



Employee Handbook

Updated February 6, 2023

TABLE OF CONTENTS

A. Introduction

- | | |
|------------------------|---|
| 1. About this Handbook | 4 |
| 2. Receipt of Handbook | 5 |

B. Joining GLR

- | | |
|---|---|
| 1. General Policies | 6 |
| 2. Equal Employment Opportunity Statement | 6 |
| 3. Disability Accommodation | 7 |
| 4. Immigration Law Compliance | 7 |
| 5. Privacy Policy | 8 |
| 6. Employee Status | 8 |
| 7. Events, Training, and Retreats | 9 |

C. Compensation

- | | |
|---|----|
| 1. Payment of Salary | 9 |
| 2. Overtime Pay | 9 |
| 3. Time Records | 9 |
| 4. Reimbursement business expenses, meals, and travel | 9 |
| 5. Corporate Credit Cards | 10 |
| 6. Pastor's Housing Allowance | 10 |
| 7. Personnel Records | 10 |
| 8. Access to Personnel Records | 11 |

D. Time Off

- | | |
|---|----|
| 1. Vacation | 11 |
| 2. Sick Time | 12 |
| 3. Holiday Pay | 12 |
| 4. Bereavement Leave | 13 |
| 5. Jury Duty | 13 |
| 6. Military Leave | 13 |
| 7. Leave of absence policy | 14 |
| 8. Maternity, Paternity, and Adoption Leave | 14 |
| 9. Inclement Weather Policy | 15 |

E. Employee Benefits

- | | |
|-----------------------------------|----|
| 1. Employee Benefits Program | 15 |
| 2. Medical Insurance | 16 |
| 3. Dental and Vision Insurance | 16 |
| 4. Flexible Spending Account | 16 |
| 5. Worker's Compensation Benefits | 16 |

6.	Unemployment Benefits and COBRA	16
7.	Cell Phone and Wi-Fi Reimbursement Policy	17
8.	Contributions to 403(b) Plan	17
9.	Use of GLR-Owned Vehicle	18
10.	Childcare Expenses	18

F. Employee Conduct

1.	Confidentiality	18
2.	Drug and Alcohol Abuse	19
3.	Smoking	19
4.	Appearance and Conduct	19
5.	Anti-Nepotism Policy	20
6.	Anti-Harassment Policy	20
7.	Violent Act Policy	22
8.	Progressive Discipline Policy	22
9.	Open Door Policy	22
10.	Problem Solving Procedure	22
11.	Communication and Electronic Media	23
12.	Employer Information and Property	24

A. Introduction

1. About this Handbook

Welcome to the Great Lakes Region of The Wesleyan Church (GLR)! Please review this essential document outlining our policies and procedures. You will also find information terms, benefits, employee privileges, and expectations.

This handbook provides a general statement of our policies and acts as a guide to assist you during your employment. However, these statements function as guidelines rather than absolute rules, and exceptions or changes may be made at the discretion of GLR administration.

Disclaimer: The staff handbook is not a contract for employment with GLR either expressed or implied. Employment at GLR is at-will.

The statements in this handbook do not limit the right of either GLR or the employee to terminate the employee's employment or compensation, with or without cause or notice, at any time. GLR reserves the right at any time to change, delete, or add to any of the provisions or benefits in its sole discretion. This staff handbook supersedes all prior oral or written policies and guidelines.

If you have an employment contract with GLR, this handbook is intended to complement your contract. However, if a discrepancy exists between this handbook and the employment contract, the language of the employment contract controls.

2. Receipt of Handbook

I acknowledge I have received a copy of the GLR Employee Handbook. I agree to read it thoroughly. I agree if there is any policy or provision in the handbook I do not understand, I will seek clarification from my supervisor. I understand my employment is subject to the terms of the Handbook, including any future changes made in it by GLR. I understand and agree to the following:

- I understand GLR may amend the Handbook from time to time, either by distributing a revised version of the Handbook or by posting or distributing a written memo signed by an authorized executive of GLR which specifically describes the amendments. I understand no one is authorized to make an agreement with me deviating from the terms of the Handbook or from any other organization policy, except through an authorized revision of the Handbook or by a written agreement signed by the Chief of Staff.
- I understand the employment relationship between the GLR and its employees is "at will." This means either GLR or I may terminate the employment relationship at any time, for any reason either party considers appropriate in their sole discretion.
- All records, files, materials, and software I have access to in the course of my employment, and relate to GLR's business, are considered confidential. During and after my employment, I will neither disclose this information nor use it for the benefit of any person or organization other than GLR. When my employment ends, or upon the organization's request, I will immediately return all property and all materials relating to GLR's business.
- If I owe GLR any amounts at the time my employment ends (because of unpaid loans, unreturned property, repayment obligations, or other amounts), I agree GLR may deduct those amounts from any wages, bonuses, or other amounts payable to me at or after the time my employment ends.

