

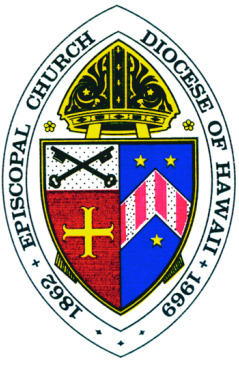
# **THE EPISCOPAL CHURCH IN HAWAI'I**

## **Employee Handbook**

**September 2014**

*The Office of the Bishop has adopted a personnel policy. Congregations may also adopt it as is, or may change it to reflect the needs of and benefits provided by the congregation.*





# The Episcopal Diocese of Hawai‘i

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The Right Reverend Robert L. Fitzpatrick  
Bishop

Dear Employee,

Aloha and welcome to The Episcopal Church in Hawai‘i (“TECH”). We are pleased to have you with us. We believe each employee is an important asset.

This Handbook contains general descriptions of TECH’s current policies and guidelines, but it does not constitute an agreement or an employment contract. In order to keep our policies and guidelines current, we reserve the right to add to, alter, and/or eliminate policies, guidelines, benefits and procedures at any time without notice. It is also important to remember that the policies and guidelines described in this Handbook can only be changed or modified with the written approval of the Bishop.

After reviewing this Handbook, you may still have questions about particular policies and guidelines. If so, please consult your supervisor or the Treasurer.

If you have any suggestions or comments about any TECH guidelines or procedures, please share them with us. Many of the policies and guidelines in this Handbook were first suggested by employees like you. Working together and communicating freely with your supervisor will build a positive relationship and ensure the success of TECH.

Thank you for joining The Episcopal Church in Hawai‘i.

Mahalo.

Robert L. Fitzpatrick  
Bishop

# The Episcopal Church in Hawai'i Employee Handbook

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## Historical Background

The Episcopal Church in Hawai'i has its roots with the arrival from England in 1862 of the Right Reverend Thomas Staley and the founding of the Anglican Church in the Kingdom of Hawai'i. Bishop Staley was sent to the Islands by the Church of England at the request of King Kamehameha IV and his wife, Queen Emma, at a time when the royal couple of Hawai'i looked to Great Britain and Queen Victoria as allies and a living example of an established church. The King supported the establishment of the Anglican Church by providing land, by founding The Cathedral of St. Andrew, by encouraging his people to adopt the faith, by extending Anglicanism to all the Hawaiian Islands, and by translating the Book of Common Prayer into the Hawaiian language. Queen Emma also founded the Queen's Hospital, St. Cross School, Lahaina and St. Andrew's Priory School for Girls in Honolulu. King Kamehameha IV and Queen Emma, out of deep faith in Christ and love for God, vowed to use their lives and positions in service to others. The Episcopal Diocese of Hawai'i recognizes the historical role of King Kamehameha IV and Queen Emma by celebrating the Feast of the Holy Sovereigns on November 28th each year.

The Episcopal Diocese of Hawai'i has 37 Churches: 19 Parishes and 15 missions, with over 6,000 members and a combined congregational budget of over \$5 million. There are 10 educational institutions associated with the Diocese throughout the Islands that enroll 3,500 students from Kindergarten to grade 12. Of these, there are 7 parish-sponsored pre-elementary schools.

The secular form of the Episcopal Diocese of Hawai'i is The Episcopal Church in Hawai'i, a Hawai'i non-profit corporation of which the Bishop of Hawai'i is the President and CEO and which is the employer of all individuals who work for the Diocese.

A subsidiary non-profit corporation of the Diocese maintains an accredited beachfront camp and conference center at Mokule'ia on O'ahu, which is professionally staffed year-round. It is self-supporting and provides conference and recreational opportunities for church and community use.

# I. EMPLOYMENT POLICIES

## A. About This Handbook

The policies and guidelines contained in this Employee Handbook apply to all clergy and non-clergy staff members of the Office of the Bishop of the Episcopal Diocese of Hawai'i. Although we are a church, as The Episcopal Church in Hawai'i ("TECH"), our secular counterpart, we are also an employer and have adopted this Handbook to foster a positive employment relationship with our employees. The Handbook contains general descriptions of TECH's current policies and guidelines but it does not constitute an agreement or an employment contract. In order to keep our policies and guidelines current, we reserve the right to add to, alter and/or eliminate policies, guidelines, benefits and procedures at any time without notice. It is also important to remember that the policies and guidelines described in this Handbook can only be changed or modified with the advance written approval of the Bishop. If you have any questions about this Handbook, please contact your supervisor, the Treasurer or the Bishop.

## B. Equal Employment Opportunity Policy

We employ the most qualified individuals from the available labor force and provide them with opportunity for advancement in a manner which does not discriminate because of race, color, sex or gender, age, national origin, ancestry, marital status, arrest and court record except as provided by Haw. Rev. Stat. §378-2.5, disability, religion, sexual orientation, military/veterans status, lactation or other grounds protected under applicable state and federal laws, regulations, and/or executive orders. Any form of harassment of any individual because of protected category is prohibited; see the separate Policy Prohibiting Sexual and Other Forms of Harassment. Also, retaliation against any employee who reports discrimination or harassment to TECH in accordance with this policy, files a complaint of discrimination/harassment, or who cooperates with the investigation of a complaint, is prohibited.

We will provide reasonable accommodation to qualified individuals with disabilities so that they may seek employment, perform essential job functions and participate and/or enjoy any employment practice, term, condition or benefit of employment. Please contact the Treasurer if you require or have any questions regarding reasonable accommodation for a disability.

Any incident of discrimination or harassment must be immediately reported, verbally or in writing, to your supervisor, the Treasurer or the Bishop. Every effort will be made to promptly investigate all allegations of discrimination and/or harassment in as confidential a manner as possible and to take the appropriate corrective action. Any employee who is determined, after an investigation, to have engaged in discrimination, harassment or other conduct in violation of this policy will be subject to disciplinary action, up to and including immediate termination. TECH will take corrective action reasonably calculated to end the prohibited conduct.

The Immigration Reform and Control Act of 1986 ("IRCA") prohibits TECH from employing any person not legally authorized to work in the United States. In accordance with the requirements



of the IRCA, all persons commencing or resuming work must submit to TECH documentation evidencing their ability or authorization to work in the United States. Anyone submitting false documentation must be immediately terminated. In fulfilling our obligation under the IRCA, we reaffirm our commitment to comply with both state and federal nondiscrimination laws. Any questions concerning the IRCA and the required documentation should be directed to the Treasurer.

Our parishioners and employees come from not only from Hawai'i but also every part of the world. We may speak different dialects and language and hold varied religious beliefs and cultural traditions that may not be familiar. TECH values diversity in our workplace and our goal is that each person will feel respected and welcomed. We will respect the customs and traditions of our customers and employees in our workplace, except where doing so will either be a breach of law or would cause operational difficulties.

