



GHTC Employee Handbook

Adopted by the Vestry
July 24, 2024

Grace & Holy Trinity Church
an Episcopal parish on Monroe Park



Welcome



The members, employees, and leadership of Grace & Holy Trinity Church (GHTC) are delighted to welcome you to our community, which is centered in God's love for each of us and for creation. Thank you for agreeing to add your talents to ours as we serve our congregation and the broader community.

We trust that you will take pride in your work with us and in our shared ministry. GHTC strives to be a high-performing, enjoyable, and collaborative workplace, recognizing its employees' gifts, and supporting their professional and personal growth.

As a mission-driven, membership organization, we are guided by our faith and value the participation of many in our work. You will collaborate with other employees and many volunteers in completing your job, sometimes directing volunteers' work and often working alongside them. While your immediate supervisor is another GHTC employee, your ability to communicate with and complete tasks with others – employees and volunteers – will help you succeed.

GHTC's location in downtown Richmond, in the midst of Virginia Commonwealth University (VCU), leads us to focus especially on the needs of our city and our student, faculty and staff neighbors. As a representative of GHTC, we look forward to your assistance representing our Church and what we represent in the community.

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About Grace & Holy Trinity Church

GHTC's mission is to be an inclusive, spirited, and Christ-centered parish in the heart of downtown Richmond that transforms lives. Our vision is that all who come here will joyfully celebrate God's love and share the transforming power of that love throughout the Church, throughout the city of Richmond, and throughout the world. GHTC seeks to make this mission a reality through a variety of ministries open to all.

Grace Episcopal Church was founded in 1858 and Holy Trinity Church in 1874. Our beautiful worship space was completed in 1907, with several more recent additions. In 1924, Grace and Holy Trinity churches consolidated at our current location. GHTC is both historic and forward-thinking, intellectual and compassionate, traditional and open-minded. Inside our beautiful sanctuary, you'll find people of all backgrounds coming together for meaningful worship, spiritual growth, caring relationships, and service to the community.

GHTC is part of the Episcopal Church and member of the Episcopal Diocese of Virginia, a faith community made up of more than 68,000 baptized members in 173 congregations from Northern Virginia to the James River, from the Shenandoah Valley to the Chesapeake Bay. Virginia encompasses three Episcopal dioceses, the other two being the Diocese of Southern Virginia (just south of the James River from us), and the Diocese of Southwestern Virginia.

The Episcopal Church is made up of 108 dioceses and three mission areas in 22 countries and territories. While the Episcopal Church is headquartered in New York City, we are not a national church. We are a multinational denomination.

The seeds of the Episcopal Church in America were planted in Jamestown in 1607. Many of our country's founders were Episcopalians and they constructed the church in America to reflect their commitment to democracy. Congregations are led by a Vestry elected by parishioners. Each Vestry selects the clergy who collaboratively lead the church with them. The clergy select other employees, with the approval of the Vestry. The ultimate authority in each church is the Rector, the chief clergy member, and the Senior Warden, the chief elected lay leader. As an employee, your direction and authority flow from the Rector.

The Episcopal Church is part of the Anglican Communion, a worldwide fellowship of thirty-seven independent provinces. We look to the Archbishop of Canterbury as a symbol of unity and as a spiritual leader. The Anglican theology is guided by the "three-legged stool" of scripture, reason, and tradition, first articulated by Richard Hooker in the 1500s.

The Episcopal Church has four basic components:

1. The Holy Scriptures of the Old and New Testament are the revealed word of God.
2. The Nicene Creed is a sufficient statement of the Christian faith.
3. The two sacraments, baptism and communion, are administered with unfailing use of Christ's words of institution and using the elements ordained by Christ.
4. Governance is through an Episcopate (e.g. bishops), locally adapted in its administration to the varying needs of the people called of God into the unity of the church.

Reflective of our origins, the Episcopal Church resembles the Roman Catholic in a rich liturgical life centered on the sacraments of Holy Baptism and Holy Eucharist; and it resembles Protestant churches in its focus on the Word of God and its democratic principles and practices of church governance. The Episcopal tradition of reverent and joyous worship and prayer inspires its members' dedication to "seek and serve Christ in all persons" and to "strive for justice and peace among all people and respect the dignity of every human being."

About This Handbook

This handbook informs you about GHTC's employment practices as well as the conduct expected of you. It reflects GHTC's goal of an atmosphere of open communication and cooperation.

No personnel handbook can explain every policy, rule, or benefit so you should consider these provisions no more than general summaries of GHTC's rules and policies. This Employee Handbook is not the final word in all cases; individual circumstances may call for individual adaptations.

Because change is a constant in today's environment, the rules, policies, and benefits described in this Employee Handbook may be changed, amended, supplemented, or eliminated at any time, without prior notice, at the sole discretion of GHTC. GHTC endeavors to make changes with due and careful consideration of the advantages, disadvantages, benefits, and responsibilities such changes may have on employees and on GHTC. Only the Vestry or Rector (in consultation with the Wardens) may modify or eliminate any of the rules, policies, and benefits described. GHTC will work to ensure that employees are informed of changes as they occur.

This handbook does not create an employment contract and is not intended to set forth either expressed or implied contractual obligations of GHTC. All employees are employees-at-will, meaning that both employees and GHTC have the right to terminate employment at any time.

This handbook supersedes all policies, practices, handbooks, and representation in effect prior to June 2024.

Business Policies & Practices

Accommodation

Disability

GHTC is committed to complying fully with the Americans with Disabilities Act as Amended (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. GHTC's employment practices and activities are conducted on a non-discriminatory basis.

GHTC's hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Should an employee require a reasonable accommodation for their disability, they should contact the Rector to discuss available accommodations.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, opportunities for advancement, and placement on any seniority lists. Leave of all types is available to all employees on an equal basis. GHTC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. GHTC follows all state and local laws that provide individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. GHTC is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and other applicable federal, state, and local laws.

Pregnancy, Childbirth, Lactation & Related Conditions

GHTC welcomes additions to employees' families and understands that employees may need to modify their daily schedules when adding to their family. Reasonable accommodation is available for employees whose ability to perform their job duties is limited due to pregnancy, childbirth, lactation, or a related medical condition.

GHTC will provide reasonable accommodations that do not cause an undue hardship either for employees or GHTC, including but not limited to frequent or longer breaks; modifying workstations (such as a different chair); providing lighter duty (such as a break from heavy lifting); breaks and a private space to express breast milk; and modifying work schedules. You should make your requested accommodations through your supervisor.

Complaint Procedure

GHTC values the experiences and voices of its employees and believes that, working with other employees and parishioners, together we can create both a better workplace and a stronger community of faith.

If you believe you are being harassed or discriminated against notify the Rector so GHTC can take appropriate action. You must inform GHTC about the harassment. While GHTC is committed to preventing harassment, the Church cannot take appropriate action if it does not know a problem exists. If your complaint involves the Rector, report it to the Senior Warden. If you are comfortable doing so, also speak to the offending person about his or her conduct. Explain that you do not like the conduct. Offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. Please act immediately and do not ignore the problem.

When a complaint is made, GHTC will investigate and take appropriate action, maintaining confidentiality to the extent possible in a full investigation. No employee will be disciplined or retaliated against for making a good faith complaint about harassment.

Employees should also use this procedure regarding any work-related harassment or discrimination by non-employees. GHTC cannot control the conduct of non-employees but will take steps to remedy any such situations to the extent practicable.

Conflict of Interest/Ethics

Employment by GHTC carries with it a responsibility to be constantly aware of the importance of ethical conduct. GHTC expects employees to refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of GHTC and those of our parishioners, and to refrain from transactions which result in their own personal gain.

GHTC recognizes and respects employees' right to engage in private activities outside their employment that do not in any way conflict with or reflect poorly on GHTC. GHTC reserves the right to determine if an employee's activities represent a conflict with GHTC's interests and to take whatever action is necessary to resolve that conflict.

It is not possible to define all the circumstances and relationships that would be considered "unethical." The list below suggests some activities that would reflect negatively on employees' integrity and limit their ability to discharge job duties and responsibilities in an ethical manner:

- Engaging in conduct disloyal to GHTC, is disruptive to the workplace, puts GHTC at a competitive disadvantage, or reflects poorly on GHTC.
- Accepting employment elsewhere while working at GHTC without the knowledge and advance approval of the Rector.
- Accepting substantial gifts or entertainment from an outside organization (especially a GHTC vendor) or parishioner.

