



# Personnel Policy Handbook

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## Welcome to Calvin Center!

We believe that every employee helps to make Calvin Center successful. You've joined a team that is working to achieve a high standard of service to God, the people of the Presbytery of Greater Atlanta and to the world. We hope that you will be proud to be a member of our team.

It is the intent of this handbook to encourage and promote excellent professional conduct of our team. Each member is considered to be in service to God while here in this ministry. This handbook describes many of our policies, programs and benefits available to eligible employees.

Respecting and caring for one another as team members is a priority in achieving our standard of service. Our ability to give rightful respect...to God, to those we serve, to one another and to the purpose for which we are here is central to all the standards in this handbook.

I believe if we work together in an atmosphere of openness and trust, we'll be successful both as individuals and as a team. I am glad you are part of our ministry team. I hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Yours in Christ,

Paul Fogg  
Executive Director of Calvin Center

## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Calvin Center. I understand that I should consult my supervisor and/or the Executive Director of Calvin Center if I have any questions that are not answered in the handbook.

I became an employee at Calvin Center voluntarily. I understand and acknowledge that there is no specified length to my employment at Calvin Center and that my employment is at will. I understand and acknowledge that “at will” means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that “at will” means that Calvin Center may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies and benefits in the handbook. Calvin Center may add new policies to the handbook as well as replace, change or cancel existing policies. I understand that I will be told about any handbook changes and I understand that only the Camp & Conference Ministry Team has the ability to adopt any revisions to the policies in this handbook.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## CALVIN CENTER MISSION STATEMENT

As a ministry of the Presbytery of Greater Atlanta (PC USA),  
Calvin Center offers a welcoming sanctuary  
for re-creation and Christian nurture.

08/27/2007

## **GUEST RELATIONS**

Effective Date: 09/01/2007

Our guests are very important to us. Every employee represents Calvin Center to the guests and the public. Our guests judge all of us by how we treat them. One of the highest priorities at Calvin Center is to help any guests or potential guests. Nothing is more important than being courteous, friendly, prompt and helpful to all guests.

We will provide guest relations and services training to all employees who have frequent guest contact. If a guest wants to make a specific comment or a complaint, you should direct the person to the office or the host on duty for appropriate action. Your contacts with the public, your telephone manners and any communications you send to guests reflect not just on you but also on the professionalism of Calvin Center. Great guest relations can build greater loyalty and increased usage.

Remember, in serving the needs of our guests, it is important to:

- BE POLITE, courteous and efficient (stay within the limitations of your job description).
- USE DISCRETION and tact when serving and working with others.
- TAKE CRITICISMS, questions or opinions directly to the staff people involved or the related department supervisors.
- AVOID GOSSIP, arguing, a critical attitude and a complaining nature; which are divisive.
- NEVER COMPLAIN in front of guests. Use discretion as to when, where and to who criticisms are voiced.
- RESOLUTION AND RECONCILIATION are two of our top priorities.

## Employment

### A. Nature of Employment

Effective Date: 09/01/2007

You became an employee at Calvin Center voluntarily and your employment is at will. “At will” means that you are free to resign at any time, with or without cause. Likewise, “at will” means that Calvin Center may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Calvin Center and any employee. The provisions in the handbook have been developed at the discretion of management and except for the policy of employment-at-will, many be amended or cancelled at any time at the sole discretion of the Camp & Conference Ministry Team.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Camp & Conference Ministry Team.

### B. Employment Categories

Effective Date: 09/01/2007

It is important that you understand the definitions of the employment classifications at Calvin Center and know your classification. Your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure of your employment classification, see your supervisor.

These employment classifications do not guarantee employment with Calvin Center for any specific period of time. You became an employee at Calvin Center voluntarily and your employment is “at will”. “At will” means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, “at will” means that Calvin Center may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NON-EXEMPT OR EXEMPT from federal and state wage and hour laws.

If you are a NON-EXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws.

If you an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws.

Your EXEMPT or NON-EXEMPT classification may be changed only with written notification by Calvin Center management.

In addition to being a NON-EXEMPT or EXEMPT employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the Calvin Center full-time schedule. In most cases, regular full-time employees are eligible for Calvin Center benefit programs, subject to the terms, conditions and limitations of each benefit program.