This policy does not create any contractual promise but instead is a description of the standards of behavior expected of all employees. Also, **this policy will apply without regard to the employee or applicant's religion or religious beliefs, except for those positions designated by the Bishop and/or Canons of the Church.**

## **C. Employment Status and Classification**

### **1. Employment Status**

The first ninety [90] calendar days of your employment provide you and TECH with the opportunity to learn more about each other and to evaluate whether the job for which you were hired is suitable to your skills, personality, and career goals. TECH may extend your introductory period for any reason. Upon successful completion of this introductory period, you may be given regular status depending on your skills and availability and our needs. Whether or not your employment continues after the introductory period, **YOUR EMPLOYMENT WITH TECH IS AT-WILL; THAT IS, YOU RETAIN THE RIGHT TO TERMINATE YOUR EMPLOYMENT WITH TECH, WITHOUT PRIOR NOTICE OR REASON, AND TECH RETAINS THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME WITHOUT PRIOR NOTICE OR REASON.**

### **2. Employment Classifications**

#### **a. Regular Full-Time Employees**

Regular Full-Time Employees are those who are regularly scheduled for 40 or more hours of work per week. Work opportunities may vary from time to time and there is no work guarantee.

#### **b. Regular Part-Time Employees**

Regular Part-Time Employees are those who are regularly scheduled to work fewer than 40 hours in a normal workweek. Employees working less than 20 hours per week are not eligible for statutory prepaid health care coverage. They may be eligible for certain TECH and statutory benefits as outlined in this Handbook.

c. Temporary Employees (i.e. Summer Camp Employees)

If you are hired for a temporary period, whether full-time, part-time, or on call, and regardless of the hours worked per week, you are considered a temporary employee. Certain temporary employees are eligible for statutory benefits.

**3. Exempt or Non-exempt Status**

Under the wage and hour laws, employees are classified as exempt or non-exempt employees. You will fall into one of these two classifications depending on your duties and salary.

**Non-exempt employees** include all hourly or salaried employees who are covered by the overtime provisions of the federal Fair Labor Standards Act and the state wage and hour law. Employees in this category are entitled to premium pay for work performed in excess of 40 hours in a workweek.

**Exempt employees** include all eligible employees who are classified by TECH as exempt from the overtime provisions of the federal Fair Labor Standards Act and the state wage and hour law. Such employees include executive, administrative, and professional employees, and other employees who are not required to be paid overtime.

Employees who are paid a salary and are exempt from the overtime provisions cannot have their pay reduced ***unless*** they:

- Are absent from work for one or more full core work days for personal reasons other than sickness or disability;
- Are absent from work for one or more full core work days because of sickness or disability (including work-related accidents) if the deduction is made in accordance with our sick leave policy, and/or PTO policy;
- Receive jury fees, witness fees or military pay, which will be offset against their salary due for that particular week;
- Receive penalties for infractions of safety rules of major significance which will be deducted from their salary due for that particular week;
- Receive unpaid disciplinary suspensions of one or more full core work days for infractions of workplace conduct rules; and
- Terminate their employment, in which case employees will be paid the proportionate amount of their full weekly salary for the time actually worked in their last week of employment.

This means that exempt employees will receive their full salary for any work week in which they perform any work without regard to the number of days or hours worked unless one of the six above-listed exceptions apply.

TECH prohibits improper deductions from an exempt employee's salary. Improper deductions are those deductions that are not permitted by one of the six exceptions listed above. Any employee who believes that an improper deduction has been made from his/her salary should make a complaint to his/her supervisor, the Treasurer or the Bishop as soon as practicable. TECH will

conduct a prompt and thorough investigation of the complaint. If the investigation determines that improper deductions were made, TECH shall reimburse the affected employee for any improper deductions and make a good-faith commitment to avoid improper deductions in the future.

We also prohibit retaliation against an employee who has complained about an improper deduction, cooperated with the investigation of a complaint, or acted as a witness during the investigation of a complaint. Any employee who engages in retaliation prohibited by this policy shall be subject to appropriate disciplinary action, up to and including immediate termination.

This policy does not create any contractual promise but instead is a description of the standards of behavior expected of all employees.

## **D. Employment Records**

The Office of the Bishop maintains a personnel file for each current staff member, and they may review it during regular business hours. Medical records are kept in another confidential file and are not part of the employee's official personnel file. It is the responsibility of each staff member to keep up-to-date his/her address and contact telephone number by informing his/her immediate supervisor and the Office of the Bishop.

## **E. Employment of Relatives**

The policy of TECH is to hire, promote and otherwise employ individuals based on their job qualifications, skills and individual merit. Notwithstanding this policy, TECH desires to avoid situations in which perceived, potential, or actual conflicts of interest may exist. For this reason, TECH will attempt to avoid assignments that involve actual or potential conflicts of interest, as well as working relationships that may potentially lead to complaints of favoritism, lack of objectivity, or morale and dissention problems.

In keeping with this policy, TECH reserves the right to refuse to employ relatives, domestic partners/reciprocal beneficiary, live-in companions intimates, or anyone in a close personal relationship with a current employee where, in TECH's sole judgment, such employment may create an actual or potential conflict of interest, the appearance of improper influence or favoritism, problems of safety, security, or morale, or other business problems. Relatives include those related by marriage, blood, or hanai relationships (adoption) such as spouses, children, parents, in-laws, grandparents, aunts, uncles, cousins, brothers and sisters, nieces, nephews, step-relatives, domestic partners, and any person involved in a legally binding guardianship or relationship with the employee.

In circumstances where existing employees become related due to marriage, reside with one another, or become intimately involved in a consensual relationship, the employees must continue to behave at all times in a professional manner which does not compromise their job performance, professional integrity, or independent judgment and which does not create any

appearance of impropriety. TECH shall review each circumstance and make a determination as to whether an actual or potential conflict of interest exists. TECH may take measures calculated to eliminate any conflict of interest, such as ensuring that an employee does not have supervisory authority over his or her spouse.

TECH reserves the right to determine that other relationships not specifically mentioned in this policy present actual or potential conflicts of interest as well. In any case where TECH determines, in its sole discretion, that a relationship between two employees, or between an employee and a non-employee, presents an actual or potential conflict of interest, TECH may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest. Such action may include, but is not necessarily limited to, transfers, reassignments, changing shifts, or where it deems appropriate, action up to and including possible termination.

This policy applies to all job classifications, including regular, temporary, part-time, and seasonal positions. All questions and issues related to an employment of relatives situation or concern should be addressed to the Bishop.

## **F. Acceptance of Gifts**

In order to maintain professional business relations with suppliers, vendors and others, TECH does not allow employees to accept gifts or honoraria, gratuities, material considerations, or other things of value from anyone doing business, or seeking to do business with TECH. Any gifts received must be reported to the Bishop and returned to the giver with a note explaining TECH's policy. Exceptions: gifts of candy, food items, or flowers of nominal value may be accepted, but must be shared with other employees and may not be taken home.

## **G. Appearance/Grooming Standards**

Staff of TECH meets the general public almost daily in their work, and TECH believes that all staff should dress for the job in a manner that represents TECH in the most positive and professional manner possible. Our objective is to make a favorable impression on all of our visitors by being well-groomed, cheerful and courteous.