- Misusing information or revealing confidential data to any outside party or to employees or parishioners whose positions do not require such data.
- Using one's position or knowledge of GHTC affairs for personal gain.

Employment at Will

All GHTC employees are employees at-will. Employees are not hired for any definite period, even though wages may be based upon an annual amount and paid every other week. The period of employment is not related to any pay period.

You may terminate your employment at any time for any reason. In the event of voluntary termination, GHTC requests that you provide least two weeks' notice in writing. GHTC can terminate your employment at any time, with or without cause, for any reason.

GHTC's at-will employment policy cannot be changed except in writing, signed by the Rector and Wardens, following a vote of the Vestry of GHTC. Except through such a written representation, no representative of GHTC is authorized to make any promises or other statements which imply that employees will be employed under any terms other than those stated in this handbook.

Nothing in this handbook or in employment applications, letters of agreement, or other materials provided either to yourself alone or in combination with other employees, in connection with your employment will modify this handbook, create an expressed or implied contract of employment for a definite period, or create an expressed or implied contract concerning any terms or conditions of employment, or restrict GHTC's right to terminate any employee at any time for any or no reason. Completion of an introductory period will neither alter any employee's status from that of an at-will employee or restrict GHTC's right to terminate or modify the terms and conditions of the employees' employment.

Equal Employment Opportunity

GHTC will provide equal employment opportunity without regard to race (including traits historically associated with race, such as hair texture, hair type, and protective hairstyles), color, religion, sex (including pregnancy, sexual orientation, gender identity, and transgender status), age, disability or status as a disabled individual, national origin, or marital status. This equal employment opportunity is also extended to recently separated or armed forces service medal veterans and any other status or condition protected by applicable federal, state, or local law. GHTC prohibits any unlawful discrimination.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, termination, layoff, compensation, benefits, and all other conditions and privileges of employment.

Family & Medical Leave Act

GHTC is not subject to the Family and Medical Leave Act (FMLA) based on our total number of employees. Should the eligibility requirements change, or should GHTC become subject, GHTC will comply fully.

In lieu of FMLA, GHTC has developed a Leave of Absence policy which mirrors to a large degree the FMLA and provides for some paid time off. These policies are outlined in the benefits section of the handbook.

Harassment

GHTC is committed to providing a work environment free from sexual harassment and all other types of harassment, intimidation, and coercion based on or related to race (including traits historically associated with race, such as hair texture, hair type, and protective hairstyles), color, religion, sex (including pregnancy, sexual orientation, gender identity or transgender status), age, disability or status as a disabled individual, national origin, or marital status. Also covered are protected, recently separated or armed forces service medal veterans or other status or conditions protected by applicable federal, state or local law. Harassment is inconsistent with GHTC's goal of mutual respect for all.

GHTC expects that our employees understand and follow equal employment opportunity policies. Acts of discrimination, including illegal harassment, will not be tolerated and will be the subject of disciplinary actions up to and including discharge. GHTC asks that all employees add their support to achieving our objectives in equal opportunity employment and help create an atmosphere of zero tolerance for any type of illegal harassment or discrimination.

The definition of sexual harassment as set forth in the Equal Employment Opportunity Guidelines is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such is made either explicitly or implicitly a term or condition for an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Illegal and improper harassment may include, for example:

- Making unwelcome comments about a person's clothing, body, or personal life.
- Use of offensive nicknames or terms of endearment.
- Making offensive jokes or unwelcome innuendos.
- Suggesting that sexual activities, race, gender, religion, national origin, age, disability, or any other protected classification would affect one's job, promotion, performance evaluation, or working conditions.
- Engaging in any other conduct that, even if not objectionable to some employees, creates a working environment that may be considered by some to be offensive or hostile.

Sexual harassment in particular may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Immigration

GHTC is committed to employing only those who are authorized to work in the United States. GHTC does not unlawfully discriminate on the basis of 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 GHTC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Rector. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Occupation Health & Safety

GHTC is committed to providing employees with a safe and healthy workplace and complying with federal and state health and safety laws. Virginia's Occupational Health and Safety Administration (OSHA) works to ensure safe and healthful working conditions by setting and enforcing health and safety standards.

Open Communication

GHTC is committed to providing the best possible climate for maximum development and the achievement of all employees' goals. GHTC's intention is to treat each employee as an individual while also developing a spirit of teamwork, through which employees work with other employees and GHTC members to attain our common goals.

To maintain an atmosphere in which goals are accomplished, GHTC strives to create a workplace that is comfortable and aligns with best practices and policies of mission-driven organizations. Most importantly, GHTC strives to treat each employee as an individual while also having a workplace where all work as a team, and where communications are open and problems are discussed and resolved in a mutually respectful atmosphere, taking into account individual employee circumstances. Because GHTC functions within a team environment, the Church asks that employees attempt to work through issues with their co-workers initially, escalating issues to their supervisor or the Rector only if no resolution can be reached.

Workers' Compensation

GHTC complies with the provisions of the Virginia Workers' Compensation Act, under which benefits may be payable for medical expenses, wage replacement, permanent impairment, disability, and death when an employee suffers a work-related injury by accident or occupational disease. The benefit amount is determined by state law and is based on the employee's recent earning history. Employees should report all work-related injuries or illnesses immediately to their supervisor.

Employment Policies & Practices

Attendance & Flexible Work Arrangements

Ours is a collaborative team environment. Each role is dependent on and interacts with others. GHTC endeavors to provide the flexibility to allow employees to balance their work life with home and family commitments. GHTC also expects to ensure our work environment supports building and maintaining collaboration. For this reason, GHTC requires that employees work from the Church unless extenuating circumstances dictate that other arrangements be authorized (in advance). Such an arrangement may be approved for a set time and only by the Rector (or in their absence, the Wardens), and, will be re-evaluated regularly with an eye toward returning to have all employees working together and available to the community. We consider that off-site work is not the norm, as GHTC values the benefits of employees' casual and work time spent together, along with the support that the staff provides to parishioners.

Occasionally you may desire or need to work a schedule different from your regular schedule. Flexible work arrangements can assist employees in meeting personal, professional, and work goals as well as family needs. You may request a flexible work arrangement through your supervisor who will work with you to determine if this is feasible, considering the impact on GHTC work and other employees. When such flexibility is provided, it remains your responsibility to meet all performance standards. The Church's requirements remain all employees' priority so you may be asked to modify or discontinue a flexible schedule based on Church needs.

Every employee contributes to GHTC's success. Prompt and regular attendance, along with adherence to leave policies is vital to the smooth operation of GHTC. You should request permission from your supervisor as soon as you know that you will be absent or late, preferably in advance of that absence or lateness. When possible, coordinate your time away with both your supervisor and other employees so GHTC can make sure that your work is covered or postponed until your return.

Because GHTC operates as a team, all employees are expected to assist other employees and volunteers. Notify the designated person(s) when you will be out of the office so callers can be redirected. For multi-day absences, change your outgoing voice mail and email messages to reflect your absence and expected return to work. Excessive absences or tardiness (excused or unexcused) or failure to comply with notification procedures may result in disciplinary action, up to and including termination.

Background Checks

Employment at GHTC is dependent upon the successful completion of a background check as mandated and conducted by the Diocese of Virginia. Background checks may also be conducted when the promotion of a current employee is being considered. Certain jobs which have access to Church or parishioner funds, may require credit checks. Background checks will be conducted in accordance with applicable federal, state, and local laws to ensure the accuracy, fairness, and privacy of the information reported. When negative or incomplete information is obtained, the Rector (in consultation with the senior Warden) will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired or promoted. The strictest possible confidentiality and privacy for the individual will be maintained.

Confidentiality

During your employment at GHTC, you will have access to or overhear information about parishioners, volunteers, Church finances, and other sensitive and personal information. You must keep this type of information confidential and not discuss it with parishioners, other employees, or those outside our community.

Dress & Appearance

Dress and appearance at work and work-related events (both at GHTC and elsewhere) influence GHTC's image and reputation. As such, GHTC asks that dress be appropriate to the work or event. Our expectation is that all staff must be dressed professionally when there is a service or event.

Acceptable office attire includes, but is not limited to slacks, khakis, golf shirts, and shirts with a finished neckline, skirts, dresses, turtlenecks, and sweaters. As a general rule, clean clothing should be selected, without frayed or obviously damaged areas. Inconsistent with GHTC's image are flip flops, shorts, jogging bottoms, leggings, overly tight or revealing attire, very short dresses, and hoodies. On occasion, the Rector may establish a day in which staff may wear neat jeans or other more casual attire.

