

PRESBYTERY OF LOS RANCHOS
EMPLOYEE HANDBOOK
AUGUST 2021 EDITION

DISCLAIMER

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

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

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

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INTRODUCTION

This employee handbook is designed to summarize the employment policies of The Presbytery of Los Ranchos (hereinafter "PLR"). This handbook supersedes all previously issued handbooks and any inconsistent policy statements, memoranda, and written or oral communications. PLR reserves the right to modify, delete, or add to the provisions of this handbook from time to time in its sole discretion, with the exception of the at will employment policy. PLR will notify employees of any changes to this handbook in writing. No oral statements or representations can in any way alter the provisions of this handbook. If you are not subject to a policy in this handbook, or if you are subject to additional or different policies, you will be notified in writing.

AT WILL EMPLOYMENT

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

EQUAL EMPLOYMENT OPPORTUNITY

PLR complies with all applicable equal employment opportunity laws. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PLR will be based on merit, performance, qualifications, and abilities. This policy governs all aspects of employment, including but not limited to, hiring, benefits, training, assignment, compensation, promotion, discipline and termination.

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

POLICY AGAINST DISCRIMINATION, HARASSMENT & RETALIATION

It is PLR's policy that all employees have a right to work in an environment free from discrimination, harassment and or retaliation of any kind based upon race (including traits historically associated with race, including, but not limited to, hair texture and hairstyles such as braids, locks, and twists), color, religion (including religious dress and/or grooming practices) (except where a bona fide occupational qualification exists), gender (including pregnancy, childbirth, and/or breastfeeding), national origin, ancestry, age, physical and/or mental disability, marital and/or domestic partnership status, citizenship status, U.S. veteran and/or military status, sexual orientation, gender identity, gender expression, genetic characteristics and/or information, political affiliation, and/or any other characteristic protected by federal, state, or local law. All employees have the right to legitimately report or complain of any such discrimination, harassment and/or retaliation without fear of retaliation.

Harassment can be overt or subtle. Examples of prohibited harassment include, but are not limited to, any of the below conduct committed because of or based on any protected characteristic:

- Verbal conduct, such as epithets, derogatory comments, slurs, or other verbally abusive, threatening or intimidating behavior.
- Visual conduct, such as displaying offensive posters, cartoons, drawings or gestures.
- Physical conduct, such as assault, blocking normal movement, other physically abusive, threatening or intimidating behavior.
- Creating an atmosphere of discomfort or tension, or making the performance of an employee's job more difficult.

In addition, and more specifically, PLR strictly prohibits all forms of sexual harassment. Offensive or inappropriate sexual behavior by or towards any employee will not be tolerated. Under this policy sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or

rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. The following are additional examples of sexual harassment:

- Unwelcome touching, hugging, kissing, pinching or patting. Unwelcome derogatory or demeaning remarks, vulgar comments, or off-color jokes. Pornographic pictures, images, commentary, writing or other materials.
- Unwelcome comments about body parts.
- Creating an atmosphere of sexual discomfort or tension.

This policy applies with equal force to off-site activities sponsored by PLR. It explicitly prohibits discriminatory, harassing and retaliatory conduct by all agents and employees of PLR, including supervisors and non-supervisory employees, and third parties, including vendors, independent contractors, and anyone else with whom employees come into contact in connection with their employment.

Individuals who violate this policy will be subject to disciplinary action, up to and including immediate termination.

If employees believe that they witnessed or experienced discrimination, sexual or other harassment, or retaliation, they should immediately report the facts of the incident or incidents and the names of the individuals involved to their supervisor. If employees are uncomfortable approaching their supervisor they should report to the Moderator of the Staff Relations Committee. Any supervisor who becomes aware of discrimination, harassment, retaliation or an allegation of such conduct must immediately report the matter to the Moderator of the Staff Relations Committee.

Allegations of such misconduct will be addressed through a fair, timely and thorough investigation. Investigations will be promptly conducted in an impartial manner by qualified personnel, and will be documented and tracked. Confidentiality will be maintained to the fullest extent possible. If the investigation results in a finding of misconduct, PLR will take appropriate remedial measures and will impose appropriate disciplinary action, up to and including termination.

PLR will not in any way retaliate against any employee who, in good faith, makes a complaint or report of discrimination, harassment and/or retaliation. Retaliation by any employee against any individual who reports misconduct will not be tolerated and will result in disciplinary action, up to and including termination.

While PLR hopes that all employees will seek assistance and find resolution through these internal complaint procedures, the California Department of Fair Employment and Housing (DFEH) and the United States Equal Employment Opportunity Commission (EEOC) are agencies that address complaints of unlawful discrimination, harassment and retaliation. If an employee feels he/she has been subjected to discrimination, harassment or retaliation, he/she may contact the DFEH and/or the EEOC. Their contact information may be found online at www.dfeh.ca.gov or www.eeoc.gov.

If any employee has any questions concerning this policy, please feel free to contact the Business Manager or the Presbytery Co-Executives.

BULLYING / ABUSIVE CONDUCT

PLR does not tolerate any bullying or abusive conduct in the workplace. Bullying and/or abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. It may also include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. However, a single act does not constitute bullying and/or abusive conduct, unless especially severe and egregious. If you experience or witness any bullying and/or abusive conduct in the workplace as defined in this policy, you should immediately report the matter to your supervisor or the Staff Relations Committee, without fear of retaliation.