In the interest of projecting a professional image to those we serve and others with whom we come in contact, all staff members shall look neat, using good taste and common sense in grooming, dress and hygiene. Office staff employees must wear business or aloha attire that is appropriate for the business atmosphere of our work place. Business attire means clothes that are tailored, classic in style and color and have simple lines, not clothing that is "cute", fancy or faddish. Business attire is fashionable, but generally conservative in color, fabric and design; it is neither casual attire, nor eveningwear. Jewelry and other accessories should coordinate with the style of apparel and be consistent with a businesslike appearance. Extremes in makeup, hairstyles, colors, and jewelry (including piercings) should be avoided. Tattoos should be covered by appropriate clothing. Except for earrings, all body piercings must be hidden from public view during all work hours.

Reasonable accommodation will be made of employee's religious beliefs and disabilities whenever possible, consistent with the business necessity of presenting a professional appearance to our visitors.

## **H. Work Schedule/Attendance**

Effective Sunday, September 14, TECH implemented a flexible work schedule (FWS) for a trial period of 6 months. The FWS consists of workdays with (1) core hours and (2) flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the workday when employees may (within limits or "bands") choose their time of arrival and departure. Within limits, the FWS can enable employees to select and alter their work schedules to better-fit personal needs and help balance work, personal, and family responsibilities.

The core hours for the Office of the Bishop are Tuesday through Friday, 8:30am to 4:30pm HST (32 work hours). No changes to the core work hours may be made without prior approval of your supervisor or the Bishop. The flexible hours (8 hours) may be set at the employee's discretion, Sunday through Saturday, 5:30am to 7:30pm.

One lunch (30-minutes paid) and two 15-minute paid breaks are allotted per workday (a minimum of 8 hours), but are not required to take.

By Sunday, December 14 and Sunday, March 15, the flexible works schedule arrangement will be evaluated for productivity, customer service, and employee morale standards.

As a staff member of the Bishop's Office, you are an integral part of our team. It is important that you are on the job, appropriately attired and ready to work, at the beginning of each shift that you are scheduled to work. If you are unable to work or expect to be late for any reason (including illness or injury), you must notify your supervisor no later than two (2) hours before your scheduled starting time. At that time, you must advise your supervisor of the reason(s) for your absence and your anticipated date of return to work. If your anticipated date of return to work is extended, you must notify your supervisor of the change as soon as possible, but no later than one business day before the anticipated date of return to work. We will assume that you are ready to return to work if you do not notify us of any change to your anticipated date of return to work and may schedule you for work on or after that date. If your absence from work or tardiness is due to illness or injury, you must submit a doctor's certificate verifying your unavailability for work and/or your ability to return to work to your supervisor. If your supervisor is not available, contact the Treasurer or the Bishop. **DO NOT LEAVE MESSAGES WITH FELLOW EMPLOYEES.**

If you fail to show up for work when scheduled and/or fail to notify TECH in accordance with this notification procedure for three (3) consecutive business days, you will be deemed to have resigned.

## I. Open Door Policy

We realize that effective communication is an essential element of job satisfaction. It is the key link between all of us and is vital to the success of our business. You must share the responsibility of communicating your ideas, questions or concerns about your job to your supervisor, or if more appropriate, to other management representatives in the following manner; however, employees seeking to report or communicate concerns regarding sexual or other forms of harassment must follow the procedures described in our Policy Prohibiting Sexual and Other Forms of Unlawful Harassment.

Any suggestions for improvement or problems needing solution should first be discussed with your supervisor for resolution; if the problem cannot be resolved at this level, or your supervisor is part of the problem, you may see the Treasurer for review of the issue.

If a matter cannot be resolved by the Treasurer, every employee may see the Bishop. The decision of the Bishop shall be considered the final Church application of its policies.

There will be no retaliation against you for communicating in a truthful and civil manner. In addition, TECH may ask you questions from time to time about your feelings toward the church and your job. Your cooperation will help identify and solve problems for the benefit of all.

## J. Separation from Employment

**EMPLOYMENT AT TECH IS AT-WILL; THAT IS, EITHER YOU OR THE TECH MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME, FOR ANY REASON WITH OR WITHOUT NOTICE.**

If your employment is terminated by TECH, you will be paid your wages due in full at the time of discharge. If discharge occurs at a time and under conditions that prevent immediate payment, you will be paid not later than the next business day following discharge.

If you decide to resign, please give us two (2) weeks' advance written notice of your intent to resign. This advance notice provides time for TECH to prepare your paycheck and for you to return any TECH property issued to you. Employees who quit or resign without giving at least one pay period notice of intention to quit will be paid wages due in full not later than the next regular payday. You must turn in any Church property and settle any outstanding accounts/balances before leaving employment. Generally, an exit interview with your supervisor and/or the Bishop will be conducted.

## Vacation Pay at Termination

An employee who is resigning or who has been laid off will receive vacation pay for vacation hours awarded but not taken, according to the following schedule:

<u>Termination Date</u>	<u>Paid Vacation Hours</u>
Between 1/1 and 3/31	25 % of awarded vacation hours MINUS hours already taken
4/1 and 6/30	50 % of awarded vacation hours MINUS hours already taken
7/1 and 9/30	75 % of awarded vacation hours MINUS hours already taken
10/1 and 12/31	100 % of awarded vacation hours MINUS hours already taken

For example, an employee separating from employment on May 1 of a year in which he/she was entitled to 80 paid vacation hours, who had already taken 20 hours of vacation, would receive vacation pay, upon termination, for 40 hours (50% of 80), minus 20 hours already taken, for a total of 20 paid hours.

If you are terminated for cause, all unused vacation benefits will be forfeited.

## **II. COMPENSATION**

### **A. Policy on Pay**

It is our policy to pay employees in accordance with their skill, performance, and experience in the labor market. We monitor pay rates in the community and strive to provide competitive pay rates and benefits for our employees. Whether your pay is determined by an hourly rate or salary, it is based mainly on your individual performance in your specific job. All questions regarding your pay should be directed first to your supervisor and then to the Treasurer or the Bishop.

### **B. Timekeeping**

Nonexempt personnel must record daily hours worked. These hours are recorded on a time card or similar record, and you are responsible for its accuracy. You and your supervisor must sign your time card or similar record at the end of each pay period. You must record only **your own time** and may not record time for another employee. Any changes must be made and initialed by your supervisor.

### **C. Overtime**

Time and one-half is paid to nonexempt employees for actual HOURS WORKED over 40 hours in a standard workweek (defined as Sunday through Saturday). Overtime must be authorized by your supervisor prior to being worked. If you work in excess of 40 hours during a week in which a holiday occurs and you did not work on that holiday, you will receive time and one-half only when you have actually worked over 40 hours during that workweek. Hours not worked (e.g. on a holiday, vacation or leave) but for which an employee is paid are omitted in computing overtime. TECH recognizes the use of compensatory time or "comp time" in lieu of overtime pay as follows:

1. The compensatory time is applicable only to employees who are on a salary;
2. The employee must be allowed to take the compensatory time off within the same pay period in which the overtime is worked; and
3. The compensatory time is earned at one and one-half times the number of overtime hours worked.