If you have a question about the appropriateness of attire and appearance, obtain the advice of your supervisor.

Drug- & Substance-Free Workplace

The welfare and success of GHTC depends on the physical and psychological health of its employees. The abuse of drugs and other substances, including alcohol, poses a serious threat to both employees and GHTC. It is the responsibility of both GHTC and every employee to maintain a safe, healthy, and efficient working environment. Consequently, GHTC has these policies:

- The possession, use, or sale of unauthorized or illegal drugs or the misuse of any legal drugs on Church premises or while on Church business is prohibited and will constitute grounds for termination.
- Any employee under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on Church business will be subject to discipline, including termination.
- Each employee is responsible for promptly reporting to the Rector any use of prescribed medication which may affect judgment, performance, or behavior. Do not disclose the name of the medication; do report possible side effects that may impact your work.
- Any employee convicted of a drug statute violation must notify the Rector within two days of such conviction.

Employment of Parishioners

GHTC does not permit the employment of current parishioners except under unusual circumstances, as it often presents conflicting duties of loyalty and obligation. Exceptions to this policy must be approved by the Rector in consultation with the Wardens. If a parishioner is hired, that employee's primary obligation is to the Church and Rector as their employer and they must maintain good boundaries, exercise excellent judgment, keep employee conversations confidential, and protect parishioner confidentiality. In no situation will a parishioner be employed in a position which provides them with access to individual giving records.

Employment of Relatives

GHTC strives to create a positive work environment. Because the employment of relatives can create real or perceived favoritism, GHTC approaches such employment with considerable caution, and generally does not permit it. Exceptions must be approved by the Rector in consultation with the Wardens. GHTC may permit the employment of relatives only when the related individuals are not in a reporting relationship (i.e., one relative does not supervise or indirectly manage a relative) and neither is in a position to audit, review, or approve the other's work.

Expense Reimbursement

General Procedures

Employees will be reimbursed for all reasonable and necessary expenditures made on behalf of the Church. Within 30 days of the expenditure, employees must submit a check request and original receipts to their supervisor for approval, stating the Church purpose of the expense and the date. Approved requests will be forwarded to the Financial Secretary for processing.

Upon request from an employee and approval by a supervisor, GHTC may provide an employee who travels overnight for the Church with a travel advance, allow the employee to charge expenses to a GHTC credit card, and/or pay the employee's travel expenses in advance (like lodging costs or airfare). Within 30 days of the conclusion of the trip, the employee must submit original receipts for travel expenses. Any travel advance not verified through receipts in a timely fashion will be deducted from the employee's pay.

Any violation of the provisions of this section may result in employee discipline, up to and including termination.

Mileage

Employees must submit a mileage reimbursement request to their supervisor for approval by the 10th of each month, covering mileage for the previous month. The request must include the Church purpose of the trip, date, starting location, ending location, and number of miles traveled. GHTC will reimburse the employee for approved mileage at the standard mileage rate that the IRS publishes annually to calculate the deductible costs of operating an automobile. If a Church trip originates from an employee's home, an appropriate adjustment must be made.

Credit Cards

GHTC business credit cards may be issued to employees upon the approval of the Rector. These credit cards are only to be used for Church business and may not be used for personal purchases, even if the employee intends to reimburse the Church for that personal purchase. Employees with credit cards must submit original credit card receipts or email receipts for all purchases within 30 days after the purchase is made. If receipts are not submitted in a timely manner, the charges may be deducted from the employee's pay.

Gifts & Gratuities

To maintain integrity and to prevent misunderstandings or conflicts of interest, individual employees may not accept gifts from parishioners, business associates, vendors, or others with whom GHTC has or may have a relationship. Staff must notify the Rector in the event of any parishioner or vendor gifts, and acceptance of any parishioner gift of more than \$25 must be approved in advance by the Rector. This policy does not apply when GHTC organizes a celebration in gratitude to an employee in honor of a work anniversary or other accomplishment.

Orientation & Introductory Period

GHTC strives to hire the most qualified individuals and to conduct an initial orientation to provide a smooth start. The first six to nine months of employment (the “Introductory Period”) give employees an opportunity to learn more about and evaluate GHTC, to get to know their supervisor and co-workers, and to orient themselves to their new position. Likewise, it is a time for GHTC to provide on-the-job training and to evaluate the employee’s skills, abilities, and performance. At the end of the Introductory Period, your supervisor will conduct a formal assessment of your performance. During or at the completion of the Introductory Period, if performance is not satisfactory, GHTC may, at its discretion, extend the introductory period, begin performance correction steps, or end the employment relationship.

Successful completion of the Introductory Period does not guarantee continued employment for any specified period. Nor does it require that after that period an employee may be discharged only for cause. Employment with GHTC is at will and can be terminated with or without cause and with or without notice at any time, including during the introductory period, at the option of either the Church or the employee, except as otherwise provided by law.

Outside Employment

To avoid conflicts of interest, before you seek employment outside of GHTC, you must obtain approval from the Rector.

Parishioner Relations & Interactions with the General Public

The success of GHTC depends in part upon the quality of the relationships of employees with parishioners and visitors. Regardless of their position, all employees are GHTC’s ambassadors. The more goodwill an employee promotes, the more the parishioner or guest will respect and appreciate the employee and GHTC. As such, GHTC expects its employees to keep this impact in mind.

Performance Management

GHTC views its employees as tremendous assets and hopes that all enjoy their service and perform well. When performance standards are not being met, the employee and their supervisor will review expectations, successes, and deficiencies. The supervisor will outline what must be accomplished to reach acceptable performance and establish a time-frame for meeting those expectations. If improvement does not occur or is not sufficient, to correct the deficiency the supervisor may initiate a progressive corrective action process, including specific expectations, tasks, goals, and timeline for improvement as well as follow-up.

Examples of offenses for which an employee may be disciplined include, but are not limited to:

- Poor quality or quantity of work.
- Excessive absence or lateness.
- Theft of Church property or that of other employees or parishioners.
- Drug or alcohol abuse on the job.
- Possession of a firearm or other weapon on Church premises.
- Deliberate neglect or misuse of Church property.
- Conduct which disrupts Church activities.
- Insubordination or refusal to follow instructions.
- Use of abusive or threatening language.
- Harassment, discrimination or retaliation.
- Violation of a confidence.
- Sharing confidential information (see “Confidentiality” above).
- Unauthorized release of confidential information, including an employee’s salary and a member’s donation history.
- Offenses that in management’s judgment seriously threaten the well-being of GHTC or other employees.

Corrective action steps may include:

- **Initial Coaching Session.** The employee will be given a verbal explanation of the issue along with performance expectations and time-frames. Reasonable coaching and guidance will be provided, with the hope that identified problems will be rectified quickly. The employee will also be advised of the next steps should performance not meet expectations within the requested time-frame. Typically, the supervisor will make and retain documentation of this session.
- **Written Warning.** If the problem persists, the employee will be given a written warning, which will become part of the personnel file. If after the written warning the problem is remedied, no further action will be taken. If issues outlined in the written warning are not remedied, the employee will be advised of the next steps.
- **Release.** Should the performance problem continue, the employee’s employment may be discontinued.

GHTC is not required to take progressive disciplinary action in every situation. GHTC reserves the right to bypass corrective action step(s) and base its corrective actions on severity, frequency, or combination of infractions when circumstances warrant.

Personal Business

GHTC realizes that everyone has personal affairs that at times require attention during work hours. Personal calls and visitors, including children, should be moderate in number and brief, and should not interfere with Church business. Solicitation for charities, mail orders, or sales etc. should not be conducted during office hours.

Personal Information & Records

Your personal data, including your address, telephone number, marital status, legal name, number of dependents, beneficiaries, and tax withholding information must be accurate and up to date. Employees are required to report any changes as soon as possible. Coverage or benefits that you or your family members may receive could be negatively affected if your personal information is incorrect. Additionally, an employee who is arrested or charged with a crime other than a routine traffic violation must notify the Rector within two days.

GHTC's policy is to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable. All personnel files will be kept and maintained by the Rector or a person designated by the Rector. Employees may view their own file, in the presence of the Rector or designee, and may request copies of any documents which they placed in their file, along with copies of their performance reviews. Employees who disagree with any information in their personnel file may prepare a written rebuttal, which will be included in the file.