I agree any claim or suit relating to my employment with GLR must be brought 1) 180 days after the events giving rise to the claim, or 2) the time limit specified by statute, whichever is shorter. I waive any statute of limitations exceeding this time limit. I also agree any such claim or suit will be determined only by a judge and not by a jury, and I waive any right to a jury trial. Please see pages 18 – 20 for GLR's policy on reporting disputes.

B. Joining GLR

1. General Policies

It is required that each employee:

- Confesses to be a born-again Christian and seeks the will of God for his or her life.
- Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer, and stewardship of God-given resources in support of the ministries of the GLR.
- Demonstrates a servant's heart as a member of the GLR team.
- Submits willingly to church leadership and understands the importance of an accountability relationship.
- Sustains proper biblical priorities in his or her life.
- Commits to personal evangelism opportunities within and outside of the Church.
- Actively worships with his or her family.
- Professes membership at a GLR church or receives permission from the Regional Superintendent to remain an active member of a non-Wesleyan church.
- Participates in a small group, class, discipleship process, or accountability relationship.
- Promotes positive biblical communication including speaking the truth in love (Ephesians 4:15), a commitment to non-gossip (Colossians 3:8), and a commitment to go directly to a brother or sister who has hurt or offended you and attempt to reconcile as outlined in Matthew 18: 15-17.

2. Equal Employment Opportunity Statement

It is the policy of GLR to grant equal employment opportunity to all qualified persons without regard to race, gender, age, veteran status, genetic information, disability, or handicap – if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related objective qualifications, in accordance with the job requirements of the position being filled.

GLR is organized for religious purposes and is substantially controlled and supported by The Wesleyan Church, Inc. Consequently, the GLR is exempt from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions based on religion or gender when a bona fide occupational qualification exists.

GLR will investigate all reports of discrimination diligently and take appropriate disciplinary action against the offender(s) based on the circumstances. Employees who believe they have been unlawfully discriminated against should report it immediately to their supervisor, the Chief of Staff, or the Regional Superintendent. In all reported cases, the GLR will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting. Please see pages 18 – 20 for GLR's policy on reporting disputes.

3. Disability Accommodation

We are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is our policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as you can perform all the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the organization aware of his or her disability, provided such accommodation does not constitute an undue hardship.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor. We encourage individuals with disabilities to come forward and request reasonable accommodation.

Under the Michigan Persons with Disabilities Civil Rights Act, an individual needing accommodation for employment must notify the employer, in writing, of the need for such accommodation within 182 days after the individual knew or should have known the accommodation was needed.

We will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, outside funding, the organization's overall financial resources and organization, and the accommodation's impact on the operation of the organization, including its impact on the ability of other employees to perform their duties and on the organization's ability to conduct business. The ADA does not require us to make the best possible accommodation, to re-allocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes he or she has been discriminated against based on a disability should notify the Chief of Staff. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

4. Immigration Law Compliance

We are committed to employing only United States citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with GLR within the past three years, or if their previous I-9 is no longer retained or valid.

If you have questions or are seeking more information on immigration law issues, you are encouraged to contact the Chief of Staff or a local immigration expert. You may raise questions or complaints about immigration law compliance without fear of reprisal.

5. Privacy Policy

As required by the Michigan Social Security Number Privacy Act, we adopt this Social Security number policy. We recognize the importance and sensitivity of an individual's Social Security number.

We will ensure, to the extent practicable, the confidentiality of Social Security numbers held by the Church. Social Security numbers will not be disclosed to those outside of the church, except as authorized by the Social Security Number Privacy Act. Access to information or documents containing social security numbers will be limited to those requiring access.