### **D. Deductions**

TECH will make only those deductions from your compensation that are required by federal or state statute or by court process or authorized in writing by you as provided by law.

### **E. Travel Time**

Travel time: The following provisions apply to non-exempt employees:



Assignments in other cities: If you are assigned to report to work in another city or island for the day, you will be compensated for the time spent from when you arrive at the airport until the time you return to the airport. Time spent driving to or from the airport is not deemed compensable.

Overnight travel: Time spent traveling during what would otherwise be your normal working hours is compensable. Travel that occurs outside of your normally scheduled hours is not compensable unless you perform productive work during that time. If you are away from your home on overnight travel, you will be compensated during your normally scheduled work hours unless you are working outside of those hours. Time spent eating meals and sleeping is not compensable.

All travel and entertainment costs incurred for business purposes and deductible under the Internal Revenue Code will be reimbursed by TECH if approved in advance and submitted to TECH on the appropriate reimbursement form with supporting receipts and/or invoices satisfactory to TECH. TECH may request additional information to substantiate any reimbursement request.

## **F. Performance Appraisal**

TECH strives to conduct regular performance appraisals of our employees. When you receive a performance appraisal, you should take the opportunity to discuss your performance with your supervisor. If asked, you should sign the performance appraisal document to show it was reviewed with you and submit your own comments on the appraisal. Pay reviews may not necessarily be conducted at the same time as performance appraisals.

### **III. EMPLOYEE BENEFITS**

#### **A. Introduction to Employee Benefits**

Your total compensation includes your pay and benefits. Benefits over and above your pay are substantial. In this section of the Handbook, we identify benefits available to eligible employees.

Some of these benefits are provided through employee welfare and/or pension plans. You will be provided summary plan descriptions ("SPD") and access to plan documents for those plans in which you may be eligible. The SPDs provide the necessary information about the benefits available through these plans, and the terms of the respective plan documents prevail in the event of any conflict with this Handbook or the SPDs.

Please remember that the applicable plan fiduciary or TECH has discretionary authority to determine eligibility for any benefit and to interpret the applicable benefit provisions of each plan. Further, participation in any TECH-sponsored benefit arrangement may be subject to eligibility and vesting rules under the applicable plan. The existence of any TECH-sponsored benefit arrangement, its accompanying SPD, and this Handbook shall not constitute contracts of employment between TECH and any employee. TECH retains the right to amend or terminate any plan at any time.

You may be eligible to receive the following benefits according to the following time schedule:

#### Upon hire:

- Unemployment Insurance
- Workers' Compensation
- Temporary Disability Insurance
- Unpaid Leave of Absence As Mandated by Statute
- Medical Insurance (On the 1<sup>st</sup> day of the month following your hire date)
- Dental Insurance (On the 1<sup>st</sup> day of the month following your hire date)
- Life Insurance (On the first day of the month in which you are hired)
- Holiday Pay
- Leaves of Absence
- Paid Vacation
- Sick Pay
- Personal Time Off

To determine your eligibility for any of these benefits, please refer to your summary plan description ("SPD") and the subsequent descriptions of the benefit plan or program in this Handbook or contact your supervisor or the Treasurer. Some benefit programs require contributions from the employee, but most are fully paid by TECH.

## B. Benefits Disclaimer

PURSUANT TO THE EMPLOYEE RETIREMENT INCOME SECURITY ACT OF 1974, TECH RESERVES THE RIGHT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, TO AMEND OR TERMINATE ANY OF THESE BENEFIT PLANS, IN WHOLE OR IN PART, OR TO ESTABLISH OTHER PLANS IN ANY WAY WHICH SEEMS ADVISABLE TO THE BISHOP IN HIS/HER DISCRETION. TECH ALSO RESERVES THE RIGHT TO INCREASE, REDUCE, OR ELIMINATE THE AMOUNT AND APPLICATION OF TECH'S CONTRIBUTIONS TO ANY EMPLOYEE BENEFIT PLAN. TECH SHALL HAVE THE DISCRETIONARY AUTHORITY TO DETERMINE ELIGIBILITY FOR BENEFITS UNDER THE PLANS, TO INTERPRET THE PLANS, TO MAKE FACTUAL DETERMINATIONS UNDER THE PLANS, AND TO DECIDE AND REVIEW CLAIMS UNDER THE PLANS. ANY INTERPRETATION OF THE PROVISIONS OF THE PLANS AND ANY DECISIONS ON ANY BENEFIT MATTERS MADE IN THE DISCRETION OF TECH SHALL BE FINAL AND BINDING ON ALL PARTIES MAKING ANY CLAIMS UNDER THE PLANS.

## C. Vacation

The purpose of a vacation is time away from work to relax. Staff members may not perform work for TECH during their vacation and collect both regular salary and vacation pay. Clergy and non-clergy staff earn paid vacation time in accordance with the following schedule:

<u>Non-Clergy Staff</u>	<u>Vacation with Pay</u>
0 to 5 years	80 hours (10 8-hr. days/ 8 10-hr. days)
5 years – 10 years	120 hours (12 10-hr. days/ 15 8-hr. days)
11 + years	160 hours (16 10-hr. days/ 20 8-hr. days)

### Clergy Staff

Please refer to the Clergy Compensation and Benefits Policy for all information regarding Clergy.

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Regular part-time employees earn one-half of the vacation benefit given to full-time employees.

Vacation must be used by December 31st or it will be lost.

Employees who begin employment on January 1 will have 80 hours of vacation pay. Employees who begin employment on February 1 or later will begin with vacation hours prorated at 6.75 hours per month during the first partial year worked

On the following January 1<sup>st</sup>, you will be eligible for 80 hours of vacation and then you will continue through the allocation schedule above.

Vacation leave requests must be submitted in writing well in advance of the dates requested. You may take your vacation only after it is earned. Vacation time may only be used in at least 4-hr. increments. In other words, the shortest vacation leave you may take is 4 hours.

TECH tenure will normally be used to determine preference when personal requests for specific dates create scheduling problems. The Office Manager will make the final decision on all vacation scheduling. Vacations are normally not approved during the months of October and December without special permission of the Bishop.

Pay is not granted in lieu of vacation, and advance vacation is not permitted. If you are terminated, all unused vacation benefits will be forfeited. Vacation pay at voluntary separation from employment or due to a lay off is covered in the Termination section of this Handbook.

If you are ill or injured while on vacation, you are not entitled to additional paid days off unless you are hospitalized.

Supervisors have the responsibility of scheduling vacations of staff members reporting to them, taking into account the employee's preference for vacation time, the work load of the department and the staff member's length of employment with TECH compared to other staff members in the department.