REASONABLE ACCOMMODATIONS

PLR is committed to principles of equal opportunity for all job applicants and employees. In keeping with this policy, it does not engage in impermissible discrimination based on any protected characteristic, including an individual's disability. PLR will provide reasonable accommodations to any qualified applicant or employee with a disability, as defined under state and/or federal law.

As part of its commitment to make reasonable accommodations, PLR will also participate in a timely, good faith, interactive process with the disabled applicant or employee to determine effective reasonable accommodations, if any, that will enable the applicant or employee to perform the essential functions of the position they seek or occupy. If an applicant or employee requires any such reasonable accommodation due to any such disability, either mental or physical, they must promptly notify the Business Manager or Co-Executives in writing, so PLR can engage in this interactive process. Applicants and employees are invited to identify reasonable accommodations that can be made to enable them to perform the essential functions of the position they seek or occupy.

PLR will also make reasonable accommodations for those who need an accommodation for religious reasons.

By working together in good faith, PLR will implement any reasonable accommodations that are appropriate and do not impose an undue hardship to PLR's operation, consistent with its legal obligations.

WHISTLEBLOWER PROTECTION

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

OPEN DOOR POLICY

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

MINIMUM AGE REQUIREMENTS

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

ELIGIBILITY TO WORK

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

EMPLOYMENT REFERENCES

All requests for an employment reference regarding past or present PLR employees must be directed to a Presbytery Co-Executive. No one other than a Presbytery Co-Executive or the Business Manager is authorized to

respond to such requests. In response to a request for employment information, the information furnished by PLR will be limited to the employee's name, job title, and employment dates.

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

PROBATIONARY PERIOD

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

EMPLOYEE STATUS

"Full-time employees" are defined as those employees who are regularly scheduled to work and who regularly work 37.5 or more hours per week.

"Part-time employees" are defined as those employees who are regularly scheduled to work and who regularly work less than 37.5 hours per week. An employee will not change from part-time status to full-time status unless specifically informed of a change in writing from PLR.

"Temporary employees" are defined as those employees hired for jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. An employee will not be changed from temporary status to any other status unless specifically informed of such a change in writing by the Staff Relations Committee of PLR. Temporary employees are not eligible for any employer-sponsored benefits except as required by law, such as Paid Sick Leave.

"Exempt employees" are employees who primarily perform exempt duties and are normally paid on a salary basis. Exempt employees are not entitled to overtime.

"Non-exempt employees" are employees who do not primarily perform exempt duties and are normally paid on an hourly basis. Non-exempt employees are entitled to overtime. PLR will notify employees whether they are classified as exempt or non-exempt.

TIME SHEETS

Non-exempt employees are required to accurately record their work time at the beginning and end of every work shift, and at the beginning and end of each meal period, each workday, by accurately recording the time they actually worked using PLR's time sheets. Employees are responsible to ensure that their time sheets are accurate and complete. Employees should promptly report any inaccuracies in their time sheets to their supervisor. Falsification of time sheets will result in discipline, up to and including termination.

NO OFF THE CLOCK WORK

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

BUSINESS HOURS

PLR's normal business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. However, the work schedule may vary depending upon the needs of the presbytery. An employee's hours and days of work may deviate from this schedule based upon the employee's position and duties, the needs of PLR, or at PLR's direction, and may include weekends and/or holidays.

WORK WEEK

PLR's work week begins at 12:00 midnight on Sunday and ends seven days later.

WORK DAY

PLR's workday begins at 12:00 midnight and ends 24 hours later.

PAYDAY

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

DAY OF REST

In accordance with California law, employees are entitled to receive one day of rest per workweek. However, when the nature of the employee's work reasonable requires the employee to work 7 or more consecutive days, the employee will receive days of rest equivalent to one day's rest in 7 each calendar month. Employees who work less than 30 hours per workweek and less than 6 hours per day are not entitled to a day of rest under this policy.

OVERTIME

PLR complies with both state and federal law concerning the payment of overtime. Exempt employees are normally paid on a salary basis, and are not entitled to overtime, while non-exempt employees are normally paid on an hourly basis and are entitled to overtime.

Overtime is paid at one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours in one workday or forty hours in one workweek, and for the first eight hours worked on the seventh consecutive day of work in a workweek.

Overtime is paid at two times the employee's regular rate of pay for all hours worked in excess of twelve hours in any workday and all hours worked in excess of eight on the seventh consecutive day of work in a workweek. PLR may be required to schedule its employees to work overtime hours from time to time. When overtime is scheduled, PLR will attempt to give advance notice to its employees and assign the scheduled overtime in as consistent a manner as possible.

All overtime must be pre-authorized by the employee's supervisor. Although PLR will pay non-exempt employees for all overtime worked, failure to obtain pre-authorization for overtime may lead to disciplinary action, up to and including termination.

Employees who repeatedly refuse to work overtime may be disciplined for failing to perform the essential duties of their position.

MAKEUP TIME

Non-exempt employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. In order to qualify, the makeup time must not cause the employee to exceed eleven hours in any workday or forty hours in the workweek.

The employee must submit a signed request to make up the missed time at straight time for each occasion that makeup work is requested. Time may be made up only if the employee's written request is approved in advance by the employee's supervisor. The supervisor has sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate.

Time that is made up under this policy will be compensated at a straight-time rate. PLR cannot and does not encourage employees to make up time under this policy.