Social Security numbers may be used in the ordinary course of business. More than four sequential digits of a Social Security number will not be publicly displayed; used as an account number, password, or identifier; or included in or on any document sent outside the GLR unless applicable law requires, permits, or authorizes the Social Security number appear in the document. Documents no longer needed containing Social Security numbers must be shredded. Under no circumstance should any document with all or any portion of a Social Security number be disposed of without first being shredded.

Due to the sensitivity of Social Security numbers, and in alignment with the Social Security Number Privacy Act, those who treat Social Security numbers without the greatest concern for a person's privacy may be subjected to disciplinary action which in some cases could include a state required fine and, according to state law, even imprisonment.

6. Employee Status

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws as determined by the Fair Labor Standards Act (FLSA). Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's Exempt or Non-Exempt classification may be changed only upon written notification from the Chief of Staff or Regional Superintendent.

GLR makes deductions from Exempt employees' wages as allowed by the Fair Labor Standards Act.

Each employee will also be classified as Full-Time or Part-Time.

Full-Time

Full-Time employees work 36 or more hours per week.

Part-Time

Part-Time employees work 35 hours or fewer per week.

7. Events, Trainings, and Retreats

When GLR hosts a seminar, conference, staff retreat, or other event, employees who are required to work or attend these events will be compensated for their time at the event plus travel time when the event is more than an hour drive from their home. If an employee is required to stay overnight for a GLR event, the employee will be paid for the greater of 8 hours or actual hours worked on the days before an overnight stay.

GLR employees may attend seminars and conferences benefiting the employee in his/her professional, spiritual, and personal development with the employee's supervisor's approval. When these seminars are approved by his/her supervisor, employees will be compensated for actual hours attended.

C. Compensation

1. Payment of Salary

Employees are paid bi-weekly and normally on Fridays.

2. Overtime Pay

Non-Exempt employees may need to work overtime because of an excessive volume of work or an emergency. Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Non-Exempt employees cannot work overtime without prior permission of his/her supervisor.

Exempt employees are compensated based on the type of work they perform rather than the number of hours they work.

3. Time Records

Non-Exempt employees must record the hours worked each day. Each employee must perform his/her own record keeping. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

4. Reimbursement of business expenses, meals, and travel

To receive reimbursement for business expenses, an employee must submit accurate and receipted expense reports to the finance department. When employees use their personal vehicle for GLR business purposes, GLR will reimburse employees at the maximum standard mileage rate set by the IRS. To receive reimbursements, employees must submit reimbursement requests using GLR Reimbursement Request form including receipt and other supporting documentation within two months of incurring the expense.

Expenses over \$2,000 must be approved by the Chief of Staff and expenses over \$5,000 must be approved by the Regional Superintendent.

5. Corporate Credit Cards

Employees are responsible for all charges made to their corporate credit cards and shall use their cards for only business-related expenses. Employees may not make cash advances on credit cards.

Personal purchases of any type are prohibited and employees are liable for any unauthorized items appearing on the credit card statement. If the card is used for personal expenses, GLR has the right to recover these expenses from the cardholder through payroll deductions. Misuse of a GLR credit card may result in the cancellation of the card.

Credit card expenditures must be submitted with receipts to Finance Department within 15 days of the statement date. The employee must include a brief description of the business purpose. For meals, each receipt must name all persons in attendance in accordance with Internal Revenue Service regulations.

Employees must report lost or stolen GLR credit cards Finance Department immediately.

6. Pastor's Housing Allowance

Employees who qualify for Housing Allowance must submit the requested amount to the Finance Department for the following year by December 1. The Finance Department will review the request and the request must be approved by the RBA. Employees may make changes to his/her housing allowance during the year but changes cannot be made retroactively. The Pastor is responsible for documenting actual housing allowance expenditures.

7. Personnel Records

To keep necessary records up to date, you must inform the Finance Department immediately if there is a change in your:

- Name
- Marital status
- Address
- Telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

If an employee has a change in any of these categories, the employee must submit documentation authorizing the change to the Finance Department.

8. Access to Personnel Records

Personnel files are the property of GLR and access to the information they contain is restricted. Generally, only management personnel of GLR who have a legitimate reason to review information in a file can do so.

You may examine your personnel record, time sheets and any other records relevant to proper computation of your pay or benefits at any reasonable non-working time during regular business hours and in accordance with the following safeguards:

- Your records may be examined only by you and/or your legal representative.
- Records may be examined by appointment and prior arrangement with Chief of Staff.
- Records may be examined only in the presence of a designated representative.
- No record may be removed from the GLR offices, even temporarily.