## **D. Holidays**

Staff members who are full-time regular employees are entitled to up to 12 paid holidays each year, with 10 recognized holidays and up to 2 floating holidays. The 10 recognized holidays are as follows:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Good Friday
- Memorial Day
- Kamehameha Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday, Sunday, or Monday, TECH observes the holiday as published in the office's annual holiday schedule at the start of each year.

Floating holidays cover full-day absences. The 2 floating holidays may be taken at any time and for any reason, but the Office Manager must be informed at least one month in advance of the holiday to be taken. Floating holidays may not be carried over into the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

Any employee hired before the end of the first half of the calendar year receives two floating holidays; an employee hired during the second half of the calendar year receives one floating holiday.

## **E. Sick Leave**

We recognize that non-work-related illness or injury may occur which prevents you from working. You may be required to provide medical certification of your inability to work or be examined by a physician selected and paid for by TECH to determine your ability to perform your essential job functions before returning to work and to receive sick leave pay.

Each regular full-time staff member is eligible to receive up to 80 hours (10 8-hr. days/ 8 10-hr. days) of paid sick leave per year; these hours are prorated during the first partial year worked. Part time employees are not eligible for paid sick leave. Verification of illness through a doctor's certification may be required. Unused sick leave may not be carried over from one year to the next, and if you leave employment, any accrued but unused sick leave is forfeited. No payment will be made for unused sick leave upon retirement or other termination of employment. Sick leave is to be used only for your disability and not the disability of any other person.

## **F. Leaves of Absence**

### **1. Leaves With Pay**

**a. Bereavement Leave.** TECH provides up to 40 hours (5 8-hr. days/ 4 10-hr. days) paid bereavement leave to any staff member upon the death of an immediate family member, which is defined as a spouse, reciprocal beneficiary, child, parent, sibling or grandparent. Additional time beyond the five days may be given if necessary at the discretion of the Bishop.

**b. Court/Jury Duty.** We will reimburse regular full-time employees the difference between income from jury duty or duty as a summoned witness and regular pay for those hours involved, for a maximum 80 hours (10 8-hr. days/ 8 10-hr. days) per year. Notify your supervisor immediately if you are summoned to appear as a witness or to jury duty. You will be required to secure a statement from the clerk of the court of fees and mileage allowance paid in order to receive court duty pay. If you are released from court duty on any particular day during your normal working hours, you must notify your supervisor of your availability and you may be required to report to work.

**c. Military Leave.** An employee who is a member of or applies to be a member of a uniformed service, and performs or has an obligation to perform service in a uniformed service (Armed Forces; the National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the Commissioned Corps of the Public Health Service; and any other category of persons designated by the President in time of war or emergency) will be allowed military leave and will be given vacation and other earned pay, exclusive of sick leave, due the employee at the time of taking leave from TECH. Seniority will continue to accrue for

employees on military leave. Employees are responsible for providing TECH with reasonable advance notice of the need for leave due to military service, unless notice is precluded by military necessity or is impossible or unreasonable under the circumstances.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to his/her job or to a job comparable to the one s/he left, provided the employee is qualified after reasonable efforts by TECH to qualify the employee, and TECH's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. Employees taking military leave are responsible for providing TECH with reasonable advance notice of military duty unless notice cannot be provided due to military necessity or is unreasonable or impossible under the circumstances.

Full-time exempt employees who are in the National Guard or Reserves and required by law to fulfill annual military duty will be reimbursed for the difference between their military pay and regular pay for a maximum of 80 hours (10 8-hr. days/ 8 10-hr. days) per calendar year if their military pay is less, provided they supply their supervisor with their authorized military rank, pay rate, and orders. All benefits and job status will resume as if continued if the employee reports back to work on the next regularly scheduled work period after his/her release from active duty. Part-time employees, full-time employees whose temporary duty exceeds 80 hours (10 8-hr. days/ 8 10-hr. days), and employees who voluntarily extend their military commitment beyond the statutory requirement will be considered on an unpaid leave of absence.

**d. Voting.** We encourage all eligible employees to register and vote in Primary, General, or Special Elections. If you do not have two (2) hours to vote before or after working hours, you may be given up to two (2) hours off with pay for voting time. See your supervisor at least one (1) week in advance if you require this voting time.

## **2. Leaves Without Pay**

**a. Maternity Leave.** Female employees disabled due to pregnancy, childbirth, or related medical conditions, will be granted an unpaid leave of absence for a reasonable period of time as determined by their job duties and physician. We will provide female employees disabled due to pregnancy, childbirth or related medical conditions all reasonable accommodations as required by law. Prior to onset of this unpaid leave, the employee must submit a physician's certificate estimating the length of the leave and the estimated commencement and termination dates of the leave. Prior to returning from leave, employees who do not claim to be a "qualified individual with a disability" under the federal Americans with Disabilities Act or Haw. Rev. Stat. Chapter 378 will be asked to submit a physician's certificate approving their return to work. Upon timely return to work, the employee will be reinstated to her original job, or to a position of comparable status and pay, without loss of seniority and privileges. During such leave, the employee may qualify for temporary disability benefits or sick leave benefits to the same extent as any other employee.

During the first month of any disability due to pregnancy, and for up to three (3) months if you remain disabled, TECH will pay your individual health insurance premiums. All other premiums (Group Life, AD&D, LTD) will be your responsibility. After the three (3) months expires, you may

have the right to pay for continuation of medical dental, drug and/or vision coverage if you would otherwise lose such coverage. Please see the plan documents or the Treasurer for specific information concerning such continuation coverage.

**b. Paternity Leave.** Fathers of newborn babies will be granted an unpaid leave of absence for a reasonable period of time up to four (4) weeks as determined by their job duties and the Bishop. Upon timely return to work, the employee will be reinstated to his original job, or to a position of comparable status and pay, without loss of seniority and privileges. During such leave, the employee may use vacation leave benefits.

**c. General Leave.** A leave of absence without pay is available for compelling, urgent or unusual circumstances, including but not limited to Victims Leave as defined by applicable law and may be sought as reasonable accommodation for a disability. You must state a reason for your leave, its beginning and ending date, and your date of return to work. After review with your supervisor or the Bishop, the Bishop will make the decision whether or not to approve the requested leave of absence. You are not permitted to accept employment with another employer during a leave of absence without forfeiting all reemployment rights. Benefits will continue only for the month in which leave begins. You will be required to pay the full share of your benefits to cover the leave period before your leave begins. It is your responsibility to make these arrangements to keep your benefits (such as Life and Medical Insurance) from lapsing. Leaves of absence may not be more than three (3) months in duration. Approved leaves of thirty (30) calendar days or less will not affect your anniversary date.

You must notify your supervisor of your scheduled return-to-work date at least one week before that date. If you do not return to work on the agreed date, you will be considered to have voluntarily terminated your employment with TECH.

Due to necessity, such as auto registration, traffic court, etc., where such agency is open only during our working hours, an absence without pay may be granted. Employees must give their supervisor at least three (3) working days' notice of anticipated time off.