You are a PART-TIME employee if you are not in a temporary or introductory status AND you are regularly scheduled to work less than 30 hours per week. Part-time employees receive all legally mandated benefits such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other Calvin Center benefit programs.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with Calvin Center is appropriate. When you satisfactorily complete the introductory period, you will be told about your new employment classification.

You are SUMMER CAMP STAFF if you are employed seasonally for a specific task related to the Calvin Center Summer Camp Program.

VOLUNTEERS are individuals who are not compensated for their work other than for valid business expenses in accordance with IRS guidelines and who are not employees.

### **C. Employee Relations**

Effective Date: 09/01/2007

We believe that the work conditions, wages and benefits we offer to Calvin Center employees are competitive with those offered by other employers in this area and in this ministry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly, the work environment can be excellent, communications tend to be clear and attitudes tend to be positive. We believe that Calvin Center fully demonstrates its commitment to employees by responding effectively to employee concerns.

### **D. Business Ethics and Conduct**

Effective Date: 09/01/2007

We expect Calvin Center employees to be ethical in their conduct. It affects our reputation and success. Calvin Center requires employees to carefully follow all laws and regulations and have the highest standards of conduct and personal integrity.

Our continued success depends on the trust of the people of the presbytery and of our user groups. Employees owe a duty to Calvin Center, our guests and people of the Presbytery of Greater Atlanta to act in ways that will earn the continued trust and confidence of the public.

As an organization, Calvin Center will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and not to do anything that is illegal, dishonest or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Executive Director of Calvin Center for advice and consultation.

It is the responsibility of every Calvin Center employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

### **E. Equal Employment Opportunity**

Effective Date: 09/01/2007

To give equal employment and advancement opportunities to all people, we make employment decisions at Calvin Center based on each person's performance, qualifications and abilities. Calvin Center does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Calvin Center or the Presbytery of Greater Atlanta.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Executive Director of Calvin Center. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

### **F. Personal Relationships in the Workplace**

Effective Date: 09/01/2007

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and moral issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage or whose relationship with you is similar to that of a relative. We define a dating relationship as a

relationship that might reasonably be expected to lead to a consensual “romantic” or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. Calvin Center also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions of authority at any level. Temporary exceptions may be made at the discretion of the Executive Director on a case by case basis.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, Calvin Center will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is not direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

It is not acceptable and will not be permitted for a year-round staff member to indicate interest of a sexual nature, or engage in a dating relationship with a guest, volunteer, summer camper or summer staff member.

## **G. Outside Employment**

Effective Date: 09/01/2007

You may hold an outside job as long as you can satisfactorily perform your Calvin Center job and the job does not interfere with our scheduling demands.

We hold all employees to the same performance standards and scheduling expectations regardless if they have other jobs. In order to remain employed at Calvin Center, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

If your outside employment has an undesirable impact on Calvin Center, we will consider that it is a conflict of interest.

## **H. Access to Personnel Files**

Effective Date: 09/01/2007

To ensure that individuals who join Calvin Center are well qualified and have a strong potential to be productive and successful, it is the policy of Calvin Center to check the employment references of all applicants.

The Executive Director of Calvin Center will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by Calvin Center's records.

Employees do have access to their personnel file by appointment. The Executive Director (or his designee), will be present during this appointment. Employees may photo copy any of their file, but no original copies will leave the file.

### **I. Personnel Data Changes**

Effective Date: 09/01/2007

It is important that Calvin Center has certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments and other possible related information. We also need to have information about who to contact in case of an emergency. Please contact the Office Manager for Calvin Center to change your personal information or if you have questions about what information is required.

### **J. Employment Applications**

Effective Date: 09/01/2007

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

### **K. Introductory Period**

Effective Date: 09/01/2007

Calvin Center has an introductory period of 90 calendar days for all new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Calvin Center is voluntary and "at will", you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Calvin Center may also terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 90 calendar days after their hire date. If you are promoted or transferred within Calvin Center, you will be asked to complete a secondary introductory period of the same length when you start the new position.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory

period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

If you go through a secondary introductory period because of a promotion or transfer and it appears that you are not performing satisfactorily in the new job, you may be removed from the new job. If this happens, you may be allowed to return to your former job or to a comparable job for which you are qualified. This will depend on our business needs and whether a comparable job is available.

When employees satisfactorily complete the first introductory period, they are assigned to the “regular” employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers’ compensation insurance. They may also be eligible for other Calvin Center benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see the exact requirements.