If you disagree with any of the information in your file or records, and we do not agree to remove or correct the item in dispute, you may explain your position by submitting a written, signed statement to the Finance Department. The statement will become a permanent part of your personnel record.

We assume no obligation to furnish information about any employee to any third party (other than to verify his or her current employment). We will release information to third party requests only with your signed authorization.

D. Time Off

1. Vacation

All employees are eligible for paid vacation. The number of paid vacation days for full-time employees will be negotiated with his/her supervisor and documented in the employee's annual Compensation Summary. Part-time employees are given paid vacation hours equal to twice the amount of the average number of weekly work hours as documented in the employee's Compensation Summary.

Employees must receive written authorization from their supervisor prior to taking a vacation day. Whenever possible, employees should submit written requests for vacation time to their supervisor at least 10 working days in advance.

Full-time employees may roll up to 10 unused vacation days (80 hours) to the following fiscal year. Part-time employees may roll unused vacation hours to the following fiscal year limited to twice the number of weekly work hours documented in the employee's Compensation Summary.

Any earned, unused vacation days as of the last day of active employment will be paid upon termination of employment (except termination for cause).

2. Sick Time

Full-time employees are eligible for 10 days of paid sick days per year to be used only for genuine sickness or other medical conditions that impede their ability to work. Part-time employees are eligible for paid sick hours equal to twice the average number of weekly work hours as documented in the employee's Compensation Summary. Sick days are to be used only for genuine sickness or other medical conditions that impede their ability to work. Employees may use sick days to care for a spouse, child, stepchild or parent.

Full-time employees may roll up to 10 unused sick days to the following fiscal year. Part-time employees may roll unused sick hours to the following fiscal year limited to twice the average number of weekly work hours as documented in the employee's Compensation Summary. If an hourly employee's average hours worked increases in the new fiscal year, they may roll over twice the amount of their new, average amount of hours worked in a week.

3. Holiday Pay

All employees who have completed at least 30 days of continuous service are eligible to receive holiday pay for the following holidays:

- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day - 1/2 day
- Christmas Day to New Year's Day (office closed)

The following provisions apply to holiday pay:

- Holidays will be observed on the calendar day designated by the GLR.
- If a holiday falls during an approved vacation period, the employee will receive holiday pay and will not be charged for a vacation day on the day of the holiday.
- An employee on leave of absence, for any reason, is not eligible for payment on holidays observed during the period they are on leave.
- Holiday pay will not count as hours worked for the calculation of overtime.
- Non-exempt employees will receive Holiday Pay for the average hours they have worked on that day for the past 6 weeks. In calculating average hours worked, sick days and days off will be excluded from the calculation.
- Non-exempt employees who work holidays can choose either be given vacation hours equal to the number of hours worked on a holiday or they may add the hours worked on a holiday to their timecard. These hours would be in addition to the holiday pay they receive.

4. Bereavement Leave

Following the death of an immediate family members, all employees are eligible for ten paid bereavement days. Immediate family is defined as:

- Spouse
- Child
- Stepchild

Following the death of other family members, all employees are eligible for three paid bereavement days. Other family members are defined as:

- Parents (including in-laws), stepparents
- Siblings, stepsiblings
- Grandparents
- Grandchildren
- Grandparent-in-laws

The paid bereavement days must be taken within six weeks of the death or of the funeral. Employees must receive written authorization from their supervisor prior to taking bereavement leave. Bereavement pay will not be counted towards hours worked for the calculation of overtime. Hourly employees will be paid 8 hours per day for bereavement leave.

5. Jury Duty

We encourage employees to fulfill their civic responsibility by serving jury duty when required. Full and part-time employees may request up to 10 days of paid jury duty leave each year. For hourly employees, jury duty pay will be calculated based on the average hours worked in the prior 2 months.

If you are required to serve jury duty beyond the period of paid jury duty leave, you may use any available paid time off or may request an unpaid jury duty leave of absence.

Employees must submit jury duty summons to their supervisor as soon as possible. Employees must report for work whenever the court schedule permits. Either GLR or the employee may request an excuse from jury duty if, in the GLR's judgment, your absence would create serious operational difficulties.