REST PERIODS

Non-exempt employees are required to take one mandatory 10-minute rest period for each 4-hour period, or major fraction thereof, that they work. The only exception applies if an employee's total daily work time is less than three and one-half hours, in which case no rest period need be permitted. Rest periods are permitted as follows:

Rest periods are uninterrupted and duty free, and PLR relinquishes any control over how employees spend their rest periods. Employees are free to leave PLR's premises during their rest periods. Rest periods shall be permitted as close to the middle of the employee's 4-hour work period as practicable.

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

If non-exempt employees are not authorized and permitted to take their rest periods, or are impeded or discouraged from taking their rest periods, they should immediately notify their supervisor and/or the Staff Relations Committee to ensure compliance. Supervisors who do not authorize or permit their non-exempt employees to take rest periods, or impede or discourage their employees from taking rest periods, will be subject to disciplinary action, up to and including termination.

MEAL PERIODS

Employees who are scheduled to work more than five hours in a day are provided with an uninterrupted duty-free first meal period that is at least 30 consecutive minutes. Employees who work no more than 6 hours in a day may voluntarily agree to waive their first meal period by signing a meal period waiver. Meal periods should be taken close to the middle of the employee's shift. PLR will provide employees with their first meal period before the end of the employee's fifth hour of work.

Employees who work more than 10 hours in a day are provided with a second uninterrupted duty-free meal period that is at least 30 consecutive minutes. Employees who work more than 10 hours but not more than 12 hours in a day may voluntarily waive their right to a second meal period by signing a meal period waiver and if they have not waived their first meal period. PLR will provide employees with their second meal period before the end of the employee's tenth hour of work.

PLR relinquishes any control over how employees spend their meal periods. Employees are relieved of all responsibilities, duties and restrictions during meal periods, and will not be compensated for that time. Employees are required to record the beginning and end of each meal period on their time sheets.

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

If employees are not provided with their meal periods under this policy, they should immediately notify their supervisor in writing to ensure compliance. Supervisors who do not provide meal periods to employees in accordance with this policy, or who require or permit their employees to miss their meal periods, will be subject to disciplinary action, up to and including termination.

ADVANCES

PLR does not provide any payroll advances to its employees.

MODIFICATION OF EMPLOYMENT

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

CHANGE OF NAME AND/OR ADDRESS

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

MOTOR VEHICLES

No employee is permitted to operate a motor vehicle while on PLR business unless the employee is specifically notified in writing by the employee's supervisor that they hold a position that may require the operation of a motor vehicle.

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

Under this policy, acceptable automobile insurance must provide coverage up to at least \$300,000 for bodily injury and \$50,000 for property damage. Employees must report any changes in their driving records to their supervisor immediately.

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

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

VISITORS

Visitors are not permitted on PLR property or worksites without prior permission from management.

CONFIDENTIALITY POLICY

There are many aspects of PLR's business operations and activities that are confidential. To safeguard confidential and sensitive information, employees must take all necessary steps to protect PLR's interests and those we serve concerning any such confidential and sensitive information. To protect such information, employees may not at any time, while employed by PLR or at any time thereafter, divulge, disclose or communicate, either directly or indirectly, in any manner whatsoever, any Confidential Information to any person or business entity, or remove from the premises of PLR any Confidential Information in whatever form, without prior authorization from a Presbytery Executive or Moderator of The Staff Relations Committee..

As used herein, "Confidential Information" is defined as PLR's confidential and proprietary information, including but not limited to any and all PLR committee policies, procedures and minutes, Human Resources information including current and former PLR pastors and PLR staff employee files, financial information and reports including banking, endowment and investment account information and other PLR related sensitive data.

If an employee becomes legally compelled to disclose any Confidential Information, other than pursuant to a confidentiality agreement, the employee will provide their supervisor with prompt notice of such disclosure and will assist PLR in seeking a protective order or another appropriate remedy.

Any Confidential Information should not be discarded in regular trash. Instead, employees must discard of Confidential Information in a shredder or in a designated and secure receptacle from which papers or other media are periodically removed and shredded by authorized individuals.

Employees also must not use any confidential, or proprietary information belonging to a former employer in connection with their employment with PLR.

Please be advised that PLR considers this confidentiality policy to be extremely important. Accordingly, any violation of this policy will result in disciplinary action, up to and including termination.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to, the California Equal Pay Act and the National Relations Act.

CONFLICT OF INTEREST POLICY

Employees are expected to devote their best efforts, energies, and loyalty to PLR. Due to the importance of this requirement, PLR prohibits any outside employment or other activities or relationships that create any actual or potential conflict of interest. Employees are encouraged to raise any questions regarding specific activities or questions involving this policy with PLR before engaging in outside activities or relationships that could violate the policy. Violations of this policy will result in disciplinary action, up to and including termination.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to the California Equal Pay Act and the National Labor Relations Act.

INSPECTION OF PROPERTY

All of PLR's property, including but not limited to, desks, cabinets, office equipment, computers, tablets, telephones, voicemail, other electronic systems, vehicles, and the like are the sole property of PLR. These items, as well as any contents, effects, or articles contained therein, may be inspected by any supervisor and/or security personnel designated by PLR, at any time and for any reason, with or without advance notice.

Accordingly, employees shall have no expectation of privacy in any of PLR's Property.

If employees have items of a personal nature that they wish to keep private, do not keep them at work. Any employee who fails to cooperate in any such inspection will be subject to disciplinary action, up to and including termination. PLR is not responsible for articles left on or in any PLR property that become lost, damaged, stolen or destroyed.