Your employment status will not change if you go through a secondary introductory period due to a promotion or transfer with Calvin Center.

## **L. Job Descriptions**

Effective Date: 09/01/2007

We try to have accurate job descriptions for all jobs at Calvin Center. A job description includes the following sections: Purpose; Qualifications; Responsibilities; Accountability and Terms.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations and establish a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director of Calvin Center prepares a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your supervisor

## **M. Performance Evaluation**

Effective Date: 09/01/2007

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are done at the end of your introductory period for any new job. The introductory period is a time for you and your supervisor to talk about your job responsibilities and the performance requirements of the new job. In addition, an annual performance evaluations will be conducted by your supervisor will have to discuss your work and goals, to identify and correct weaknesses and to encourage your strengths. Annual reviews for department heads will be conducted by the Executive Director and a member of the Ministry Team.

## **N. Progressive Discipline**

Effective Date: 09/01/2007

This policy describes the guidelines for administering fair and consistent discipline for unsatisfactory conduct at Calvin Center.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and Calvin Center have the right to terminate employment at will, with or without cause or advance notice, Calvin Center may use progressive discipline at its discretion.

Disciplinary action may be any of the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take.

There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

In very serious situations, some types of employee problems may justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Employee Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Calvin Center.

## 0. Problem Resolution

Effective Date: 09/01/2007

Calvin Center encourages an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from Calvin Center supervisors and management.

Calvin Center tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with Calvin Center rules of conduct, policies or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor within 30 calendar days after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to the Executive Director of Calvin Center.
2. Your supervisor responds to the problem during discussion or within 30 calendar days after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. You present the problem to the office within 30 calendar days if the problem is not resolved.
4. The office counsels and advises you, helps you to put the problem in writing, visits with your managers, if necessary and directs you to the Administrative Sub-Committee of the Camp & Conference Ministry Team for a review of the problem.
5. You present the problem to the Administrative Sub-Committee in writing.
6. The Administrative Sub-Committee reviews and considers the problem. The Administrative Sub-Committee informs you of the decision within 30 calendar days and forwards a copy of the written response to the office for your file. The Administrative Sub-Committee has full authority to make any adjustment that is determined to be appropriate to resolve the problem.
7. Not every problem can be resolved to everyone's total satisfaction. However, we believe that honest discussion and listening to each other will build confidence between employees and management and help make Calvin Center a better place to work.

## P. Salary Administration

Effective Date: 09/01/2007

We have a salary administration program at Calvin Center. The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job. We also try to pay wages that are comparable to the wages paid to employees in similar jobs in other organizations in the area.

Compensation for each job is based on several factors. The factors include job analysis and evaluation, the essential duties and responsibilities of the job and salary survey data (how other employers pay their employees). We periodically review our salary administration program and change it as necessary.

We may give merit-based pay adjustments to some employees to recognize superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about Calvin Center's salary administration, contact the Office Manager or Executive Director of Calvin Center.

## Q. Timekeeping

Effective Date: 09/01/2007

**Nonexempt** employees are responsible for accurately recording the hours they work. The law requires Calvin Center to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that non-exempt employees spend performing their assigned work.

If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods or split shifts and when you leave the workplace for personal reasons. The time clock is located in the main office. Before you work any overtime, you always must receive advance approval.

Falsifying time records is a serious matter. You may not change time after it is recorded, enter a false time on purpose, tamper with time records or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination.

If you are a non-exempt employee, you should not start working more than 15 minutes before your scheduled start time. You should also not continue working more than 15 minutes after your scheduled end time. You can only start earlier or work later when your supervisor approves it in advance.

**Exempt** employees who work more than 40 hours during a seven-day week may arrange with the Executive Director of Calvin Center for compensatory time.

## **R. Paydays**

Effective Date: 09/01/2007

All employees are paid semi-monthly. The pay periods run from the 1<sup>st</sup> - 15<sup>th</sup> and the 16<sup>th</sup> – the last day of each month. There is a five day processing period for each payroll with checks issued on the 5<sup>th</sup> and the 20<sup>th</sup> of the month. Paydays that fall on a Saturday or Sunday will be paid on the Friday before. All employees will receive a yearly schedule that indicates payroll time periods and when timecards and timesheets must be turned in for payroll processing.

If a payday falls on a holiday, you will be paid on the last work day before that payday.