6. Military Leave

The GLR will grant a leave of absence, without pay, to an employee who is drafted or enlists for a minimum period in the armed services. The armed services include the U.S. Armed Forces, Public Health Services, National Guard, and Reservists. Employees should immediately notify their supervisors of their need to take leave. Leaves and reinstatement upon return from a military leave will be granted in accordance with state and federal law.

7. Leave of Absence Policy

The GLR provides medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Exceptions to the service requirement may be approved to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

The GLR offers leave with pay after seven consecutive days away from work, and for up to six months. Full-time employees are eligible for 75% of their base wage; part-time employees are eligible for 75% of their average wage from the two months prior to the requested leave.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Chief of Staff or the Regional Superintendent. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of six months within any 12-month period. Employees will be required to first use any paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the GLR will continue to provide health insurance benefits for the full period of the approved medical leave up to six months. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the GLR with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the GLR will assume that the employee has resigned.

8. Maternity, Paternity, and Adoption Leave

All employees are eligible for paid Maternity, Paternity, and Adoption leave following the birth of an employee's own child or the placement of a child with the employee in connection with adoption. Maternity, Paternity, and Adoption leave is not charged against the employee's other paid leave credits. The paid leave is compensable at the following levels:

- Male employees receive 10 paid days.
- Female employees have the option to receive either 6 weeks at 100% pay, or 10 weeks at 60% pay.
- Full-time employees paid leave is determined by their base wage; part-time employees paid leave is determined by their average base wage from the two months prior to the requested leave.

Continuation of Benefits

GLR will continue to provide Health insurance benefits during the paid maternity/paternity/adoption leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided the employee has at least six months of service.

Requirements for Obtaining Paid Leave

The employee must provide his/her supervisor 30 days’ notice of the requested leave (or as much notice as practicable if the leave is not foreseeable).

9. Inclement Weather Policy

If Inclement weather should arise and an employee feels that their personal safety is in question, they may work from home or leave the Ministry Center with approval of their supervisor.

In certain cases, the GLR management team may decide to close the Ministry Center for an entire day or at some point throughout the workday. These decisions will be communicated to the employees in a timely manner.

When the Ministry Center is closed, employees who can work remotely are expected to do so and will be paid accordingly. If weather conditions prevent an employee from being able to work remotely (i.e., power outage) and the Ministry Center is closed, exempt employees do not need to use PTO for the day. For non-exempt employees, they will be paid using the same calculations used for determining Holiday pay.

E.	Employee Benefits	
-----------	--------------------------	--

1. Employee Benefit Program

For the benefit of employees and this organization, the GLR provides certain employee benefits. All employee benefits are subject to change and can be eliminated at any time at the discretion of the GLR and in accordance with federal and state law. Should there be any discrepancy between the general descriptions outlined below and the official plan documents, the plan documents shall prevail.

2. Medical Insurance

All full-time employees (including their immediate family) are eligible for GLR's medical insurance. GLR will pay 100% of premiums for GLR's "base" plan. GLR may also make other health plans available, and employees may elect to participate in those plans by paying the additional premium over the cost of the "base" plan through payroll deductions.

Opt Out Benefit

An eligible employee who elects to waive health insurance coverage for himself or herself, his or her spouse, or his or her eligible dependents who are under the age of 24 will receive a taxable cash opt out benefit. The amount of the taxable cash benefit will vary depending on the type of coverage that is waived. For employees to receive the cash benefit, they must submit a completed opt-out form to the finance and benefits coordinator. Eligible employees will be notified of the amount of the taxable opt out benefit during the annual election period.

3. Dental and Vision Insurance

All leadership team members and all full-time employees (including their immediate families in both cases) are eligible for the GLR's dental and vision insurance. The GLR will pay 100% of the premiums.

4. Flexible Spending Account (FSA) and Dependent Care FSA (DCFSA)

All employees are eligible to participate in GLR's limited-purpose FSA and DCSFSA plans. Employees who are eligible for GLR's health insurance plan but decline coverage under the health insurance plan and are not participating in an HSA compatible health care plan elsewhere, are eligible for a general-purpose FSA. Employees must submit enrollment to the Finance Department by December 15 and contributions will be deducted from bi-weekly payroll. After January 1, employees may change their bi-weekly payroll contributions only following a family status changes (e.g., marriage, birth, divorce, etc.)