## **G. Temporary Disability and Workers' Compensation**

### **1. Temporary Disability**

We pay the total premium to provide partial protection from loss of earnings if you become disabled due to a non-work related accidental illness or injury, including pregnancy. If you are eligible, Temporary Disability Insurance ("TDI") will pay benefits at the rate of fifty-eight percent (58%) of average weekly earnings up to a maximum beginning with the eighth (8<sup>th</sup>) calendar day of disability. Benefits are paid for a maximum of twenty-six (26) weeks in any benefit year. It is the employee's responsibility to apply for TDI benefits and to notify TECH of the needed time off.

## **2. Workers' Compensation**

We secure Workers' Compensation Insurance which provides benefits if you sustain a work-related injury or illness. Partial wage loss payments will commence on the fourth calendar day after disability from the injury or illness. IT IS TECH POLICY AND YOUR RESPONSIBILITY TO REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY TO YOUR SUPERVISOR.

## **H. HIPAA Authorization Policy**

TECH may need to interact with health care providers and other health care entities for purposes related to your employment, including, but not limited to, administering sick leave or other benefit requests, fitness-for-duty evaluations, and reasonable accommodation assessments as required under the Americans with Disabilities Act and state law.

To the extent allowed by law, you may be required to sign an authorization form allowing health care providers and entities to disclose health information to TECH, and allowing TECH to use such information for such employment purposes. Refusal or failure to sign these authorization forms may prevent TECH from making assessments regarding your ability to perform your job, may prevent TECH from making assessments regarding requests for sick leave, sick pay, or other benefit requests, or prevent TECH from making determinations regarding needed accommodations.

Refusal or failure to sign these authorization forms may result in you being held out of service, being denied sick leave benefits, or result in delays in the receipt of benefits, or discipline.

## **I. Medical, Dental, Drug, Vision and Life Insurance**

### **1. Medical Insurance**

We provide all eligible regular full time employees with single or family group medical coverage. We also will extend coverage to reciprocal beneficiaries as defined by Hawai'i law, upon request. Part time employees who work 20 or more hours for four (4) consecutive weeks are provided with single medical coverage. Employee medical coverage begins on the first day of the month following the month in which you are hired at TECH. You have the option to decline medical services. Brochures explaining our medical plans and the types of coverage available will be given to you by either the Treasurer or your supervisor. We pay your medical insurance premiums for the month in which you are unable to work and for the following three (3) months. Thereafter, if you remain unable to work, payments for all insurance premiums are your responsibility.

### **2. Dental, Drug, and Vision Insurance**

Dental, drug, and vision coverage are available to all eligible regular full and eligible part-time employees on the 1<sup>st</sup> day of the month following your hire date. We pay for the cost of single coverage. Information about the dental, drug, and vision coverage and cost for additional coverage are available from your immediate supervisor or the Treasurer.



### **3. Life Insurance**

All full-time employees are covered by a TECH-paid life insurance policy, which becomes effective on the first day of the month in which you are hired. Additional benefits provided under our life insurance coverage are total disability extended insurance, accidental death and dismemberment benefits, as well as conversion privileges to an individual policy upon termination. The Treasurer will provide you with full details upon request.

### **J. Employee Assistance Program**

TECH provides confidential counseling and referral services for employees and their family members with personal problems. For example, if you have a marital problem, are having difficulties with your finances, or are suffering from substance abuse, you may contact our Employee Assistance Program (“EAP”) directly at for confidential assistance. We pay for the cost of a certain number of counseling sessions per employee conducted by the EAP. We encourage you to use this valuable benefit in order to ensure workplace safety and work productivity. Please contact your supervisor or the Treasurer for the contact information of our EAP provider. If the EAP requires in-patient rehabilitation and/or care, we may require the employee then to use his/her sick leave and accrued vacation benefits prior to taking an unpaid leave of absence for up to three months. During the leave of absence, TECH tenure will accrue for the employee. When the employee is ready to return to work, s/he must notify the Office of the Bishop of his/her expected return to work no less than one week before his/her expected return to work. We will place this employee in the same or comparable position if s/he returns to work on his/her expected return-to-work date.

### **K. Retirement**

TECH makes annual contributions to fund benefits in The Episcopal Church Lay Employees Simplified Employee’s Pension Plan for lay employees and quarterly contributions to The Clergy Pension Fund for ordained employees of the Episcopal Church. For more information, see SPD.

### **L. The Continuing Education Program**

Refining your professional skills is important both to you and TECH. We offer an off-hour educational assistance program for full-time regular employees who wish to pursue their education. Courses selected must be related to your job or which relate to the theory and practice of Ministry, Professional Skills and Development and Personal Growth. Our educational assistance program does not extend to any course or education involving sports, games, or hobbies. Prior to taking any course, requests for book expenses and tuition reimbursement must be made in writing to your supervisor who will then pass the request on to the Bishop for approval. Reimbursement of books and tuition will be made upon successful completion of the course with a passing grade of C or better. No reimbursement will be made without verified tuition and grade reports. Assistance for continuing education seminars is intended to support attendance at non-degree, career development seminars or workshops for the purpose of job

enrichment/enhancement. TECH will also provide opportunities to learn and increase work-related skills through the presentation of on-site, skill-based training programs. Periodically, regular full-time employees may be asked to attend professional seminars, continuing education courses, and other employment enrichment programs.

## **M. Optional Benefits**

The staff member may choose optional benefits with the costs deducted from the staff member's paycheck. See SPD for more information.

- Long-Term Care – coverage for the employee and eligible dependents is available at staff member's cost. See the Church Pension Fund website for details at [www.CPG.org](http://www.CPG.org).
- Flexible Spending Plan (Medical and Child Care) is available at staff member's cost. See booklet for details.
- Tax Sheltered Annuity – available at staff member's cost. See the Church Pension Fund website for details for details at [www.CPG.org](http://www.CPG.org).

## **IV. TECH REGULATIONS**

### **A. Rules of Conduct**

To provide the best possible work environment and ensure the smooth operations of the church, TECH expects employees to follow rules of conduct that will protect the interests and safety of all employees and the church. Many of these rules are common sense, ethical guidelines for dealing with other people in a respectful and fair manner in the workplace. It is important for all employees to be familiar with and accept these rules of conduct.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Additional rules may be added from time to time, and existing rules may be amended. Our rules prohibit any attempted as well as actual violation. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property
2. Falsification of any records or dishonesty in any form
3. Working with any measurable trace of unauthorized alcohol or illegal drugs in your body
4. Possession, distribution, sale, transfer, or use of unauthorized alcohol, illegal drugs or drug paraphernalia in the workplace, while on duty, or while operating employer-owned or controlled vehicles or equipment
5. Fighting, threatening violence or disruptive behavior in the workplace
6. Negligence or improper conduct leading to damage of property
7. Insubordination or other disrespectful conduct
8. Violation of safety or health rules
9. Smoking in prohibited areas
10. Violation of policy prohibiting sexual and other forms of harassment
11. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
12. Excessive unauthorized absenteeism or tardiness or any absence without notice
13. Unauthorized absence from work area during the workday
14. Failure to abide by standards of common decency and personal conduct, on or off the job.
15. Unauthorized use of telephones, mail system, computer, or other employer-owned or controlled equipment
16. Unauthorized disclosure of financial, sales or confidential or personal information regarding church business or affairs
17. Violation of personnel and TECH policies and procedures

## **B. Disciplinary/Corrective Action**

An employee who engages in conduct considered by TECH to be improper and/or not in the best interests of TECH is subject to discipline up to and including termination with or without prior notice, warnings or suspension. The following are examples of corrective discipline:

- A Verbal Reprimand by the supervisor (with a written notation of that warning placed in the employee's file); or
- A Written Reprimand/Counseling (with copy placed in employee's file); or
- Suspension or Discharge (with a copy of the violation that resulted in the discharge including reference to any previous verbal or written warnings given).