If you are on vacation on payday, you will get your paycheck when you return unless you request in writing for it to be mailed to your home.

All full time employees are paid through direct deposit to the bank account of their choice. If an employee would like assistance in setting up a direct deposit to their bank account, Calvin Center will gladly do so.

## **S. Pay Advances**

Effective Date: 09/01/2007

Calvin Center does not give pay advances on unearned wages to employees.

## **T. Administrative Pay Corrections**

Effective Date: 09/01/2007

Calvin Center tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Office Manager immediately so that the error can be corrected as quickly as possible.

## **U. Honoraria**

Effective Date: 09/01/2007

Calvin Center will reimburse employees for mileage and normal business expenses incurred for the employee's services performed as part of their position with Calvin Center. Honoraria should not be accepted for services that are considered part of a person's position description.

## **V. Employment Termination**

Effective Date: 09/01/2007

There can be many reasons why employment may terminate. The following are some of the most common reasons for termination of employment:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.

We will usually schedule an exit interview if you terminate your relationship with Calvin Center. At the exit interview, we can go over such topics as your benefits, benefits conversion rights, repayment of any outstanding debt to Calvin Center or return of Calvin Center-owned property. You may also make suggestions or complaints and ask questions at the exit interview.

Since your employment with Calvin Center is voluntary and “at will”, you may terminate your employment at any time, with or without cause or advance notice. Likewise, Calvin Center may terminate your employment at any time, with or without cause or advance notice.

When you terminate, you will receive your final pay in accordance with applicable state law. Your benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. You may be allowed to continue some benefits by paying for them yourself. You will be notified in writing about which benefits you can continue and the limitations and details of how to continue them.

## **W. Resignation**

Effective Date: 09/01/2007

Resignation means that you voluntarily terminate your employment at Calvin Center. If you decide to resign, we would like you to tell us in writing at least two weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

Before an employee leaves, we schedule an exit interview. The exit interview helps us to understand why the employee is resigning. We can also talk about the changes to your benefits.

If you do not give enough advance notice before leaving, we may not rehire you if you want to return.

## **X. Severance Pay**

Effective Date: 09/01/2007

Calvin Center provides severance pay to eligible employees whose employment terminates for reasons other than misconduct. Misconduct includes behavior that we feel brought harm to Calvin Center.

We provide severance pay to employees in the following employment classifications except for certain situations described later in this policy:

- Regular full-time employees

Under this policy, we will not pay severance if you were hired as a temporary employee for a specified period of time; if you left work because of a reduction in the workforce; if you were offered another suitable position with Calvin Center but refused it; or if you were given the opportunity to stay an employee for any length of time by an employer who took over Calvin Center.

## Y. Unemployment Insurance

Calvin Center, as a not-for-profit institution, is not liable for State Unemployment Insurance, nor can it voluntarily contribute to such a program.

### Employee Benefits

Effective Date: 09/01/2007

Calvin Center gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation and state disability.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee handbook contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Bereavement Leave
- Drug or Alcohol Rehabilitation Program
- Family Leave
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Medical Insurance & Re-imbusement
- Medical Leave
- Professional Membership Dues
- Paid Time Off (PTO)

- Pension Plan
- Optional Death Benefit Life Insurance
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits
- Voting Time Off

You may have to pay part or all of the cost for some benefits but Calvin Center fully pays for many of them.

## A. Vacation Benefits

Effective Date: 09/01/2007

**Regular part-time employees** are not eligible for paid vacation, but may schedule time with their supervisor as unpaid leave.

**Regular full-time non-exempt employees** are entitled to an annual paid vacation according to length of service to Calvin Center as follows:

<b><u>Employment Period</u></b>	<b><u>Vacation Available</u></b>
Beginning of 2 <sup>nd</sup> calendar year	5 working days

**Regular full-time exempt employees** are entitled to an annual paid vacation according to length of service to Calvin Center as follows:

<b><u>Employment Period</u></b>	<b><u>Vacation Available</u></b>
4 months to end of 1 <sup>st</sup> calendar year	1 day/month up to 8 days
Beginning of 2 <sup>nd</sup> calendar year	10 days
Beginning of 3 <sup>rd</sup> calendar year add one day for each year of service (up to 20 days)	

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the above schedule. You may not take less than one day vacation at a time. To schedule your vacation time, you should first ask for approval from your supervisor in writing at least 30 days in advance. Vacation request forms may be obtained in the office. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements. You will be paid for vacation time at your base pay rate as of the time of the vacation. Vacation pay does not include overtime or any special forms of compensation such as towards overtime totals.