5. Workers Compensation Benefits

The GLR follows the State of Michigan laws regarding Worker's Compensation. Should an employee sustain a work-related injury or illness, the employee must immediately notify his/her supervisor and the Finance Department. In the case of an emergency, an injured employee should go to the nearest hospital emergency room for treatment. Employees may report all work-related injuries or illnesses without fear of retaliation.

6. Unemployment Benefits and COBRA

The GLR is exempt from unemployment benefits and COBRA coverage on medical coverage. This means employees are not eligible for unemployment benefits upon leaving the GLR.

7. Cell Phone and Wi-Fi Reimbursement Policy

With the approval of the Chief of Staff, employees may be reimbursed for the cost of their cell phone plan up to \$50 per month. With the approval of the Chief of Staff, employees may be reimbursed for cost of their in-home internet up to \$50 per month.

Note: Currently, employees are reimbursed at various amounts for cell phone and Wi-Fi. The employees will be allowed to continue to be reimbursed at their current rates.

Safety Issues for Cellular Phone Use: Employees whose job responsibilities include regular or occasional driving are expected to abide by applicable laws. Safety must come before all other concerns. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment should be used. Employees should not use a hand-held device for reading or responding to emails, instant messages, and/or text messages while driving.

8. Contributions to 403(b) Plan

For all employees working at least 20 hours per week plus all ordained, licensed, or commissioned ministers of The Wesleyan Church, The GLR will contribute 12% of the employee's base wage to a 403(b) plan at the Wesleyan Pension Fund.

Use of GLR-Owned Vehicle

The use of a GLR-owned vehicle is a privilege and GLR requires employees operate them in a safe and economical manner.

Controls

- The vehicle must be in safe mechanical condition and its operation must not damage it.
- You must be mentally and physically able to drive safely.
- You must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions.
- You must always be courteous, respecting the rights of other drivers and pedestrians.
- You and all passengers must wear seatbelts and all other available active restraints.
- You may not smoke in a GLR-owned vehicle or permit others to do so.

Driver Qualification

- You must have a valid license for the vehicle you are operating from the state in which you live.
- You must have and keep a favorable driving record and be willing to permit a periodic review of your driving record (MVR).

Accidents

- If your GLR-owned vehicle is involved in an accident (regardless of who is driving) you must notify GLR immediately and follow the procedures established and required by our insurance carrier.

Employees who use a GLR-owned vehicle must keep track of all trips in accordance with IRS rules

including any personal trips. Use of a GLR-owned vehicle for personal trips is permitted but will result in reporting the value of personal miles as a fringe benefit as outlined in the IRS rules.

9. GLR vehicle replacement policy:

Eligible employees may select a work vehicle and spend up to \$35,000 on the total vehicle cost

- The total vehicle cost includes all taxes, licenses, fees, and any other costs associated with the vehicle purchase.
- The total vehicle cost does not factor in the value of a trade-in.
- The vehicle must be less than 5 years old with less than 75,000 miles at time of purchase.

The Chief of Staff must approve all vehicle purchases and sales.

Eligible employees will be eligible to purchase another work vehicle a certain number of months after the most recent purchase that is the greater of:

- 24 months
- The total vehicle cost $\wedge 2.75 / 56,987,671,997$

10. Childcare Expenses

The GLR will reimburse employees for reasonable childcare costs for any GLR event or duty that both the employee and their spouse are requested to attend. Such reimbursements are a taxable fringe benefits and will be reported on the employee's W-2.

F. Employee Conduct

1. Confidentiality

All GLR records and information relating to GLR, its churches, pastors, students, employees, and volunteers are confidential, including documents, notes, files, records, oral information, computer files or similar materials. Except in the ordinary course of performing duties on behalf of the GLR, none of this confidential information may be removed from GLR's premises without permission from the Chief of Staff or Regional Superintendent. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the GLR.

Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. The GLR has the authority take all appropriate disciplinary action, up to and including dismissal, for employees who knowingly or unknowingly reveal confidential information.

2. Drug and Alcohol Abuse

We are committed to being a Christ-honoring, biblically-oriented organization which provides a

drug-free, healthful, and safe workplace for our employees. To promote these goals, employees are required to be in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on GLR premises and while representing GLR off premises, no employee may use, possess, distribute, sell, or be impaired by alcohol or prohibited substances. "Prohibited substances" are defined as illegal drugs, controlled substances, and any other substance that may affect the employee's behavior or ability to perform job duties safely and effectively. "Impaired" means any impairment of functions or judgment, or a blood alcohol concentration of .02 or greater.