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

ACCESS TO ELECTRONIC SYSTEMS

PLR's electronic systems, including but not limited to, computers, e-mail, telephones, tablets, facsimile machines, voice mail, and the like are an important asset of PLR, and have been installed at substantial expense to facilitate business dealings and communications. All such electronic systems, whether used entirely or partially on PLR's premises or with the aid of PLR equipment or resources, must remain fully accessible to PLR and will remain the sole and exclusive property of PLR. These systems are not to be used for personal or recreational activities.

PLR retains the right to gain access to any information received by, transmitted by, or stored in any such electronic systems, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party's knowledge, consent or approval.

As such, employees shall have no expectation of privacy with respect to any of PLR's electronic systems, including any information transmitted over, received by, or stored in any electronic systems owned, leased, or operated in whole or in part by, or on behalf of, PLR.

Employees should advise non-employees about this policy when engaged in electronic communications with non-employees.

Nothing herein shall prohibit employees from discussing their wages, benefits and other terms of employment as permitted by law, including but not limited to, the California Equal Pay Act and the National Labor Relations Act.

INTERNET, E-MAIL, AND ELECTRONIC COMMUNICATIONS

PLR has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize such electronic communications devices in a legal, ethical, and appropriate manner. PLR has devised this policy in a manner that addresses PLR's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization. This policy extends to all features of PLR's electronic communications systems, including but not limited to PLR's computers, e-mail, connections to the Internet and other internal or external networks, voice mail, video conferencing, facsimiles, and telephones. Any other form of electronic communication provided by PLR and used by employees currently or in the future is also intended to be encompassed under this policy.

PLR's policy against discrimination, retaliation, and unlawful harassment, including sexual harassment, extends to the use of PLR's computers, the Internet, and any component of PLR's electronic communications systems. In keeping with that policy, employees should not use any PLR electronic communications device in a manner that would violate that policy or any other PLR policies. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not store, receive, or transmit pornographic, obscene, or sexually offensive material or information using PLR's electronic communications systems.

Employees may not use any of PLR's electronic communications devices for a purpose that is found to constitute, in PLR's sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of PLR. Employees may not use any of PLR's electronic communications devices to participate or engage, directly or indirectly, in any gambling activities or participate in games of chance or risk. Employees may not use any of PLR's electronic communications devices in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization. Employees may not use any of PLR's electronic communications devices in a manner that infringes upon the rights of other persons, entities or organizations to proprietary or confidential information. Employees may not use any or PLR's electronic communications devices for any purpose that is contrary, either directly or indirectly, to the interests of PLR or for any purpose that creates an actual, potential or apparent conflict of interest with PLR.

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

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

TELEPHONES AND MAIL

PLR's telephone and mail systems are intended for business use and should not be used for personal use. Accordingly, employees are generally not permitted to make or receive personal telephone calls during working hours, unless there is an emergency, or they receive permission to do so from their supervisor. Necessary personal calls should be made during break periods or the lunch break whenever possible. Supervisors have the right to monitor the frequency of personal calls during work time and advise the employee of inappropriate number or duration of personal calls during work time. No personal long distance calls or personal mailings are to be charged to PLR. Employees cannot use personal telephones or cellular phones for business purposes unless authorized in writing by PLR.

NON-FRATERNIZATION

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

EMPLOYMENT OF RELATIVES

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

ATTENDANCE

Attendance and punctuality are important to the efficient operation of any business. All employees are expected to contact PLR as soon as reasonably practicable, on the first and each subsequent day, of an unscheduled absence, and they must indicate the reason and probable duration of the absence. Unexcused absenteeism and/or unexcused tardies will result in disciplinary action, up to and including termination.

PERSONAL APPEARANCE AND DRESS CODE

During business hours, employees are expected to present a clean, neat, and business smart casual appearance, and to dress according to the requirements of their position, and in a manner that does not compromise their safety, and does not disrupt the work environment. Clothing must not bear slogans, graphics or other features that could be considered offensive to others and/or create a hostile work environment

Employees must also have good hygiene and must refrain from excessive perfumes or colognes.

PLR has the sole and absolute discretion to determine appropriate dress and grooming in the workplace, pursuant to law. Employees who appear for work inappropriately dressed and/or groomed, as determined by PLR, will be sent home and directed to return to work in proper attire. Under such circumstances, non-exempt employees will not be compensated for the time away from work.

This policy shall not be enforced in a manner that would unlawfully discriminate against any actual and/or perceived protected class, including but not limited to, religious dress, religious grooming, gender identity, and/or gender expression.

If you have questions about the appropriateness of your personal appearance, please ask your supervisor or the PLR Business Manager.

DRUG AND ALCOHOL POLICY

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

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

1. General Rules

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

Employees who are using prescription drugs that may impair their abilities are required to notify their supervisor before commencing work so that appropriate precautions may be taken.

2. Testing Employees

Under this policy, an alcohol and/or drug test may be required following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from such accident or violation. An employee may also be required to submit to an alcohol and/or drug test if an employee is found to be in possession of physical evidence, i.e., drugs, alcohol or paraphernalia, possibly connected with the use of an illicit drug. Testing may also be required if illicit drugs and/or alcohol are found in the employee's immediate work area.

In cases where there is reasonable suspicion to believe that an employee possesses or is under the influence of drugs and/or alcohol, and such use or influence may adversely affect the employee's job performance, or the safety of the employee or co-workers, alcohol and/or drug testing may be ordered. The suspicion must be based on objective factors, such as factors related to the employee's appearance, behavior, speech and/or other facts.

PLR will notify the employee of the results of any tests that are positive for any substance included in the procedure.