At no time will personal or confidential information be given to any third party without the express written authorization from the employee except for compliance with federal or state law.

GHTC may publish an employee's name, address, and home telephone number for use by Church employees only and to enable employees to make contact in times of emergency. No other use will be made of such information, including its use for general announcements, solicitation, or commercial purposes.

Problem Resolution

GHTC strives to treat all employees fairly and honestly and expects them to treat each other with respect. GHTC is committed to providing employees with the best possible working conditions, including encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives appropriate attention and a timely response.

Employees are encouraged to offer constructive criticism. If you disagree with rules of conduct, policies, or practices, express that concern first to your supervisor. If your concern remains after a discussion with your supervisor, discuss the issue with the Rector. No employee will be penalized (formally or informally) for raising a complaint.

If a situation occurs in which you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to use the following steps:

1. Present the problem to your supervisor as soon as possible after a decision is made or you become aware of the condition, but not later than five business days after the decision is made or you become aware of the condition.
2. Your supervisor will respond to the issue, likely after further investigation and consultation with the Rector or Senior Warden. The supervisor or Rector may document the issue. Information in such documentation will be shared only on a need-to-know basis so that no one is unduly harmed and confidential information is not revealed.

Sexual Abuse & Misconduct Prevention

No later than the third month of employment, all employees are required to complete Safe Church Training (Misconduct Prevention Training). Training must be repeated every three years. Employees are required to submit to the Church office copies of training certificates of completion which will be kept on file.

Smoking

GHTC is a *tobacco free community*. We permit no smoke, vaping, e-cigarette or other forms of tobacco on the campus, which includes the parking lot. Smoking is allowed off campus only.

Termination of Employment

GHTC strives to maintain employees' continuous employment and recognizes that conditions may develop which preclude continuous employment. Such circumstances may include voluntary resignation by the employee, involuntary termination by GHTC, retirement in accordance with the terms and conditions established by GHTC, or a reduction in staff. Since employment is based upon mutual consent, both the employee and GHTC have the right to terminate employment at any time.

Employees voluntarily leaving are requested to give at least two weeks' notice in writing and to ensure that all GHTC property and materials (including but not limited to office equipment, cell phones, keys, materials, and written information) have been returned to GHTC. Employee leaders and clergy are asked to give 60 days' notice. Employees' final paychecks will include payment for any unused vacation time that they have accrued.

Churches are exempt from participation in Virginia's unemployment insurance program. Any employee who is terminated without cause (such as because of a reduction in staff) will be paid for all accrued paid leave time not yet taken. Upon termination without cause such employees will also be provided a separation package constituting at least two weeks and no more than twelve weeks' compensation and benefits. These payments will be made once all outstanding debts to GHTC have been paid and all GHTC property has been returned.

Verification of Employment

GHTC responds to written requests for references and will verify only the following information for current and former employees: dates of employment, ending or current salary/wage, and position. GHTC does not provide references beyond this information. All reference requests should be directed to the Rector.

Violence in the Workplace

GHTC prohibits violence in the workplace including, but not limited to verbal threats, threatening behaviors, physical assaults, throwing objects, shaking fists, destroying property, and abusive or obscene language. Additionally, GHTC prohibits employees from bringing weapons to work.

Employees should report workplace violence immediately to their supervisor or the Rector. Employees reporting violence or threats in good faith will not be disciplined or retaliated against. After investigation of the alleged violence, GHTC will take immediate and appropriate action.

Suspicious individuals and activities should also be reported as soon as possible to a supervisor or the Rector. Do not place yourself in peril. If you see or hear a commotion or disturbance, do not escalate it, intercede, or move to see what is happening. If there is an imminent threat, call 911 and leave the area as quickly as possible.

Workweek & Hours

GHTC's standard workweek is Sunday through Saturday. The standard work week is 37.5 hours. GHTC provides employees with two paid daily 15-minute breaks. Employees are also expected to take a 30-to-60-minute lunch break. Each employee's hours will be defined at the point of employment. These hours may be changed to respond to the changing needs of the Church. So that phone calls and visitors may be appropriately directed, employees should keep their supervisor advised when they are away from the office and when they expect to return.

Employee Health, Safety & Security

GHTC is committed to providing safe and healthy working conditions for employees, visitors, and parishioners. To do so, GHTC intends to comply with all current occupational health, safety, and environmental laws and to avoid subjecting anyone to unusual health or safety risks. To aid GHTC in this, employees should report any unsafe conditions, and always take appropriate caution at work and away.

The federal Occupational Health and Safety Administration (OSHA) requires employers to keep records of all illnesses and accidents which occur during the workday. First aid kits are in the office restroom, the receptionist's office, and the closet in the sacristy. If you are hurt or become ill, contact your supervisor. Employees should report all injuries (no matter how slight) to their supervisor immediately, as well as anything that needs repair or is a safety hazard. Employees who fail to report an injury may jeopardize their right to collect workers' compensation benefits as well as health benefits. OSHA also provides information for employees about health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Inclement Weather

GHTC prioritizes employee safety. In times of inclement weather, employees are expected to report to the office when they may safely do so. Employees who believe that they cannot travel safely, will arrive late, or need assistance with transportation should notify their supervisor. Should the weather be such that it is deemed advisable for the church to be closed, the Rector or the Wardens will notify employees.

Infectious Disease Control

GHTC will take proactive steps to protect the workplace during an infectious disease outbreak. During any such period, GHTC strives to operate effectively, ensure that all essential services are provided, and that employees are safe. In the event of a widespread outbreak, GHTC is committed to providing information about the nature and spread of infectious diseases, including symptoms and signs to watch for as well as steps to take to prevent and treat the disease. Employees should rely on their personal health care provider for personal health care advice.

Preventing the Spread of Infection in the Workplace

GHTC ensures a clean workplace, including regularly cleaning objects and areas that are frequently used, such as restrooms, meeting rooms, the kitchen, door handles, and railings.

GHTC asks all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategies for reducing air-borne transmissions are vaccination; frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; masking; and social distancing. Remember that you are acting for others who may be more vulnerable than you, not just for yourself when you take precautions.

GHTC expects employees who contract an infectious disease or are exposed to infected persons to stay home and seek medical attention if needed. GHTC expects employees to notify their supervisor as soon as possible after their exposure or onset of illness. In some cases, it may be necessary for GHTC to request medical information from you.

GHTC will treat medical information as confidential, except when disclosure is required by law. Unless otherwise notified, GHTC's attendance and leave policies will remain in place. If you believe you face particular challenges reporting to work during an infectious disease outbreak, notify your supervisor to develop necessary contingency plans.

Infectious Disease Outbreak Procedures

- Check your temperature daily before you leave home. If you or anyone in your household has an elevated temperature, do not go to the office or to visit a parishioner.
- Social distancing of at least six feet is required at all times inside the Church.
- If you are at your desk, you do not need to wear a mask. If you leave your desk, masks are required.
- If you use common areas (including bathrooms and break areas), wipe counters, tables, other surfaces, and other items with wipes or soap and water before you leave the area.
- Hold virtual meetings when possible. If you must hold an in-person meeting, keep the meeting to fewer than 10 people. Do not hold meetings in individual offices. In conference rooms:
 - Arrange gatherings so there are at least 6 feet between people.
 - Before and after use wipe keyboards, tables, phones, remotes, markers, etc.
 - Require participants to wear masks during the meeting.

Parishioners & Guests

- Non-employees should remain in meeting rooms and common areas only.
- Masks are required of all parishioners and guests while they are inside GHTC facilities.
- GHTC will share this policy with non-employees invited into GHTC facilities.

Employees should comply with all other local restrictions.

Procedures in Case of Emergency

The Church strives to provide safe conditions for employees and parishioners. Safety is every employee's responsibility, and employees should do everything reasonable and necessary to ensure safety on Church property and while conducting or participating in Church activities. The Church expects employees to properly use safety equipment provided to them.

In the event of an emergency, employees should inform the Rector (or designee) immediately and call the police/paramedics/fire department at 911, as appropriate. If there is a question, err on the side of caution and call 911.

When a fire is discovered:

- Activate the nearest fire alarm.
- Notify other employees in the building as quickly as possible without jeopardizing your own safety.
- Leave the building immediately, using the designated escape route or the secondary escape route if the primary route is inaccessible because of the fire. Do not take time to gather your personal belongings or those of the Church.
- Notify the fire department by calling 911.
- Assemble outside at the Round House in Monroe Park so all employees can be accounted for and are not in the way of firefighters.
- Remain outside until the fire department or Rector (or designee) announces that it is safe to reenter.

