% during their stay at home, distance learning period.

Village and commuter students will continue to be eligible for a tuition reimbursement rate of 35%.