Violation of this policy, or failure to cooperate fully with any request to test, will result in disciplinary action, up to and possibly including immediate termination.

PROHIBITION AGAINST SMOKING

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

ANTI-VIOLENCE AND/OR THREATS POLICY

PLR is committed to providing a workplace that is free from threats or acts of violence. In keeping with this commitment, we have established a policy that provides "zero tolerance" for implied or explicit threats or acts of violence against employees, visitors, and/or any other persons who are on our premises or have contact with our employees in the course of their duties. Please be advised that zero tolerance means that PLR will not tolerate any such threats or acts of violence in any way, including jokes, roughhousing, or any other similar violent comments or conduct. It simply will not be tolerated. Every threat or act of violence must be treated seriously.

It is essential that every employee understand the importance of workplace safety and security. Compliance with this anti-violence policy is a condition of employment. Every verbal or physical threat of violence must be treated seriously and reported immediately to a supervisor. PLR will investigate the matter and will take any and all appropriate corrective action to resolve the problem. PLR will also protect employees from any possible retaliation for reporting these matters to management.

Employees who threaten, engage in, or contribute to violent behavior will be subject to disciplinary action, up to and including immediate termination.

SAFETY

Every employee is responsible for safety. Employees should report any unsafe or hazardous condition to the Business Manager or a Presbytery Co-Executive. Every effort will be made to remedy problems as quickly as possible. In case of an accident involving a work related injury, regardless of severity, employees must notify their supervisor immediately.

PLR carries Workers' Compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

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

NO SOLICITATION

In order to avoid disruption of PLR's business operations, the following rules shall apply to solicitation and distribution of literature on PLR's property. Employees of PLR may not solicit or distribute literature during working time for any purpose. Working time includes the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are properly not engaged in performing their work tasks. Additionally, employees may not distribute literature at any time for any purpose in working areas, but may do so during their non-work time in non-work areas, such as parking lots or break rooms. Employees may not post notices or other written material on PLR's premises, regardless of the subject matter. Persons who are not employed by PLR may not solicit or distribute literature on PLR property at any time for any purpose.

EXPENSE REIMBURSEMENT

With approval, out-of-pocket expenses incurred on behalf of PLR will be reimbursed following submission of an expense reimbursement request form and acceptable documentation, such as original receipts. All expense reports for the preceding month are due by the 15th of the next month and must be submitted within 60 days of expenditure date for reimbursement. Personal items or expenses are not reimbursable by PLR. This includes expenses associated

with personal telephones, cellular phones, or internet, which are never to be used for business purposes absent written authorization by PLR.

Falsification of documentation concerning expense reimbursement may result in discipline, up to and including termination.

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

STANDARDS OF CONDUCT

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

1. Unsatisfactory performance.
2. Discrimination, harassment, and/or retaliation.
3. Improper conduct toward any supervisor, or refusal to perform lawful tasks assigned by any supervisor in the appropriate manner.
4. Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on PLR property, while on duty, or while operating a vehicle or equipment leased or owned by PLR.
5. Theft or unauthorized removal or possession of property from PLR, fellow employees or anyone on PLR property.
6. Falsifying or making a deliberate material omission on an employment application, expense report, time-keeping record or any other PLR document or record.
7. Unauthorized absences.
8. Misusing, destroying or damaging property of PLR, an employee or a visitor.
9. Fighting on PLR's property, or engaging in threatening and/or violent statements and/or behavior.
10. Bringing dangerous or unauthorized materials, such as explosives, firearms, weapons, or other similar items on PLR property.
11. Failing to report a work-related injury to management.
12. Falsifying reasons for a leave of absence and/or not reporting to work after completing of an authorized leave.
13. Making or ratifying any disparaging or negative comments and/or statements that the employee knows to be untrue about PLR, PLR's visitors or employees.
14. Using PLR's assets for personal gain.
15. Doing personal work on company time.
16. Sleeping or loitering during an employee's assigned work period.
17. Violation of any of PLR's policies.

It should be remembered that employment is at the mutual consent of the employee and PLR. Accordingly, either the employee or PLR can terminate the employment relationship at will, at any time, either with or without cause or advance notice.

PERFORMANCE EVALUATIONS

The evaluation of an employee's performance is an ongoing process. Written evaluations may occur from time to time as determined appropriate. Employees may ask their supervisor regarding their performance if they have any concerns or questions. A positive performance evaluation, or a lack of a negative performance evaluation, does not guarantee a salary increase, promotion, or continued employment.

It should be remembered that employment with PLR is at will. Thus, PLR reserves the right to terminate the employment relationship at will either before or after a performance evaluation.

DISCIPLINE

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

GRIEVANCE PROCEDURE

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

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

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

Step Two: If a grievance is not settled, employees should immediately file a formal written grievance with any Presbytery Co-Executive. If the grievance is with Presbytery Co-Executive, the employee may bypass this step of the grievance procedure.

Step Three: If a grievance is still not settled, employees should immediately file a formal written grievance with their supervisor and the Moderator of the Staff Relations Committee.

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

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

Additionally, it should be remembered that all employees are employed on an at will basis. Based on the provisions of state law and the company's policies, employees are free to resign at any time, either with or without cause or advance notice. In the same manner, PLR reserves the right to end its employment relationship with any employee at will, either with or without cause or advance notice. Nothing in this grievance procedure is intended to create an express or implied agreement that alters the at will employment relationship.