In the event of a tornado warning:

- Seek inside shelter in a small interior room without windows on the lowest floor, such as the first floor classroom or the hallway outside the restrooms off the parish hall and the anteroom outside the sacristy.
- Stay away from exterior walls and windows.
- Use your arms to protect your head and neck.
- Remain in shelter until the tornado threat is announced to be over.

In the event of an earthquake:

- Stay calm and await instructions from emergency officials.
- Keep away from overhead fixtures, windows, filing cabinets and electrical power.
- Evacuate if instructed by emergency officials.

In the event of a medical emergency:

- An emergency defibrillator is on the wall outside the sacristy. First aid kits are in the kitchen, first floor reception office, and staff kitchen.
- Protect the individual in distress from further harm.
- Notify the Rector (or designee).
- If necessary, call 911 for assistance, after consulting with the individual (if possible) and Rector (or designee).
- If 911 assistance is not deemed necessary, assist the individual with transportation to urgent medical care or to their home.
- Notify a family member or friend when individual is home safely or taken to a medical facility.

Security

Maintaining the security of GHTC is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Know the location of all alarms and fire extinguishers and be familiar with the proper procedure for using them should the need arise.
- When leaving GHTC's premises after hours make sure that all entrances are properly locked and secured and that the alarm is set or ensure that you are not responsible for doing so.
- If you observe individuals who do not appear to have legitimate reasons for being on Church premises or whose behavior is suspicious or concerning, notify a supervisor at once or call 911 if appropriate. If your supervisor is not available and you call 911, make sure to also text or otherwise notify your supervisor.
- Annually, the Rector will review the list of those who have keys to the building and ensure those are safeguarded.
- Keys to offices, conference space, storage, financial areas and other sensitive areas will be limited to eligible staff and wardens other than as appropriate (ex: Property committee manager may have access keys).
- Should you become aware of any security-related problem, including keys in the hands or those other than mentioned above, notify the Rector.

Employment Definitions

Exempt & Non-Exempt Status

In accordance with the federal Fair Labor Standards Act (FLSA), all employees are classified for overtime eligibility as exempt or non-exempt. Employees will be informed of the classification of their job when they begin employment at GHTC. For more information about overtime, see the Compensation section of this handbook on page 28.

- **Exempt employees** are salaried and are not paid based on hours worked and are not eligible for overtime. Salaries are calculated based on a 37.5 hour work week (unless otherwise arranged). Exempt employees receive the same weekly salary for fewer than or more than 37.5 hours worked in a week in accordance with sick and vacation policies, disability policies, and other FLSA allowable leaves.
- **Non-exempt employees** are paid according to the number of hours they actually work and are paid overtime for all hours worked in excess of 40 hours during the workweek.

Employee Categories

In addition to the above categories, each employee will belong to one other employment category:

Regular full-time employees are those who are not in a temporary status and who are regularly scheduled to work 37.5 hours per week. Generally, they are eligible for GHTC benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are regularly scheduled to work less than the full-time work schedule (37.5 hours per week) but at least 1000 hours per year (an average of 19 hours per week). Regular part-time employees are eligible for benefits, subject to the terms, conditions, and limitations of each program. Benefits and employee costs are pro-rated to reflect hours scheduled.

Temporary employees are those hired to work on a temporary basis, either full-time or part-time, for a period not to exceed 1000 hours per year. They are paid through GHTC payroll (meaning their pay is taxed) and they are ineligible for GHTC's benefit programs.

Compensation & Performance Management

Total Compensation Philosophy

GHTC strives to be an employer of choice. GHTC pays market rates based on individual expertise and experience. While presently GHTC bases increases on Cost-of-Living (COLA) we will move to a goal focused/merit based “pay-for-performance” compensation system. Under that system, GHTC will award merit raises and/or incentives based on goal attainment, performance and contribution to the organization. Additionally, GHTC provides a benefits package that is highly favorable, meaning that employees’ total compensation package including salary, incentives, time off, and benefits is strongly competitive.

Compensation Program

All positions are assessed regularly to determine fair market rates. From this, GHTC establishes a range of pay for the role, and employees will be paid in the range. Pay is tied to experience, performance, and other factors. Employees new to their roles often start at a lower rate that is still in the competitive range; as their competence grows, their compensation may be moved higher within the range. Employees who are paid above the market rate may see their compensation growth stopped or slowed until the market value of their role increases. The Church strives to provide salary increases and to acknowledge superior efforts of its employees. The decision to grant increases and the amount of increases are at the discretion of the Rector and Vestry and are dependent upon the budget. As such, they may not occur annually. Increases typically are granted in February, retroactive to January 1st.

For GHTC clergy, the yearly Mutual Ministry Review (MMR) will be used by the Vestry and Rector to describe the previous year of ministry and outline goals for the next year. The MMR will be used in the Rector’s review as well as the Vestry’s assessment of itself. The MMR may also be used by the Rector to evaluate each employee’s performance and help employees set relevant and compelling goals for the year ahead.

Overtime for Non-Exempt Employees

Non-exempt employees include those who are paid on an hourly basis and who are scheduled to work 37.5 hours weekly. When non-exempt employees work more than their normal hours in a week, they are paid for the additional hours worked. For the first 2.5 hours of excess work, they are paid at their regular rate of pay. If their work week exceeds 40 hours, they are paid overtime pay, at one time and a half times their regular rate of pay for the hours actually worked in excess of 40 hours.

Employees must receive authorization prior to working excess hours. In keeping with FLSA, GHTC will pay employees for all excess hours, including those not authorized in advance. However, working unauthorized excess hours may result in discipline for not following this policy.

Overtime includes all work beyond 40 hours weekly. It may include beginning work early, working through breaks, and working late. GHTC's normal workweek is seven consecutive days, Sunday through Saturday. Employees may be asked to work any day of the workweek. As long as the actual hours worked do not exceed 40 in a workweek, no overtime will be paid.

Time taken off as sick leave, vacation, or holidays do not count toward the total number of actual hours worked in a week for purposes of calculating overtime. Non-exempt employees are expected to submit records of actual time worked to their supervisor in accordance with established processes and schedule.

Example: Bob is a non-exempt employee who is credited with 43 hours during two different weeks. His pay for each of these weeks is not the same, because the number of actual work hours is different each week.

Week 1: Bob works four normal 7.5 hour days for a total of 30 hours. He takes one vacation day of 7.5 hours. Bob is also asked to work an additional 5.5 hours bringing his credited hours to 43 (30 regular hours + 7.5 hours vacation + 5.5 hours excess). Bob is paid for these 43 hours at his regular rate of pay: 35.5 hours (30 plus 5.5 excess hours) of actual work time and 7.5 hours for his vacation day.

Week 2: Bob works his regular work week, 37.5 hours. He then is asked to work an additional 5.5 hours, for 43 total actual hours worked. Bob receives 40 hours of pay at his regular rate of pay and 3 hours of overtime at one and one-half times his regular rate of pay.

Performance Review

Employees will normally have a formal performance review at least once every 12 months, along with more informal quarterly reviews. A performance review is both retrospective and prospective, intended as a means of measuring and enhancing individual, and in turn, Church performance, fostering professional development and growth, determining increases, and meeting the internal and external demands for documentation. Additionally, the review process incorporates goal setting, ensuring that employees are clear on their role and how his/her role contributes to the success of the overall organization. The budget for increases, as well as the overall GHTC budget, is based on the volunteer offerings of its members; this means that each employee has a role in supporting and encouraging the stewardship of parishioners. As each employee strives to excel, the overall strength of the Church is improved. To the extent possible, upon employee request and supervisor approval, GHTC will support employees working to improve their job skills, including time and tuition for classes, mentoring/coaching, and providing necessary materials.

Reviewing performance is critical to ongoing improvement and lifelong learning. Employees are provided with a copy of their reviews for their own records to refer to and support goal attainment and appropriate performance improvement.

Payroll

Checks

Payroll checks are directly deposited into employees' bank accounts on the 15th and the last day of each month. Any adjustments once payroll has been prepared will be made in the next pay period. If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. GHTC requires direct deposit of paychecks.