**While progressive or gradual discipline may be used, any form of discipline including immediate discharge, is always possible at the election of TECH.**

## **C. Policy Prohibiting Sexual and Other Forms of Harassment**

TECH is firmly committed to provide all employees with a work environment that is free of discrimination and harassment prohibited by federal and state law. Discrimination or harassment of any employee, customer, vendor or supplier on the basis of sex or gender, race, color, ancestry, national origin, religion, age, marital status, disability, military/veteran status, arrest and court record, sexual orientation, or other protected category under state or federal law is prohibited. Furthermore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by any employee to any other employee, customer, vendor or supplier are serious violations of our policy and will not be tolerated.

Prohibited harassment includes, but is not limited to, the following conduct that is taken against an individual because of sex or gender, race, color, ancestry, national origin, religion, age, marital status, disability, military/veteran status, arrest and court record, sexual orientation or lactation:

- Verbal harassment, such as unwelcome jokes, name-calling, derogatory comments and slurs/insults/taunts based on any protected category, and sexual advances, invitations, suggestions or comments;
- Visual harassment, such as unwelcome or derogatory posters, pictures, calendars, catalogs, gifts, cartoons, drawings and gestures;
- Physical harassment, such as unwelcome patting, pinching, and touching, blocking normal movements, bullying tactics, horseplay and other interference with work;
- Threats or demands to submit to sexual requests to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- Verbal or physical reprisals or threats for not welcoming or participating in harassing behavior.

TECH also prohibits retaliation against an individual who reports or threatens to report harassment or discrimination or who cooperates with an investigation of a complaint. Retaliation

can consist of threats, reprimands, negative evaluations, hazing, bullying tactics and other types of adverse treatment by a manager or co-worker. Any employee who engages in retaliation prohibited by this policy shall be subject to appropriate disciplinary action, up to and including termination.

Any individual who feels that s/he has been subjected to prohibited harassment should immediately report the matter to their supervisor, the Treasurer or the Bishop. Every effort will be made to promptly investigate all allegations of prohibited harassment in as confidential a manner as possible and to take the appropriate corrective action. If TECH determines that prohibited harassment has occurred, it will take corrective action reasonably calculated to end the prohibited harassment, including appropriate disciplinary action up to and including immediate termination for the first offense for employees.

TECH encourages all individuals to promptly report any incidents of prohibited harassment so that complaints and problems can be quickly and effectively resolved.

This policy does not create any contractual promise but instead is a description of the standards of behavior expected of all employees.

#### **D. Security Procedures**

Since our office is located in downtown Honolulu, we must implement security procedures to ensure a safe and secure place for our employees and visitors. Our premises at the Cathedral of St. Andrew are secure, and only authorized and invited individuals are permitted onto our premises. Please be aware of the individuals you permit onto our premises, whether by the enterphone system or if someone follows you through our gate. Staff members are encouraged to protect their personal possessions by placing them within their desks or in nearby filing cabinets; TECH is not responsible for any personal property brought onto our premises.

Also, to protect you, your fellow employees, and our visitors from injury or the loss of property, TECH reserves the right to examine any and all persons or objects while on TECH premises including TECH vehicles. As a condition of working for TECH, all employees must agree to consent and submit to any search or inspection of his/her person or personal property located on TECH premises, work sites, or facilities, including, but not limited to, TECH parking lots, lockers and desks. Refusal or delay in consenting to such searches is grounds for discharge. All employees are expected to cooperate fully concerning any TECH inspection or investigation, and failure to cooperate may result in disciplinary action, up to and including discharge. It must be emphasized, however, that no stigma should be attached to routine spot inspections of personal effects or TECH-supplied containers or equipment. Any employee may be subject to a requested inspection, and being selected does not suggest suspicion of a violation of any TECH rule.

## **E. Smoking**

TECH maintains a smoke- and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted. Smoking is prohibited in all enclosed and partially enclosed areas of TECH premises and within 20 feet of the entrance/exit to these areas. "Enclosed areas" include all offices, corridors, hallways, restrooms, stairways, meeting rooms, waiting areas, and other indoor areas. "Partially enclosed" areas include all outdoor areas which are contained on two or more sides by walls, and which have a roof, ceiling, or overhang, such that the open space of the open area is equal to less than fifty percent (50%) of the combined areas of the walls and ceiling, roof, or overhang which enclose the area. As a rule of thumb, smoking is prohibited in any partially enclosed outdoor area bounded by two walls and a roof or ceiling. TECH does not allow smoking in any TECH vehicle.

## **F. Health and Safety**

TECH is committed to providing all employees with a safe work environment. The effort to ensure safe working conditions requires all employees to work safely. Injury to any employee means a loss to both that employee and TECH. All employees have a duty to take reasonable care to ensure that they do not endanger themselves or anyone else by their acts or omissions. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. All employees are expected to comply with the following minimum health and safety requirements. Please remember that these general requirements are not intended as a complete list of safety and health obligations, but should be used as a guide to the prevention of the more common hazards. If you have any questions regarding these or any other safety and health issues, please contact your supervisor or the Treasurer or the Bishop.

- Be careful, and work safely! Each employee is to place safety and health requirements as first importance in the performance of their work duties. The protection of fellow employees and the public is a shared responsibility of every employee.
- Immediately report all unsafe conditions to your supervisor. If a situation looks unsafe, ask your supervisor to examine the situation.
- Report every injury or illness, however slight, immediately to your supervisor. Your supervisor will obtain first aid or the appropriate medical assistance, and will ensure the individual receives the appropriate medical benefits.
- Obey safety instructions, rules, policy and procedures. When required, wear appropriate protective clothing and use appropriate provided and installed safety devices and safety equipment at all times.
- Horseplay and practical jokes on the job are prohibited.
- Practice good housekeeping. For example, avoid accidents by (1) keeping all walking areas clear and dry, (2) not overloading electrical sockets, and (3) by always turning off electrical equipment before leaving for the day.