REDUCTIONS IN WORK FORCE

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

VOLUNTARY RESIGNATION

An employee who fails to report for work for 3 consecutively scheduled workdays, without notice to or approval by the employee's supervisor, will be considered to have voluntarily resigned from employment with PLR. If an employee wishes to resign from employment with PLR, it is requested, although not required, that the employee do

so in writing at least two (2) weeks prior to expected end-of-employment date as a courtesy to PLR. Providing such notice does not alter the at-will nature of employment with PLR.

RETURN OF PROPERTY

At the end of employment with PLR, all employees must immediately return any property of PLR in their possession by their last day of work, including but not limited to keys, key cards, credit cards, cellular telephones, computers, computer files, confidential and proprietary business information, and any other company property. Employees must supply all passwords for all of PLR's electronic devices and files at the end of their employment

SEVERANCE PAY

PLR does not guarantee any severance pay. However, PLR reserves the right to provide employees with severance pay in its sole and absolute discretion. Any payment of severance will be contingent upon an employee's execution of a satisfactory separation agreement with PLR and the return of all PLR property and access as stated above.

EMPLOYER SPONSORED BENEFITS

Although it is not legally required to do so, PLR provides eligible employees with some employer sponsored benefits. This section of the handbook is designed to acquaint employees with some of the significant features of PLR's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any conflict between the brief summaries contained in this handbook and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents will control.

INSURANCE BENEFITS

Regular part-time employees are not presently eligible for insurance coverage/benefits. Employees scheduled to work "full time" are defined as 37.5 or more hours per week. Non-temporary employees working 'full time' may be eligible for insurance and/or pension benefits paid by the Presbytery under terms mutually agreed upon by PLR and the Employee. Temporary employees are not eligible for insurance benefits. Please see the Business Manager if there are any questions about these benefits. PLR reserves the right to rescind or change benefit plans or programs at any time, as it deems necessary. Every effort will be made to inform employees of upcoming changes in benefits as soon as they are determined and the date of these changes.

HOLIDAYS

Regular full-time employees are eligible to receive the following twelve (12) paid holidays each year:

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

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

Part-time Employees are eligible to receive paid holidays that are observed on a day of the week that they would normally work, but will not receive any pay for holidays that are observed on a day of the week that they normally would not work.

Paid holidays are provided at the employee's current base rate of pay, excluding additional amounts such as overtime, bonuses, and commissions. Paid holidays shall not be counted as hours worked for the purpose of computing overtime or benefits.

PLR reserves the right to change PLR's designated holidays.

PERSONAL TIME OFF (PTO)

The following Personal Time Off (PTO) policy does not apply to a Minister of Word and Sacrament in the PC(USA). For any such employees, they may receive paid Personal Time Off benefits as outlined in the Clergy Policies of PLR.

Regular full-time employees may accrue paid PTO benefits on a prorated basis throughout each year. Regular full-time employees accrue the paid PTO benefits set forth below:

<u>Completed Years of Service</u>	<u>PTO Days Per Year</u>
0-4 completed years	17 days PTO per year
5-10 completed years	22 days PTO per year
11+ completed years	27 days PTO per year

Regular part-time employees are not presently eligible for PTO benefits. Employees scheduled to work "full time" are defined as 37.5 or more hours per week.

The maximum benefits an employee may have accrued at any time shall equal no more than two times the employee's current annual PTO accrual rate. For example, if the employee's annual PTO accrual rate is 17 days, the maximum benefit the employee could accrue would be 34 days (17 X 2 = 34 days). If an employee has earned but unused PTO accrual reaches the maximum, the employee will not accrue any additional PTO benefits. If the employee later uses enough PTO time to fall below the maximum, the employee will resume accruing PTO benefits from that date forward. In such a case, no PTO accrual will be earned for the period in which the employee's PTO accrual was at the maximum.

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

PLR believes that PTO should be used by employees solely for their rest and relaxation, so that employees can later return to work ready and able to resume their responsibilities. As such, employees are prohibited from performing any work while on PTO. PLR also requires that exempt employees use their PTO benefits in full day increments. Due to legal restrictions, exempt employees may not request or take PTO in partial day increments.

PTO is paid at the employee's base rate of pay, excluding additional amounts such as overtime, bonuses, and commissions. PTO shall not be counted as hours worked for the purpose of computing overtime or benefits.

Temporary employees are not eligible to receive insurance benefits or Personal Time Off benefits. Please see the Business Manager if there are any questions about these benefits. PLR reserves the right to rescind or change benefits plans or programs at any time, as it deems necessary. Every effort will be made to inform employees of upcoming changes in benefits as soon as they are determined and the date of these changes.

Employees may not receive pay in lieu of taking PTO, except upon termination of employment. Accrued PTO benefits that have not been used will be paid at the time of termination at the employee's final base rate of pay at the time of termination.

PAID SICK LEAVE FOR TEMPORARY AND PART TIME EMPLOYEES

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

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

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

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

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

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

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

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

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

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

PREGNANCY DISABILITY LEAVE

PLR will engage in the interactive process with employees to provide reasonable accommodation for any employee who requires leave due to disability from pregnancy, childbirth, and/or related medical conditions.

When an employee is temporarily disabled due to pregnancy, childbirth, and/or related medical conditions, employees will be granted a leave of absence upon request without pay for the period of the employee's disability, provided such period shall not exceed 17 and 1/3 weeks in accordance with the law.