Testing: Any employee who is reasonably suspected of violating this policy may be required to undergo a test to determine the presence of alcohol, prohibited substances, or their metabolites. A refusal to undergo a required test, an attempt to impair the validity of the sample or test result, or a failure to provide a satisfactory sample for testing, will be treated as a positive test result.

Medications: No employee is to engage in any work-related activity while using any medication that could impair safe and effective work performance. Employees using any medication are responsible to determine whether the medication could impair their job performance, safety, or behavior. Employees are encouraged to consult their physician to answer any questions about this. An employee who has reason to believe a medication could have an adverse effect on safety or performance is required to report the information to their supervisor. Employees may maintain prescription medications on GLR premises only if the medication has been prescribed by a licensed physician for the person in possession of the drugs and they are kept in their original containers.

Marijuana: Possessing, using, or being impaired by recreational or medical marijuana on GLR property or during any work-related activity is strictly prohibited.

Violations: A positive test result or other violation of this policy is subject to progressive discipline, up to and including termination of employment. At the GLR's sole discretion, progressive discipline may include referring an employee for participation in a substance abuse rehabilitation or treatment program.

Referral: Any employee with questions or concerns about substance abuse or treatment options is encouraged to contact his or her supervisor for referral to employee assistance programs or other appropriate resources. All such inquiries will be handled with appropriate confidentiality. No employee will be subject to discipline for seeking assistance or treatment. But an employee who violates this policy before requesting assistance or treatment remains subject to corrective action for the policy violation.

3. Smoking

In keeping with our intent to provide a safe and healthful work environment and in support of the Michigan Smoke Free Air Law, smoking is prohibited on GLR premises.

4. Appearance and Conduct

GLR expects employees to maintain a neat, well-groomed appearance. Casual attire is acceptable. Employees are encouraged to wear attire that is considered modest in nature so as not to bring undue attention to themselves and in so doing, negatively impact the work environment of others (1 Timothy 2:9).

5. Anti-Nepotism Policy

Members of an employee's immediate family are eligible for employment based on their qualifications as any other applicant for a job opening. However, immediate family may not be hired if employment would:

- Create a supervisor/subordinate relationship with a family member.
- Have the potential for creating an adverse impact on work performance.
- Create either an actual conflict of interest or the appearance of a conflict of interest, security issue, or other legitimate concerns.

This policy must also be considered when assigning, transferring, or promoting any employee. Immediate family members include spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, and members of household.

Employees who become immediate family members or establish a romantic relationship may continue employment if it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the GLR organizational staff to which one of the employees will transfer. The GLR will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the GLR will decide in its sole discretion who will remain employed.

6. Anti-Harassment Policy

The GLR is committed to creating a work environment where all individuals are treated with respect and dignity. The GLR will not tolerate any form of unlawful harassment, including bullying, sexual harassment, or any offensive conduct interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Bullying includes, but is not limited to, excessively harsh criticism, physical threats, spreading gossip about an employee, and all forms of verbal abuse.

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 harassment or other unlawful discrimination in the workplace, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Chief of Staff or the Regional Superintendent. You can raise concerns and make reports without fear of reprisal or retaliation.

GLR has instituted the following three-step procedure for reporting and investigating allegations of harassment, including sexual harassment:

Step One: Reporting: An employee who believes he or she has been a victim of harassment has a duty to report it immediately to his or her supervisor, the Chief of Staff, or the Regional Superintendent. In all reported cases, the GLR will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.

Step Two: Investigation: The Chief of Staff or the Regional Superintendent will direct the investigation. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.

Step Three: Corrective Action: After the investigation, the Chief of Staff and the Regional Superintendent will decide the resolution of the case and will take any necessary disciplinary action. Any supervisor who becomes aware of possible harassment or other unlawful discrimination must immediately advise Chief of Staff or the Regional Superintendent so it can be investigated in a timely and confidential manner. Anyone engaging in sexual harassment or other unlawful discrimination may be subject to progressive discipline per the GLR policy.

If an employee does not feel comfortable or safe to approach the Chief of Staff or the Regional Superintendent, they should reach out to any member of the Executive Committee of the Regional Board of Administration.