Complaint Procedure

Employees who believe their pay has been improperly calculated or reduced should contact their supervisor immediately to request an investigation. They will be asked to specify in writing the circumstances of the pay infraction and whether it has occurred on other occasions. GHTC will investigate and remediate, if appropriate, as quickly as possible.

Pay Advances

GHTC does not provide pay advances on unearned wages to employees.

Benefits

Note: As with all benefits programs, benefits are subject to change. Should the information in this handbook differ from what the Diocese of Virginia provides annually, the Diocesan information will govern.

Disability Insurance

GHTC makes available to all eligible employees short-term and long-term disability insurance, administered by the Diocese of Virginia. GHTC pays the full short-term disability premium, covering all eligible employees. Eligible employees may participate in the long-term disability program, paying the full premium so that any benefits paid are not taxable. Participation by eligible employees in the disability plans is subject to all terms and conditions of the agreements between the Diocese and the insurance carrier. Disability insurance benefits typically become available the first day of the month following an employee's start date.

Short-Term Disability Insurance

Short-term disability (STD) insurance is provided to all full-time regular employees subject to physician authorization and third-party plan administrator's approval. STD provides 70% income replacement, with maximum weekly limits. Coverage begins 30 consecutive days after the employee's total or partial disability. The Church will continue the employee's full salary and benefits through the 30-day elimination period. After that point, benefits will be maintained while the employee is qualified for STD. In the case of pregnancy, the Church will continue 100% income replacement for the term of the disability. Should a new mother wish to stay off work for a longer period, she may apply for leave of absence benefits (policy described below). STD benefits may continue for a up to 26 weeks, subject to the plan limits.

Long-Term Disability Insurance

Long-term disability (LTD) insurance is a voluntary policy available to full-time regular employees. Premiums for LTD insurance are paid by the employee so that if they receive these benefits, they are not taxable. LTD provides income replacement. Benefits may be paid through normal retirement age as defined by plan.

Health & Dental Insurance

Health insurance is provided through the Denominational Health Plan (DHP) and administered by the Diocese of Virginia. GHTC has selected one DHP plan as the base plan. Dental insurance is also provided through the Diocese of Virginia, with only one plan offered. Open enrollment in both plans occurs annually (normally in the fall). During open enrollment, available plans, coverage, rates, the Church's premium contribution, and employees' premium contributions will be shared with employees and may change annually. Other plans may be offered but the covered premium cost will be established on the base plan.

For regular full-time employees, the Church will pay 90% of the single premium for the DPH base health plan and dental plan and the remaining cost will be deducted from the employee's paycheck. For full-time employees who elect dependent coverage, the Church contributes toward the base plan incremental cost for dependent coverage and the balance of the incremental cost will be deducted from the employee's paycheck.

Regular part-time employees have the option of purchasing health and dental insurance through the DHP at pro-rated cost to the employee, based upon the number of hours they worked. For instance, if an employee works 20 hours per week that amounts to 53.33% of the full-time schedule of 37.5 hours. Consequently, the employee will receive 53.33% of the employer subsidy.

Example: Mary works 20 hours per week. The 90% subsidy is \$100 per month. Mary will receive \$53.33 per month toward the cost of her health insurance.

Eligible employees who elect health insurance through a spouse or partner's plan are eligible to receive a stipend toward their coverage. That stipend is taxable to the employee.

Example: Ellen works for GHTC. Her partner Joe works for another employer. They elect family coverage through Joe's employer. Upon presenting GHTC with proof of the cost to them to purchase that family coverage, GHTC will compensate Ellen for the lesser of the amount they paid toward the private employer premium or the amount GHTC would pay for the same coverage through the DHP plan.

If Ellen were to elect coverage through the DHP, GHTC would pay \$1800 for that insurance. If Joe's company charges him \$1400 for the same level of coverage, GHTC would pay Ellen \$1400 as taxable income. If the cost of Joe's plan was \$2200, GHTC would pay Ellen \$1800 as taxable income.

Coverage is typically effective the first day of the month following the employee's start date. When employees leave GHTC employment, they will receive information by mail about how to continue their coverage at their own expense for a limited time through the federally mandated COBRA program.

More information on health insurance may be found at cpg.org/active-lay-employees/insurance.

Life Insurance including Accidental Death & Dismemberment Insurance

GHTC provides all eligible employees a basic term life insurance plan administered through the Diocese of Virginia. The amount of coverage equals the employee's annual salary. GHTC pays the entire premium for this life insurance coverage. Accidental death and dismemberment (AD&D) coverage is part of the basic life insurance provided to employees by GHTC. AD&D coverage provides benefits in cases of serious injury or death resulting from an accident. Life insurance benefits typically become available the first day of the month following the employee's start date.

Additional individual and dependent life insurance coverage may be purchased by eligible employees subject to all terms and conditions of the agreement between the Diocese of Virginia and the insurance carrier. Contact the Diocese for more details.

Pension Plan

Lay full- and -part time regular employees may participate in the Episcopal Church Lay Employees Defined Contribution Retirement Plan. GHTC will contribute an amount equal to 9% of the employee's annual salary. Benefit coverage commences on the first day of the month following a lay employee's hire date. More information may be found at cpg.org/active-lay-employees/retirement.

The Clergy Pension Plan through the Church Pension Group is available to eligible ordained priests and deacons who are canonically resident in a domestic diocese, with certain qualifications. In addition to the Clergy Pension Plan, clergy may participate in a Retirement Savings Plan (RSVP). Benefit coverage commences on the first day of the month following an employee's hire date. More information may be found at cpg.org/active-clergy/retirement.

Workers' Compensation Insurance

GHTC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period, or, if the employee is hospitalized, immediately. The amounts payable are determined by state law and are based upon the employee's recent earning history.

Employees who sustain work-related injuries or illnesses should inform their supervisors immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This enables an eligible employee to qualify for benefits as quickly as possible.

Neither GHTC nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity whether sponsored by GHTC or not.

Time Off Work

All time away from work listed below must be approved by an employee's immediate supervisor as far in advance as possible. This helps ensure the smooth operations of the Church. Vacation time does not accrue while an employee is on unpaid leave. Conditions permitting, GHTC intends to return employees to their former position once their need for leave ends and they can return to work either full or part time.

Bereavement Leave

Following a death in an employee's immediate family the Rector may grant one to three days of paid bereavement leave. The Rector will determine the definition of "immediate family" in each situation to consider close relationships that might not otherwise be covered by this policy.

Family Leave

Because GHTC values the whole person and encourages employees to have full lives inside and outside work, GHTC allows full- and part-time regular employees additional unpaid leave time for certain reasons. This mirrors to some extent the Family and Medical Leave Act (FMLA) which does not apply to the Church since the number of GHTC employees falls below FLMA's threshold for coverage.

This leave is designed to help employees balance work and family responsibilities by allowing them to take reasonable time off for certain family and medical reasons for which no other paid or unpaid time off (including short-term disability [STD] and long-term disability [LTD]) is available. It also seeks to accommodate the legitimate interests of GHTC and provide all employees with equal opportunities.

Business needs permitting, GHTC will provide eligible employees with up to 12 weeks leave per 12-month period, beginning the date the leave commences. GHTC will also maintain the employee's group health benefits during the leave (at the current employee cost). To be eligible, employees must have been a regular, part- or full-time employee for least twelve consecutive months and be in good standing.

These reasons for which leave may be provided include:

- The birth and care of an employee's newborn child (parental leave).
- The placement with the employee of a child for adoption or foster care (parental leave).
- The care of an immediate family member (spouse, child, or parent) with a serious health condition. A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following: inpatient hospital care; an absence of three or more consecutive days that involves treatment two or more times by a health care provider or a regimen of continuing treatment under the supervision of a health care provider; chronic conditions requiring treatment under the direct supervision of a health care provider over an extended period of time; or other condition considered a serious health condition for FMLA purposes.
- An immediate severe family situation for which there is no other available resource.
- Issues arising from an immediate family member being called to active military duty.

Parental leave must be taken in the first six months after the arrival of a child and may be taken in one-week increments, which do not have to be consecutive. Should STD benefits be available (e.g. in the case of an employee giving birth), such benefits will run concurrently with the leave so the time away from work is no more than 12 weeks.

Example: Jackie gives birth April 1st, working until her delivery.