We encourage you to use your available paid vacation time for rest and relaxation. If you do not use your available vacation by the end of a calendar year you will lose the unused vacation time. If your employment terminates, you will be paid for any unused vacation time that has been earned through your last day of work. However, if Calvin Center, in its sole discretion, terminates your employment for cause, you may lose any remaining unused vacation and will not be paid for it.

## B. Holidays

Effective Date: 09/01/2007

Calvin Center gives time off to all regular full-time employees (exempt and non-exempt) on the following holidays:

- New Year's Day (January 1)
- Martin Luther King Jr.
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

If a recognized holiday falls on a Saturday, Calvin Center will observe it on the Friday before the holiday. If a recognized holiday falls on a Sunday, Calvin Center will observe it on the Monday after the holiday.

In addition to the recognized holidays previously listed, **regular full-time exempt employees** will receive 1 floating holiday (personal day) each year. To be eligible for floating holidays, full-time employees must complete one year of service. To use a floating holiday (personal day), you should first receive approval from your supervisor at least 30 days in advance.

If non-exempt employees are asked to work on a holiday, they will be paid at a time-and-a-half hourly compensation. Exempt employees that work on a holiday will be given another work day off as compensation.

Holiday paid time off will not count as hours worked when calculating overtime.

## C. Workers' Compensation Insurance

Effective Date: 09/01/2007

Calvin Center provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical or hospital treatment. Subject to legal

requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and let us investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither Calvin Center nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor.

## **D. Health Insurance**

Effective Date: 09/01/2007

Our health insurance plan offers medical benefits to eligible employees and their dependents.

**Regular full-time exempt employees** are enrolled immediately upon employment in the Board of Pensions of the Presbyterian Church (USA) and as members they receive major medical protection and pension benefits.

If you are enrolled in the health insurance plan and change to an employment classification that would make you no longer eligible, you may be able to continue your health care benefits under The Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this handbook for more information.

There are more details about our health insurance and pension plans in the Summary Plan Description (SPD). If you have questions about our health insurance plan, contact the Office Manager for more information.

## **E. Benefits Continuation (COBRA)**

Effective Date: 09/01/2007

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at Calvin Center's group rates plus an administration fee. When you become eligible for our health insurance plan, we will give you a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

## **F. Sick Leave Benefits**

Effective Date: 09/01/2007

Calvin Center provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Beginning the second year of employment, regular full-time non-exempt employees and regular full-time exempt employees are eligible for five days of sick leave. One additional sick day is available for each year of service up to ten days.

You may not take less than one-half day sick leave. You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence. Before you can return to work after a sick leave absence of 14 calendar days or more, you must give us a doctor's statement that you may safely return to work.

Your sick leave benefits will be calculated based on your base pay rate at the time of your absence. Sick leave benefits do not include any special forms of compensation.

Unused sick leave benefits will be allowed to accumulate until you have accrued 120 calendar days (960 hours) of sick leave. If your unused sick leave reaches this maximum, you will temporarily stop accruing sick leave. When you start using sick leave again and the total accrued sick leave fall below 120 days (960 hours), you will start accruing sick leave again.

Sick leave benefits are meant to provide income protection in the case you are ill or injured. You will not be paid for unused sick leave benefits while you are employed and you will also not be paid for unused sick leave benefits when your employment terminates.

## **G. Time Off to Vote**

Effective Date: 09/01/2007

Calvin Center wants employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, we will give you up to 1 hour paid time off to vote during working hours.

If you need time off to vote, see your supervisor for the time off at least two days before the Election Day.

## H. Bereavement Leave

Effective Date: 09/01/2007

Calvin Center provides bereavement leave to employees who need to take time off because an immediate family member has died. To ask for bereavement leave, see your supervisor.

Regular full-time employees are eligible for up to 3 days of bereavement leave with pay.

We normally will give you bereavement leave unless there are business reasons that require you to be at work. With your supervisor's approval, you can use any available paid leave benefits you have, such as vacation, if you need more time off. Other unpaid bereavement leave should be pre-approved by your supervisor.

For bereavement leave, "immediate family" means your spouse, parent, child, brother or sister.