- Familiarize yourself with the first-aid and CPR trained employees in case you need to call them in an emergency, and with the location of the first-aid kits. If a medical emergency arises, keep calm and do not attempt to move the injured person unless absolutely necessary. Notify your supervisor and the qualified first-aid and/or CPR trained employees. If necessary, call 911 for an ambulance and then render first aid if you are qualified to do so.
- Do not attempt to remove foreign bodies from the eye of an employee or customer. The employee or customer should be referred to a supervisor, first-aid trained employee, or directly to a doctor.
- Never stack material so that it blocks exit doors, exit ways or fire-fighting equipment. Know where fire-fighting equipment is located and how to use it. Practice fire prevention by keeping your work area clean, obeying all "No Smoking" signs and not storing flammables in work areas.
- In case of fire, warn your fellow employees and customers first and direct them to the exits. Call or direct someone to immediately call 911 for the Fire Department. If you feel the fire can be controlled by your efforts, you can then return to fight the fire. Do not risk injury.
- When lifting heavy objects, lift with your legs or better yet, ask for help.
- Properly dispose of all hazardous material in an acceptable and lawful manner. Your supervisor can advise you of the required disposal method and practice.
- Working while impaired by alcohol or illegal drugs is specifically prohibited. Use of prescription drugs, which may affect your alertness or work abilities, must be reported to your supervisor.

The guidelines in this provision are designed for your protection and benefit. If you are confronted with a situation not covered by this policy, consult your supervisor before proceeding.

## **G. Productive Work Environment/Workplace Violence**

TECH is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of TECH without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex or gender, race, age, religion, color, national origin, ancestry, marital status, disability, sexual orientation or any characteristic protected by federal, state, or local law.

All individuals who apply for or obtain a protective or restraining order which lists TECH locations as being protected areas, must provide to the Treasurer or to the Bishop a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, their family members, as well as threats by visitors, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. Contact the police immediately.

TECH will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent possible. In order to maintain workplace safety and the integrity of its investigation, TECH may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including immediate termination of employment.

We encourage employees to bring their disputes or differences with other employees to the attention of their supervisors or the Bishop before the situation escalates into violence. TECH is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

## **H. Animals**

TECH will consider allowing an employee with a disability to use a service animal at work unless doing so would result in an undue hardship. With the exception of service animals, no pets or animals may be brought onto TECH premises. Under the ADA, TECH has the right to request reasonable documentation that an accommodation is needed.

## **I. Confidentiality**

In our work, staff members may be privy to confidential personal information about the church, clergy, parishioners and visitors. It is TECH's policy to protect any such confidential and personal information. What is discussed in the Office of the Bishop should not be disclosed to anyone outside of our office. The disclosure of confidential and personal information constitutes a violation of TECH policy and may result in disciplinary action up to and including discharge for current employees and/or legal action for both current and former employees.



## **J. Computer, E-mail and Phone Use**

Our TECH mail, e-mail, "voicemail", pagers, computer, internet access, intranet, and telephone systems (including cellular phones and messaging) are for business transactions and communications only. If you need to make personal phone calls, you may place and receive such calls during your break or lunch periods. Of course, emergency phone calls may be placed or received at any time. Also, computer systems and electronic mail ("e-mail") received by TECH computer systems are TECH property. TECH prohibits the receipt, transmission or dissemination of inappropriate images, pictures, or information on TECH property or equipment. **Because TECH's telephone system, e-mail (including e-mail retrieved from personal accounts) and computer systems are TECH property, TECH reserves the right to access its e-mail, computer and telephone and cellular phone systems (including voicemail) at any time at its sole discretion to verify their proper usage. Employees are not permitted to use encryption software passcodes or passwords without prior written authorization and shall cooperate with TECH's monitoring of its phone, computer, mail or other means of communication.**

## **K. Conflict of Interest**

In order to safeguard TECH's activities and avoid the appearance of impropriety, employees should not have involvement in outside businesses which conflict or appear to conflict with their ability to act and make independent decisions in TECH's best interest. Employees are considered to have an interest in an outside business if the employee or any member of his/her immediate family has any ownership in the business or its property; furnishes goods or services to the business; is a creditor, employee, agent, officer or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides service to TECH.

This policy only establishes the framework within which TECH wishes our organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Treasurer or the Bishop for more information or questions about conflicts of interest before engaging in questionable conduct.

## **L. Disclaimer**

**THIS HANDBOOK IS MERELY A GENERAL OVERVIEW OF SOME OF TECH'S POLICIES. THE POLICIES DESCRIBED HEREIN ARE GUIDELINES REFLECTING CURRENT POLICIES AND ARE NOT INTENDED TO AND DO NOT CREATE A CONTRACT BETWEEN YOU AND TECH. TECH RESERVES THE RIGHT TO CHANGE, ADD, OR DISCONTINUE ANY POLICY OR BENEFIT (INCLUDING BENEFITS FOR WHICH AN EMPLOYEE IS ELIGIBLE BUT NOT YET ENTITLED TO BE PAID) AT ANY TIME, WITH OR WITHOUT NOTICE. THIS HANDBOOK SUPERSEDES, REPLACES AND CANCELS ALL PRIOR HANDBOOKS.**



**ACKNOWLEDGMENT FORM**

I have received a copy of The Episcopal Church in Hawai'i's ("TECH") Employee Handbook, September, 2014 Edition.

I understand that the Handbook is a general overview of some of TECH's personnel policies and guidelines and that these policies and guidelines, as well as any other policies and guidelines which may be adopted by TECH, are subject to modification, discontinuation or change without notice by the Bishop of the Episcopal Diocese of Hawai'i who also serves as the President and CEO of TECH.

I will read the guidelines and procedures contained in this Handbook. If I do not understand anything in the Handbook, I will tell my supervisor and discuss it with my supervisor or other appropriate TECH representative. I understand that violation of these policies and guidelines constitute reason for disciplinary actions up to and including discharge.

I understand that this edition of the Employee Handbook replaces and supersedes all previous editions.

I understand that because business judgments and needs may change over time, the policies and guidelines described in this Handbook are not conditions of employment and this Handbook is not intended to create a contract between myself and TECH. **I understand that my employment is for no fixed term and may be terminated, with or without cause or notice, at any time at the option of myself or the Bishop.**

In addition, I understand that no TECH representative, other than the Bishop, has the authority to enter into any written or oral employment contract or agreement for employment for any specified period of time or to limit termination to certain specified reasons or only after the exhaustion of certain procedures. I understand that such an agreement must be in writing and signed by both me and the Bishop. I agree that no such representation has been made to me.

**I understand that TECH will evaluate my work performance and continued employment based upon the policies and guidelines contained in this Handbook.**

I also understand that in case of termination, I will settle all open employee charge accounts in full and return all tools, TECH property, including keys, prior to my last day of work. I understand and agree that any outstanding balance may be withheld from my final paycheck to the extent permitted by law.

**THIS HANDBOOK SUPERSEDES, REPLACES AND CANCELS ALL PRIOR HANDBOOKS.**

NAME: \_\_\_\_\_  
(Print Employee's Name)

SIGNED: \_\_\_\_\_  
(Employee's Signature)

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