7. Violent Act Policy

Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor or the Chief of Staff, the Regional Superintendent, or any member of the Executive Committee of the Regional Board of Administration. All complaints will be fully investigated. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

We recognize there are state laws regarding weapon permits, including concealed weapon permits. However, we prohibit the possession of weapons on GLR premises, in GLR vehicles, or while on GLR time regardless of any permit obtained by the employee.

8. Progressive Discipline Policy

Although your employment is at-will (either party may terminate the employment relationship at any time with or without cause or notice), violation of any policy and procedure of this handbook may result in progressive discipline. When performance problems occur, the usual steps of progressive discipline undertaken may be coaching, verbal warning, written warning, and ultimately, termination of employment. These are guidelines and we may, at our discretion, skip all steps in the progressive discipline system or decide not to use progressive discipline system at all. Furthermore, if you engage in misconduct deemed to be serious enough by the GLR we may, in our sole discretion, subject you to immediate termination without the administration of other, less severe progressive discipline. We also reserve the right to address any offense not specifically enumerated in this handbook in a manner commensurate with the seriousness of the offense.

9. Open Door Policy

The GLR promotes an atmosphere where employees can talk freely with leadership. Employees are encouraged to openly discuss any problems with their supervisor so appropriate action may be taken. If the supervisor cannot be of assistance, the Chief of Staff is available for consultation and guidance. Employees' success and happiness is important to GLR. We, therefore, welcome the opportunity to help employees whenever possible.

10. Problem Solving Procedure

The following guidelines are established to help voice an employee's opinion and discuss problems and concerns with dignity and respect:

- Discussion and attempted resolution should generally be through the supervisor first.
- If the situation is not resolved satisfactorily with the supervisor, employee should meet with the Chief of Staff to discuss the issue further.
- If the situation is not resolved with the Chief of Staff, the employee should bring the issue to the Regional Superintendent or to the Executive Committee of the Regional Board of Administration.

11. Communication and Electronic Media

The GLR provides a variety of electronic tools, systems, and services to enrich and strengthen communication and information flow. The term “electronic media” encompasses any electronic program, access, or service—including but not limited to, computer hardware or software, electronic mail, voice mail, social media, and the Internet. Tools available to any employee are the sole discretion of the Chief of Staff.

Electronic Media Use Policy

The GLR’s electronic media and services facilitate ministry correspondence and communication. For employees’ convenience, electronic media may be used for personal communication related to these tasks. Good judgment should be used to limit the amount and frequency of such use. Excessive use may result in disciplinary action. These systems, including the equipment and the data stored in the systems, are the property of GLR. Thus, all electronic data or documents created, sent, received, or stored in the systems are GLR’s property.

Employee communications transmitted by GLR systems are not considered private. The GLR has the right to access, monitor, inventory, review, audit, delete, and disclose—with or without notice, for any reason—all information or software sent, communicated, or stored on organization systems. Additionally, routine system maintenance or troubleshooting by system administrators may result in electronic messages being accessed.

No equipment or software may be attached, installed, or added to organization systems without prior approval from the network administrator. GLR reserves the right to remove software, licensed or unlicensed, from any ministry-owned equipment at any time. All other GLR policies apply to the use of electronic media.

Software Use

GLR will provide necessary software for use on ministry computers in accordance with federal copyright law and applicable licensing agreements. GLR does not condone the unauthorized reproduction of copyrighted computer software or documentation.

Employees are not permitted to install, execute, run, or load personal software on ministry computers without permission from the network administrator. Every employee with access to electronic media is responsible for taking the appropriate security measures to prevent loss, misuse, and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the network administrator.

Social Media

The use of social media by employees may become a problem if it interferes with the employee’s work, is used to harass co-worker, pastors, or churches, creates a hostile work environment, or harms the goodwill and reputation of the GLR among the community at large. We encourage employees to use social media in a way that does not produce the adverse consequences

mentioned above.

Websites and Applications

Employees must use appropriate judgement when using GLR computers and equipment. GLR employees are prohibited from accessing websites or applications that are inconsistent with the values of The Wesleyan Church, including but not limited to, pornography, gambling, violence, and illegal drugs.

12. Employer Information and Property

Protecting GLR's business information, property, and all other assets is vital to its ministry. When an employee leaves the GLR, all GLR related information and property in the employee's possession, including without limitations, building/office keys and key fobs, credit cards, documents, files, records, manuals information stored on a personal computer or on a computer disc/diskette, supplies and equipment shall be returned.