- Jackie is considered disabled for either 6 or 8 weeks, depending upon the method of childbirth. During the period of disability, she is eligible for STD. The first 30 days (the elimination period) are paid at 100% by GHTC. See the provisions regarding STD on page 31.
- Jackie receives the 70% STD benefit for 2 to 4 weeks (after the elimination period), making the total time off work 6-8 weeks. GHTC will supplement STD benefits 30% so Jackie's pay remains at 100% for the full disability period.
- Should Jackie wish to remain off work beyond her period of disability, she is eligible for an additional 4-6 weeks of leave, bringing her total paid time off to 12 weeks. GHTC will pay 100% of salary for these additional weeks.

Example: John takes off work to care for his spouse. John is provided up to 12 weeks of full pay once he meets the conditions qualifying his spouse's needs as a serious health condition.

In rare circumstances, GHTC may allow an employee to take additional unpaid leave. When unpaid leave is requested, the employee may be required to use accrued vacation time prior to taking unpaid leave. In that circumstance, employees will be allowed to retain five days of vacation leave for use at another time. In some circumstances, employees may take unpaid leave on an intermittent or reduced schedule basis.

To be considered for unpaid leave, notify the Rector, stating the reason for the requested leave (if for a medical condition, do not specify the condition; simply state that it is a serious health condition and under what portion of the definition it qualifies), the dates you expect to be away from work, and amount of unpaid leave requested.

Holiday Leave

GHTC grants paid time off for the holidays listed below to eligible employees immediately upon starting work. The Rector may grant additional paid holidays.

- Martin Luther King, Jr. Day
- Presidents Day
- The week following Easter
- Memorial Day
- Juneteenth
- Independence Day and the preceding or following day at the employee's discretion
- Labor Day
- Indigenous Peoples Day
- Thanksgiving Day and the preceding and following day
- The period starting noon Christmas Day and ending at day's end January 1st

Part-time employees who average working 19 or more hours weekly are eligible to receive pro-rated paid holidays. As an example, an employee who normally works four hours daily will be granted paid holidays of four hours each. Employees who average working fewer than 19 hours weekly are ineligible for paid holidays.

If a holiday falls on a part-time employee's regularly scheduled day off, another day within one month of the official holiday may be taken off at the discretion of the employee with their supervisor's approval. If the employee fails to take the holiday within one month of the official holiday, the time off is forfeited.

During Holy Week and the week leading up to Christmas, Church demands may result in employees working more than their regularly scheduled time. Overtime provisions outlined on page 28 will apply when non-exempt employees work more than 40 hours in a work week. In recognition of the extra hours required and worked, the church will be closed as noted above to allow employees to enjoy time away from work.

As an example, Juan normally works 25 hours weekly and does not work on Fridays. He is required to work three hours on Good Friday in addition to the 25 hours he has already worked that week. Juan may choose to be paid for those three hours or may take three hours off with pay on the Tuesday, Wednesday, Thursday or Friday of Easter Week. As another example, Elaine normally works 7.5 hours daily, totaling to 37.5 hours weekly. On Maundy Thursday she works 10 hours, bringing her weekly total to 40 hours, 2.5 more than her normal weekly work schedule. She may choose to be paid for those hours or may take 2.5 hours off on Tuesday, Wednesday, Thursday or Friday of Easter Week.

Jury Duty & Court Subpoena Leave

When called for jury duty or to serve as a subpoenaed witness in a court, an employee will be allowed time off with pay. Employees must submit written proof indicating their required attendance by the court. Leave with pay will not exceed the actual time required to be in court.

Military Leave

GHTC supports employees who serve in the military either on a full-time basis or reserve basis and grants them military leaves of absence. GHTC also provides returning service members with all rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA), codified as 38 U.S.C. 4301 et.seq.

Employees may elect, but are not required, to use vacation time or other accrued leave prior to military service. For military leave not charged against vacation time, GHTC will pay the difference between employees' GHTC salary and their military salary, provided that the employee's military salary is less, for at least 30 days.

USERRA prohibits discrimination against persons due to service in the military and also prohibits employers from retaliating against individuals for exercising rights under USERRA in employment decisions including initial employment, reemployment, retention, promotion, pay raises, and the ability to transfer to other jobs. GHTC will reemploy service members (as provided for under USERRA) returning from a period of service in the uniformed services if the individual meets the following criteria:

- Employment prior to service was in a civilian job (GHTC employment qualifies.).
- The employee gave advance verbal or written notice to GHTC, unless such notice was precluded by military necessity.
- The employee served five years or fewer in the uniformed services.
- Return to employment or application to return following service occurred in a timely manner.
- The service member was not separated from service with a disqualifying discharge or under other than honorable conditions.

Employees who leave GHTC employment for uniformed service have the right to elect to continue individual health and, as applicable, insurance dependents for up to 24 months upon timely payment of specified insurance premiums. The returning service member is eligible for re-employment with length of service credited from date of hire for the purpose of determining benefits eligibility.

Sick Leave & Personal Days

GHTC employees accrue one day of sick leave per month, up to 10 sick days per year. It is not carried over from one calendar year to the next. Sick leave may be used for personal sick time or that of a family member. Sick leave may be advanced, so if employees are sick early in the year, they may anticipate days (draw from their expected total of 10 days) to cover illness. GHTC does not expect that employees will need 10 days sick leave every year. GHTC provides this leave for those few years when an employee may need it. Unused sick leave is not paid out upon the end of employment with GHTC; however, employees may use up to four days per year of sick leave for personal days – when one wishes to be off, to support positive mental health, or to recharge.

Sick leave should be requested through your supervisor no later than an hour before your regular start time or as soon as possible, so GHTC can arrange coverage. The Parish Administrator will gather sick leave reports weekly from supervisors. GHTC is working to determine how ADP can record and report sick leave.

Sick leave is available to individuals who are regularly scheduled to work at least 20 hours per week. For individuals who regularly work less than an 8-hour day, sick leave pay is based upon the hours normally worked. Non-exempt employees' sick leave is not counted in the calculation for overtime.

Examples:

- Bob normally works five hours per day, five days a week. He is paid for a five-hour day when he takes one day of sick leave.
- Jane normally works 7.5 hours daily for a total of 37.5 hours weekly. She takes sick leave on Monday, and works 11 hours on Wednesday (3.5 hours more than her normal day). She is not eligible for overtime, since the actual hours she worked totaled 33.5. She will be paid for 33.5 hours regular work and 7.5 hours sick leave.
- Silas normally works 37.5 hours per week. Holy Week he worked four 11-hour days and was out sick on Friday, making his actual work hours total 44. He will be paid for 40 hours at regular pay, 4 hours of overtime pay, and 7.5 hours of sick pay.

Sick leave may be used for employees' personal illness or that of a family member in their care. When using sick leave for a family member, exempt personnel caring for a family member who choose and can work from home while caring for that person (if the illness permits) will not be charged sick leave.

Non-exempt individuals who choose and can work from home while caring for a family member must report the hours worked and will be paid for those hours. When non-exempt employees work fewer hours than their normal workday caring for a family member, the hours less than the normal workday will be paid as sick leave.

Examples:

- Bob is non-exempt and is working from home while caring for his spouse. He works for four hours while his spouse is sleeping. If Bob normally works a 7.5 hour day, that day he will be paid for 4 hours of work and 3.5 hours of sick leave.
- Victoria normally works five hours daily (25 hours weekly) and is non-exempt. She takes off each afternoon to take her daughter for medical treatment after working three hours each morning. Victoria is paid for 15 hours of work and ten hours of sick leave.

Vacation

Unless otherwise provided in a letter of agreement, GHTC provides employees with vacation according to the following schedule:

- During the first and second years of employment – 10 workdays annually
- During the third and fourth years of employment – 15 workdays annually
- After four years of employment – 20 workdays annually

The annual balance of vacation days is accrued monthly and advanced to each employee on January 1st of each year. Vacation days are to be taken within each calendar year and do not carry over from year to year as our desire is for employees to take the time to recharge. GHTC believes that taking vacation improves employees' work performance and provides them with sufficient refreshment. Annual vacation should be scheduled through and approved by your supervisor as soon as possible. This allows the calendar to be planned so that employee time away does not interfere with Church programs. GHTC may find it necessary to coordinate employees' vacations so the Church functions efficiently.

Upon leaving GHTC employment for any reason, departing employees will be paid for all accrued and unused vacation time.

Procedures during Paid Leave & Holidays

Unless requested to work on a holiday, employees are expected to take all holidays and available paid time off (except sick leave) and avoid any Church-related work. During holidays and paid leaves, outgoing email and voicemail messages should reflect that the employee is away from the office as well as the anticipated date of return.