## I. Medical Leave

Effective Date: 09/01/2007

Calvin Center provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice or residential medical care facility. It includes continuing treatment by a health care provider. It also includes temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave:

- Regular full-time employees
- Regular part-time employees

Eligible employees may request medical leave only after they have completed 90 calendar days of service. To accommodate disabilities, we may make exceptions to the 90 days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 16 weeks within any 12 month period. The 16-week maximum applies to any combination of both medical leave and family leave during any 12-month period. If you need more time, we will also consider a request for extension.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Subject to the terms, condition, and limitations of the applicable plans, Calvin Center will continue to provide your health insurance benefits for the full period of an approved medical leave.

Your benefits, such as vacation, sick leave or holiday benefits will not accrue during a medical leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

## **J. Family Leave**

Effective Date: 09/01/2007

Calvin Center provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption or placement of a foster child. Family leave may also be requested to care for a child, spouse or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Employees in the following employment classification are eligible to request family leave:

- Regular full-time exempt employees

Eligible employees may request family leave only after they have completed 90 calendar days of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates and the estimated time required.

An eligible employee may request up to a maximum of 2 weeks of family leave within any 12 month period. The 2 week maximum applies to any combination of both family leave and medical leave during any 12-month period. If this initial period of leave is not enough, we will consider your written request for one extension of no more than 15 calendar days. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

Subject to the terms, conditions and limitations of the applicable plans, Calvin Center will continue to provide health insurance benefits for the full period of an approved family leave.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a family leave. When you return from leave, the benefits will start accruing again.

Please give us at least two weeks advance notice before you plan to return. When you return from leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned

## **K. Military Leave**

Effective Date: 09/01/2007

Calvin Center will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will receive partial pay if you are on leave for a two-week training assignment or a shorter absence. When you return, if you give us satisfactory proof of your military pay, we will pay you the difference between your normal base pay and the pay you received while on military duty (excluding expense pay). You will not be paid for military leave beyond two weeks. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefit accruals such as vacation, sick leave and holiday benefits will continue during a military leave.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the Administrative Office for more information.

## **L. Jury Duty**

Effective Date: 09/01/2007

Calvin Center encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 3-year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- Regular full-time employees (exempt and non-exempt)

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as vacation, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Calvin Center may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Calvin Center.

Subject to the terms, conditions and limitations of the applicable plans, Calvin Center will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Your vacation, sick leave and holiday benefits will continue to accrue during unpaid jury duty leave.

## **Other Policies**

### **A. Work Schedules**

Effective Date: 09/01/2007

There are many different work schedules at Calvin Center. Your supervisor will inform you about your work schedule. Normal business hours for the Calvin Center office are Monday – Friday, 8:30a.m. – 4:30p.m..

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week. Hours should be scheduled only to accommodate the needs and preparation for guests.

Flexible scheduling, or flextime, is available to some employees. Flextime lets you vary the times you start and end work each day within certain time limits. To have flextime, you and your supervisor must agree on the schedule together. Before we can approve flextime, we will also look at our staffing needs, your performance and the needs of your job. If you are interested in flextime, talk with your supervisor.

## **B. Attendance and Punctuality**

Effective Date: 09/01/2007

We expect Calvin Center employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor immediately.

Unplanned absences can disrupt work, inconvenience other employees and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

## **C. Breaks and Meal Periods**

Effective Date: 09/01/2007

After two hours of work, all Calvin Center employees are entitled to either two 15-minute breaks and one 30-minute meal or a one-hour meal break during each 8-hour workday (normal workday is 8:30 a.m. – 4:30 p.m.). Your supervisor will schedule these periods to accommodate operating requirements. Program staff frequently needs to eat meals with campers or guests. After guests are served, Calvin Center employees are invited to eat one meal/day provided by Calvin Center Foodservice at no cost. Staff may need to eat leftovers from designated staff shelf if there is not enough food after serving our guests.

On days when guests are not being served, employees are welcome to eat leftovers designated by the Foodservice Director if they are available. In this case, the employee is expected to leave the kitchen and dining room locked and as clean as or cleaner than it was found. The kitchen is to remain locked when food service personnel are not present.