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

Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to less strenuous or hazardous positions or duties, if such a transfer is medically advisable. Employees may be required to obtain a certification from their health care provider of their pregnancy disability or the medical advisability for a transfer. The certification should include the following information: (1) the date on which the employee becomes disabled due to pregnancy or the date of the medical advisability for the transfer; (2) the probable duration of the period or periods of disability or the period or periods for the advisability of the transfer, and (3) a statement that is due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy or to other persons, or a statement that due to her pregnancy, the transfer is medically advisable.

Subject to exceptions provided by law, employees who have returned from a leave necessitated by a pregnancy related disability will be reinstated to the same position.

If a leave necessitated by a pregnancy-related disability is approved and extended beyond leave allowed under the law, business needs may change, and PLR cannot guarantee employment in the same position or in any position at PLR upon the employee's availability to return to work. PLR will work with the employee to place them into available positions in such situations, but if a mutual agreement cannot be made, the employee's employment may terminate. PLR cannot guarantee reinstatement in leaves not necessitated by a pregnancy-related disability.

To the extent required by law, PLR will maintain and pay for health insurance coverage under a group health plan during an employee's leave for pregnancy, childbirth, or a related medical condition for up to 17 and 1/3 weeks. PLR may recover the cost of the insurance premiums paid if the employee fails to return to work for reasons within the employee's control.

LACTATION ACCOMMODATION

PLR will provide a reasonable amount of break time and a secure environment to any female employee desiring to express breast milk for her infant child. Each time the employee needs to express milk. Whenever possible, the break should run concurrently with the employee's regular rest or meal periods. If this is not possible, employees can arrange with their manager to take additional time, or to express milk at a different time. The time will be paid when the employee uses her regular rest periods to express breast milk. Break time for a non-exempt employee that does not run concurrently with the employee's regular rest periods may be unpaid.

PLR will provide employees who need a lactation accommodation with the use of a room or other location (other than a bathroom) that is shielded from view, that is free from intrusion while the employee is expressing milk, and is in close proximity to the employee's work area. The lactation space may include the place where the employee normally works if it otherwise meets the requirements of a lactation space under this policy. If a multipurpose room is used for lactation, among other uses, the use of the room for lactation will take precedence over other uses for the time it is in use for lactation purposes. Lactation rooms will be safe, clean, and free of toxic or hazardous materials. The lactation room will include a surface to place a breast pump and other personal items, will have a place to sit, and will have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate electric or battery-powered breast pumps.

Employees will have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided near the employee's workspace, another cooling device suitable for storing milk, such as a cooler, will be provided.

Employees have the right to request lactation accommodations. Employees who need a lactation accommodation should contact their supervisor or PLR's Business Manager to request the accommodation. PLR will promptly respond to all lactation accommodation requests, and work with each employee to provide her with both lactation break time, and lactation space, in accordance with all applicable law. If PLR cannot provide lactation break(s) or a lactation location that complies with this policy, PLR will provide a written response to the employee.

Employees should immediately notify PLR's Business Manager of any failure to provide lactation accommodations in compliance with this policy. Should PLR fail to meet its obligations in this regard, employees have the right to file a Complaint with the Labor Commissioner if desired.

Discrimination, harassment, and retaliation on the basis of sex includes discrimination, harassment, and retaliation based on breastfeeding and related medical conditions, and is unlawful. Discrimination, harassment, and retaliation against an employee for exercising the rights conferred by applicable law for lactation accommodations is prohibited.

NEW PARENT LEAVE

Employees who work at a location with at least 20 employees within a 75 mile radius, and do not qualify for FMLA/CFRA Leave, may have a right to an unpaid child bonding leave. Employees must have 12 months of service and at least 1,250 hours of service during the 12-month period prior to the requested leave in order to be eligible for leave under this policy. Health insurance benefits ordinarily provided by PLR, and for which employees are otherwise eligible, will be continued during the period of the leave if employees elect to continue paying their share of the premiums for such coverage.

If employees elect to continue coverage, PLR will continue to pay its share of the premiums for the period of the leave, up to a maximum of 12 weeks.

Employees that take this leave are guaranteed employment in the same or a comparable position upon return from the leave. Employees are entitled to utilize accrued vacation during the period of parental leave. Parental leave taken pursuant to this section shall run concurrently with all other parental leave rights under California law.

ORGAN AND BONE MARROW DONATION LEAVE

If PLR has 15 or more Full Time Equivalent Employees (FTEs), it will provide a paid leave of absence not exceeding 30 business days to any eligible employee who is an organ donor in any one-year period, for the purpose of enabling the employee to donate his or her organ to another person. An eligible employee may take an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, to an employee who is an organ donor, for the purpose of donating the employee's organ to another person. The one year period is calculated from the date the employee begins his/her leave.

Eligible employees must use up to two weeks of accrued and unused paid sick leave and/or vacation time while on organ donation leave. If an employee has less than 2 weeks of accrued paid sick leave and/or vacation, they must use all such time off available during the leave.

If PLR has 15 or more Full Time Equivalent Employees (FTEs), it will provide a paid leave of absence not exceeding 5 business days to any eligible employee who is a bone marrow donor in any one-year period, for the purpose of enabling the employee to donate his or her bone marrow to another person. Eligible employees must use up to five days of accrued but unused paid sick leave and/or vacation time while on bone marrow donation leave. If an employee has less than five days of accrued paid sick leave and/or vacation, they must use all such time off available during the leave.

Eligible employees are defined as employees who work for PLR when it has at least 15 employees, and who have been employed by PLR for at least 90-days immediately preceding the date of leave.