Procedures during Unpaid

If paid leave is depleted and a need for time away arises, employees may request and be granted unpaid leave. When unpaid time is requested too frequently, or time away appears to be abusive or disruptive of the smooth operations of the Church, such leave may be denied and coaching or disciplinary procedures initiated.

Acceptable Use of Information Systems _____

Definitions

- **Information Systems:** All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.
- **Authorized User:** An individual or automated application or process that is authorized access to the resource by Grace & Holy Trinity, in accordance with its procedures and rules.
- **Extranet:** An intranet that is partially accessible to authorized persons outside of a company or organization.

Overview

GHTC provides employees with access to the internet and email for business uses. GHTC manages its information system as a valuable organizational resource. Employees are responsible for maintaining competence in the use of technology essential to their duties.

GHTC does not intend to impose restrictions that are contrary to its established culture of openness, trust, and integrity. GHTC is committed to protecting its authorized users, partners, and itself from illegal or damaging actions by individuals either knowingly or unknowingly.

Information systems are the property of GHTC and may be inspected by GHTC at any time and without notice. These systems are to be used for business purposes in serving the interests of GHTC and of its members during normal operations. Occasional personal use is permitted, provided it does not interfere with the performance of Church duties.

Effective security is a team effort involving the participation and support of every GHTC employee and volunteer who deals with information and information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

All GHTC's policies also apply to online activities. Authorized users are responsible for what they post online and for files they create.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at GHTC. These rules are in place to protect the authorized user and GHTC. Inappropriate use exposes GHTC to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct GHTC business or interact with internal networks and business systems, whether owned or leased by GHTC, the employee or volunteer, or a third party.

All employees, volunteers, contractors, consultants, temporaries, and other workers at GHTC including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with GHTC policies and standards, local laws, and regulations.

Specifics

Ownership of Electronic Files

Electronic files created, sent, received, or stored on GHTC-owned, -leased, or -administered equipment or otherwise under the custody and control of GHTC are the property of GHTC. Sermons, articles, and other files created for use by GHTC are the intellectual property of the creators, who are free to use those files at their discretion after notifying GHTC of any external use. GHTC content creators who use files other than for GHTC purposes must obtain the permission of anyone referenced in the content or remove that reference prior to its external use.

Storage of Electronic Files

Final versions of electronic files created for GHTC's use and sent, received, or stored on GHTC-owned, -leased, or -administered equipment shall be maintained on GHTC equipment or network (including cloud storage, Google drives, and other drives). They shall not be deleted by the user. This includes worship bulletins, materials used in educational settings, sermons, Vestry minutes, published photographs and recordings, policies, training materials, and other materials.

Employees and volunteers in leadership positions will retain emails that substantially contribute to and provide background about GHTC's ministries and programs. Upon leaving their positions, these individuals should inform the Rector and/or Senior Warden of where those emails are stored.

When employees leave GHTC's employment and volunteers leave a GHTC leadership role, they should make sure that GHTC retains materials created and used by them.

Exceptions to this storage policy include confidential files regarding pastoral needs of parishioners and others and preliminary versions of materials created for use by GHTC.

Privacy

Electronic files created, sent, received, or stored on GHTC-owned, -leased, or -administered equipment, or otherwise under the custody and control of GHTC are not private and may be accessed by GHTC supervisors at any time without knowledge of the user, sender, recipient, or owner.

General Use & Ownership

Access requests must be submitted by employees and volunteers to gain access to computer systems. Authorized users are accountable for all activity that takes place under their username.

The data and files created by authorized users on GHTC's systems immediately become the property of GHTC. Because of the need to protect GHTC's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to GHTC.

For security and network maintenance purposes, authorized individuals within GHTC may monitor equipment, systems, files, and network traffic at any time. GHTC reserves the right to remove any non-business-related software or files from its system.

Examples of non-business-related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

Security & Proprietary Information

All mobile and computing devices that connect to GHTC's internal network must comply with this and other GHTC policies.

Authorized users must not share their GHTC login ID(s), account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure access, is prohibited. This includes family and household members.

Authorized users may access, use, or share GHTC proprietary information only to the extent it is authorized and necessary to fulfill the users' assigned job duties.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

To protect confidential information, users must turn off or lock their computers, laptops, and other devices when they will be unattended for any amount of time.

GHTC proprietary and confidential information stored on electronic and computing devices, whether owned or leased by GHTC, the employee, or a third party, remains the sole property of GHTC. All proprietary and confidential information must be protected through legal or technical means.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of GHTC proprietary information to their immediate supervisor.

All users must report any weaknesses in GHTC computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor.

Authorized users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan Horse codes.

Unacceptable Use

Users may not intentionally access, create, store, or transmit material which GHTC may deem to be offensive, indecent, or obscene, during the workday or using GHTC-owned resources.

Users may not make audio or video recordings of employees, members, guests, or volunteers without informing them that they may be recorded. Incidental, non-identifiable, and very brief images are exceptions from this policy.

Under no circumstances may a GHTC employee, volunteer, contractor, or consultant engage in any activity that is illegal under local, state, federal, or international law while using GHTC-owned systems.

System & Network Activities

The following activities are prohibited by users, with no exceptions:

- Retaining or sharing personal or confidential information about parishioners or other employees.
- Violating the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by GHTC.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution from copyrighted sources, copyrighted music, and the installation of any copyrighted software for which GHTC or the end user does not have an active license is prohibited. Users must report unlicensed copies of installed software.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Using a GHTC computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment, discrimination, or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on GHTC systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of GHTC.
- Installing or using non-standard software without GHTC approval.
- Purchasing software or hardware for GHTC use without prior compatibility review.

- Purposely engaging in activity that may:
 - Degrade the performance of information systems.
 - Deprive an authorized GHTC user access to a GHTC resource.
 - Obtain extra resources beyond those allocated.
 - Circumvent GHTC computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, GHTC users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on GHTC information systems.
- Circumventing user authentication or security of any host, network, or account.
- Interfering with, or denying service to, any authorized user.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with or disable a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Access to the internet at home or another remote location from a GHTC-owned computer, must adhere to all the same policies that apply to use within GHTC facilities. Authorized users must not allow family members or other non-authorized users to access GHTC computer systems.

Incidental Personal Use

As a convenience to authorized users, moderate personal use of information systems is permitted, with the following guidelines:

- Authorized users must comply with this policy and exercise good judgment regarding the reasonableness of personal use.
- Moderate personal use of electronic mail, internet access, fax machines, printers, copiers, and other equipment and supplies is restricted to GHTC approved users and does not extend to family members or acquaintances.
- Personal use that requires more than \$10 worth of supplies must be authorized in advance.
- Incidental use must not interfere with the normal performance of an employee's work duties or with church operations.
- No files or documents may be sent or received that may cause legal action against, or embarrassment to GHTC.
- Storage of personal email messages, voice messages, files, and documents within GHTC's information systems must be nominal.
- All messages, files, and documents – including personal messages, files, and documents – located on GHTC information systems are owned by GHTC and may be accessed in accordance with this policy.

Social Media

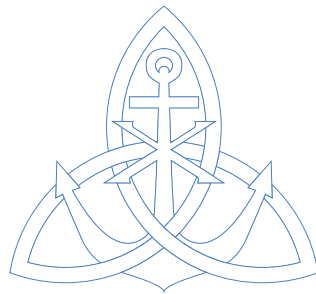
Social media includes communicating or posting content on the internet, including through blogs, podcasts, social media platforms like Facebook and Instagram, websites, online databases, and chat rooms, as well as other forms of electronic communication. GHTC understands that social media can be a fun way to share your life and opinions with family, friends, and others. Its use also presents risks and responsibilities. As you identify yourself online as an employee of GHTC or representing GHTC, keep in mind the guidance contained in the Parishioner Relations and Interactions with the General Public section of GHTC's Employee Handbook.

Employees may not participate in online groups for parishioners related to GHTC, the Episcopal Church, or their leaders or parishioners without the permission of their supervisor.

Review & Acceptance

New employee onboarding and training will include this policy. In addition to other applicable training and orientation, instructions for acceptance use shall be provided at that time. Signed employee acceptance will be received and retained by GHTC.

Volunteers with significant access to GHTC information systems are expected to review and accept this policy. This policy does not apply to GHTC members and guests who use the guest wireless internet access, those accessing documents through Google drives, and those who access information about other members through the member directory on GHTC's website.



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