## **D. Overtime**

Effective Date: 09/01/2007

There may be times when Calvin Center cannot meet its operating requirements or other needs during regular working hours. If this happens, we may give employees the opportunity to work overtime.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick

leave, vacation and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

## **E. Personal Appearance**

Effective Date: 09/01/2007

Personal appearance means how you dress, how neat you are and your personal cleanliness standards. Your personal appearance can influence what guests and visitors think about Calvin Center. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent Calvin Center, you should be clean, well groomed and wear appropriate clothes for the work to be performed. This is particularly important if your job involves dealing with guests or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Calvin Center may make a reasonable accommodation to this policy for a person with a disability.

The following examples should help you understand the Calvin Center personal appearance guidelines:

- Shoes must provide safe, secure footing and offer protection against hazards
- Mustaches and beards must be clean, well trimmed and neat
- Hairstyles are expected to be in good taste
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance
- Offensive body odor and poor personal hygiene is not professionally acceptable
- Facial jewelry, such as eyebrow rings, nose rings, lip rings and tongue studs, are not professionally appropriate and must not be worn during business hours

## **F. Employee Conduct and Work Rules**

Effective Date: 09/01/2007

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Calvin Center.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs

- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct

Since your employment with Calvin Center is voluntary and “at will”, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, Calvin Center may terminate your employment at any time, with or without cause or advance notice.

## **G. Use of Telephone & Postage/Mail Systems**

Effective Date: 09/01/2007

Calvin Center telephones are intended for business calls only. If you make personal long distance or toll calls on Calvin Center telephones, you must give the Office Manager the telephone number called and date/time so that you can be billed for these charges.

Our telephone communications are an important reflection of our image to guests and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller and only hang up after the caller hangs up.

You may not use Calvin Center postage for your personal mail. This postage is intended only for official business-related mail. Stamps may be purchased for personal use from the Office.

## **H. Computer and E-mail Usage**

Effective Date: 09/01/2007

To help you do your job, Calvin Center may give you access to computers, computer files, the e-mail system and software. You should not use a password, access a file or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and e-mail usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and e-mail in ways that are disruptive, offensive to others or harmful to morale.

At Calvin Center you may not display, download or e-mail sexually explicit images, messages and cartoons. You also may not use computers and e-mail for ethnic slurs, racial comments, off-color jokes or anything that another person might take as harassment or disrespect.

You may not use e-mail to ask other people to contribute to or to tell them about businesses outside of Calvin Center, political causes, outside organizations or any non-business matters.

Calvin Center buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Calvin Center prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the office or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## **I. Internet Usage**

Effective Date: 09/01/2007

Calvin Center may provide you with Internet access to help you do your job. This policy explains our guidelines for using the internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits.

All Internet data that is written, sent or received through our computer systems is part of official Calvin Center records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore; you should always make sure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and legal.

The equipment, services and technology that you use to access the Internet are the property of Calvin Center. Therefore; we reserve the right to monitor how you use the Internet. Calvin Center also reserves the right to find and read any data that you write, send or receive through our on-line connections or is stored in our computer systems.

You may not write, send or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

Calvin Center does not allow the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you

may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, it must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

If you use the Internet in a way that violates the law or Calvin Center policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using Calvin Center's time and resources for personal gain
- Stealing, using or disclosing someone else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Engaging in unauthorized transactions that may incur a cost to Calvin Center or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage Calvin Center's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Jeopardizing the security of Calvin Center's electronic communications systems
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

## **J. Property and Building Security**

Effective Date: 09/01/2007

When Buildings and facilities are not in use, they are to be kept locked. The primary staff person for opening and closing buildings, including locks, lights, windows, heat and air-conditioning as groups arrive and depart is the host on duty; but secondary responsibility is expected by all staff.

As to state food laws, the kitchen is to always remain locked when food service personnel are not present.

## **K. Use of Equipment and Vehicles**

Effective Date: 09/01/2007

Equipment and vehicles are essential in accomplishing your job duties. They are often expensive and may be difficult to replace. When you use Calvin Center property, you should be careful, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Tell your supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. When you promptly report damages, defects and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or guests.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

Calvin Center does not provide personal lockers for employees, so they are cautioned against storing personal property in common buildings and offices. Calvin Center is not responsible for lost, stolen or damaged personal property, including personal vehicles in Calvin Center parking lots.

## **L. Business Travel Expenses**

Effective Date: 09/01/2007

Calvin Center will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

Calvin Center reimburses approved travel expenses such as travel, meals, lodging and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. You may not use a vehicle that is owned, leased or rented by Calvin Center, for personal reasons without advance approval.