Employees may take organ and bone marrow donation leaves in one or more periods of time. Organ and bone marrow donation leaves does not run concurrently with FMLA or CFRA leave.

Organ and bone marrow donation leave is considered time worked for purposes of determining salary adjustments, paid sick leave, vacation, paid time off and seniority. PLR will maintain group health plan coverage, if any, for eligible employees under the same condition as if the employee had been actively at work during the leave period.

Upon the expiration of an organ or bone marrow donation leave, an eligible employees will be restored to the position held by him or her when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

PLR may require an eligible employee to provide written verification that the employee is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. PLR will make reasonable efforts to keep information about an employee's treatment private.

ALCOHOL AND DRUG REHABILITATION

PLR wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid leave to participate in the program, unless it would result in an undue hardship on PLR to provide the time off. If an employee requests leave to

participate in such a program, the employer will make reasonable efforts to keep that knowledge confidential. The employee may use any accrued vacation and/or Sick and Personal Leave while on leave. No benefits will be accrued during any unpaid leave of absence.

MILITARY LEAVE

Military leave is granted to employees who enlist in the U.S. military, are members of a Reserve or National Guard Unit who are called to active duty, or are otherwise legally entitled to perform military duties. Employees are required to provide advance notice to PLR of this leave, unless giving notice is precluded by military necessity, or is otherwise impossible or unreasonable. Although this leave will be unpaid, the health insurance benefits normally provided to employees by PLR will continue during this leave similar to other leaves of absence.

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

BEREAVEMENT LEAVE

PLR provides up to 3 days off with pay for its full-time and part-time employees to attend the funeral of immediate family members, as well as to take care of any necessary arrangements during the bereavement period. Immediate family is defined as the employee's spouse, domestic partner, children, parents or stepparents, grandparents, parents-in-law, grandchildren, brothers, sisters, brothers-in-law and sisters-in-law, sons-in-law, daughters-in-law, and others for whom the employee has been the primary caregiver. Payment for bereavement leave will be made only for the days the employee is normally scheduled for work. No payment will be made for any Saturday, Sunday, or holiday, or any day within the employee's vacation period. Eligible employees are paid at their base salary rate on the day of the absence, exclusive of overtime or any other premiums. Leave under this policy is not counted as hours worked for the purpose of computing overtime or benefits. Temporary employees are not eligible for paid bereavement leave.

STUDY LEAVE

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

SABBATICAL LEAVE

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

CONTINUING EDUCATION

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

JURY DUTY AND COURT PROCEEDINGS

Employees may take a leave of absence to serve on jury duty or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable notice to PLR of the need for this leave. Employees must provide PLR with documentation that the employee participated in jury duty or the court proceeding. Employees so required to provide this community service will receive their regular rate of pay for normal hours worked provided the employee submits evidence of the summons and selection notice. Additionally, in no case will the salary of an exempt employee be reduced for any week in which the employee performs work and also misses time to serve as a juror or witness. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals. Leave under this policy is not counted as hours worked for the purpose of computing overtime or benefits.

DOMESTIC VIOLENCE, SEXUAL ASSAULT or STALKING

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

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

CRIME VICTIMS

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

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

VOTING

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

CHILD'S SCHOOL ACTIVITIES

Periodically employees with children may need to take time off from work to attend their child's school activities. An employee who is the parent or legal guardian or grandparent of a child attending kindergarten through 12th grade, or attending a licensed child day care facility, may take an unpaid leave or may use available PTO time for the purpose of finding, enrolling, or re-enrolling his/her child in a school or with a licensed child-care provider, participating in the child's school activities, or addressing a child-care provider or school emergency. However, only employees who are employed at a worksite that has 25 or more employees may take this leave. Such leave may not exceed 40 hours per calendar year and may not exceed 8 hours in any calendar month (unless the time is used to address a child-care provider or school emergency). This leave does not count as hours worked for the purpose of computing overtime or benefits.

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

SUSPENDED PUPIL LEAVE

Employees who are the parents or legal guardians of a suspended pupil may take an unpaid leave of absence or

use available PTO time to address this issue with the pupil's school. Employees must provide reasonable notice to PLR of the need for this leave. Employees must provide PLR with documentation concerning this leave. This leave does not count as hours worked for the purpose of computing overtime or benefits. This leave does not count as hours worked for the purpose of computing overtime or benefits.

OFFSETS CONCERNING LEAVES

PLR intends to administer its leave policies in accordance with the requirements of all applicable state and federal laws. Instances may exist where two or more leave of absence policies provide overlapping protections for an eligible employee. However, it is PLR's intention to limit employees to the time available under the single most favorable leave policy to prevent employees from exceeding the limitations of that policy.

Accordingly, any leave that is taken by an employee under any policy that could have been taken under any other PLR leave or time off policy, if the employee had requested the opportunity to do so, shall be credited against the maximum limit established in each of the policies that provided the employee a basis to request a leave.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK AND AT WILL EMPLOYMENT AGREEMENT

I acknowledge that I have received a copy of the August 2021, edition of PLR's Employee Handbook. I acknowledge that it is my responsibility to read, understand, and adhere to the policies in the handbook, and that my employment with PLR is governed by the contents of the Handbook. I may at any time during my employment at PLR ask questions about this Handbook of my supervisor or the Business Manager. I also agree to conform to the rules and standards of PLR.

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

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

DATE

EMPLOYEE'S SIGNATURE

PRINT EMPLOYEE'S NAME

Signed original to Employee's HR/Personnel File