Calvin Center may sometimes give an employee a cash-advance to cover the expected expenses for an approved trip. If you think you need a cash-advance, give a written request to your supervisor.

See your supervisor for help and questions about business travel, travel advances, expense reports or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

## **M. Visitors in the Workplace**

Effective Date: 09/01/2007

Only visitors who are properly authorized may be on Calvin Center premises. This helps to maintain safety standards, safeguard employee and guest welfare, protect our property and facilities, guard against theft and reduce potential distractions and disturbances.

All visitors should enter at the main entrance. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized / unfamiliar person at work, notify your supervisor immediately or direct the person to the main office.

## **N. Smoking**

Effective Date: 09/01/2007

Smoking is not permitted inside any Calvin Center building and is discouraged as a health and safety hazard. Smoking in front of campers is prohibited. Smokers shall not infringe on the rights of others to have a smoke-free environment.

## **O. Drug and Alcohol Use**

Effective Date: 09/01/2007

Calvin Center is committed to being a drug-free healthful and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Calvin Center employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs while on Calvin Center premises or while conducting any business-related activity away from Calvin Center premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions or concerns about substance dependency or abuse, you are encouraged to discuss these matters with your supervisor or the Executive Director of Calvin Center to get help and referrals to community resources.

If you have a drug or alcohol problem, you may request unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage, if your substance abuse problem has not already resulted in disciplinary action and you are not currently subject to immediate disciplinary action. We may approve the time off if you agree to stop using the problem substance; follow all Calvin Center policies and rules relating to conduct at work; and if giving the time off will not cause Calvin Center an undue hardship.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Executive Director of Calvin Center without fear of reprisal.

## **P. Workplace Violence Prevention**

Effective Date: 09/01/2007

We are committed to preventing workplace violence and making Calvin Center a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons and other dangerous or hazardous devices and substances on the premises of Calvin Center without proper authorization.

Calvin Center does not allow behavior at any time that threatens, intimidates, bullies or coerces another employee, guest or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age or any characteristic protected by federal, state or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Executive Director of Calvin Center. Calvin Center wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

## **Q. Sexual and Other Unlawful Harassment**

Effective Date: 09/01/2007

Calvin Center is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive; including sexual

harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations.
- Physical conduct that includes touching, assaulting or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director of Calvin Center or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director of Calvin Center or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment and report to appropriate authorities.

## **R. Sexual Misconduct**

Effective Date: 09/01/2007

While it is never appropriate for a Calvin Center Staff member to engage in sexual relations with a camper or guest, it is imperative that we do all we can to safeguard the children and youth who come here from sexual abuse. Therefore; Calvin Center has developed a sexual misconduct policy for staff as it relates to campers, guests, volunteers and summer staff.

There can never be a consenting sexual relationship between campers and volunteers, summer or year-round staff. Campers are not of an age of consent. Any sexual contact by a volunteer, summer or year-round staff is illegal, immoral and against the policy of Calvin Center.

Volunteers, summer or year-round staff will observe the laws of the State of Georgia when it comes to reporting suspected sexual or physical abuse. Suspicions of abuse of any camper by any volunteers, summer or year-round staff must be reported however awkward it may feel.

## **Return of Property**

Effective Date: 09/01/2007

Calvin Center may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return in promptly if we ask. If you stop working at Calvin Center, you must return all Calvin Center property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

## **Suggestion Program**

Effective Date: 09/01/2007

We have a suggestion program at Calvin Center. All regular employees are eligible to participate in the suggestion program. A suggestion is an idea that will help Calvin Center solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage or make Calvin Center a better or safer place to work. A suggestion should not just tell about the problem. A suggestion should also not be about co-workers or management either. Instead, a suggestion should include ideas for how to solve or improve the situation.

All suggestions should describe the problem or situation, explain your solution or improvement in detail and give the reasons why your suggestion should be used. If you have questions or need advice about your suggestion ideas, see your supervisor for help.

Submit your suggestion to the office. After it is reviewed, it will be forwarded to the head of staff group (TLM). As soon as possible, you will be told if your suggestion was accepted or rejected.

If your suggestion is used, you can receive special recognition and a cash award. The TLM group will decide the amount of the cash award. The amount will depend on how much value the Committee thinks your suggestion is worth to Calvin Center.