



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

## **Employee Handbook**

**JANUARY 2022**

*The Episcopal Church in Hawai'i 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

August 2021

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 resource.

This Handbook has been developed to briefly acquaint you with the policies and benefit plans at TECH. Detailed information about our health and retirement plans may be found in separate summary plan descriptions available from the Operations Manager.

This handbook does not constitute an agreement or an employment contract and is not intended to alter your employment at-will status. As an at-will employee, you or TECH may end the employment relationship at any time, with or without prior notice, and for any reason that is not unlawful.

In order to keep our policies and guidelines current, we reserve the right to add to, alter, and/or eliminate policies, guidelines, benefits, and/or procedures at any time without notice, unless otherwise restricted by applicable law. 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 the Operations Manager.

If you have any suggestions or comments about any TECH guidelines or procedures, please share them with the Operations Manager. Many of the policies and guidelines in this Handbook were first suggested by employees like you. Working together and communicating freely 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, founding The Cathedral of St. Andrew, encouraging his people to adopt the faith, extending Anglicanism to all the Hawaiian Islands, and 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 is comprised of almost 40 Churches (worship sites), 10 schools (3 stand-alone/non-parochial), a Camp, a Prison Ministry, and a Regional Houseless Ministry on 5 islands, with over 6,000 members and 3,500 students.

The legal name of the Episcopal Diocese of Hawai‘i is The Episcopal Church in Hawai‘i. It is 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.

# EMPLOYMENT POLICIES

## *About This Handbook*

The policies and guidelines contained in this Employee Handbook apply to all employees of The Episcopal Church in Hawai'i ("TECH"), the secular counterpart of The Episcopal Diocese of Hawai'i. Although we are a church, 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. 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 Diocesan Council and the Bishop. If you have any questions about this Handbook, please contact the Operations Manager or the Bishop.

## *Equal Employment Opportunity Policy*

We employ 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, creed, sex, or gender (including pregnancy), gender identity or gender expression (including transgender status), age, national origin, ancestry, marital status, arrest, and court record except as provided by Haw. Rev. Stat. §378-2.5, physical or mental disability, religion, sexual orientation, military/veteran status, domestic or sexual violence victim status, credit history, citizenship status, genetic information, reproductive health decision, or other characteristics protected under applicable state and federal laws, regulations, and/or executive orders.

It is also against TECH's policy for anyone to retaliate against another individual because they opposed a discriminatory practice or has filed a complaint, testified, or assisted in any proceeding regarding a discriminatory practice prohibited by this policy.

We will endeavor to provide reasonable accommodation to qualified individuals with physical or mental disabilities, for an individual's religious beliefs or practices, for individuals disabled due to pregnancy, childbirth, or related conditions, and for victims of domestic violence. Please contact the Operations Manager if you require, or have any questions regarding, reasonable accommodation for a disability.

Any incident of discrimination should be immediately reported, verbally or in writing, to the Operations Manager or the Bishop. Every effort will be made to promptly investigate all allegations of discrimination 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.

Our parishioners and employees come from every part of the world not only Hawai'i. We may speak different dialects and languages 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.

### ***Harassment-Free Workplace Policy***

TECH is firmly committed to provide all employees with a work environment that is free of harassment, including but not limited to, harassment on the basis of sex or gender (including pregnancy), gender identity or gender expression (including transgender status), race, color, creed, ancestry, national origin, citizenship status, religion, age, marital status, physical or mental disability, military/veteran status, arrest and court record, sexual orientation, credit history, domestic or sexual violence victim status, genetic information, reproductive health decision, or other protected characteristics under state or federal law. Furthermore, unwelcome sexual advances, requests for sexual favors, and/or 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.

In addition, harassment in violation of this policy can occur outside of working hours and outside of the workplace. Your communications and interaction with co-workers, regardless of the time or place, must conform to our policy prohibiting harassment.

Harassment can occur between fellow employees, between supervisors and subordinates, as well as between employees and third parties, such as vendors, suppliers, and customers. The victim of harassment does not have to be the person the harassing conduct is directed toward – witnessing harassment directed towards others may itself create a hostile and offensive work environment.

Employees who violate our policy prohibiting harassment may be subject to discipline, up to and including immediate termination.

### **Sexual Harassment**

The Company strictly prohibits sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or visual forms of harassment of a sexual nature constitute sexual harassment when:

- submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of that conduct by an individual is used as the basis for employment decisions affecting that individual; or
- that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited conduct include, but is not limited to:

- Verbal harassment, such as unwelcome jokes, name-calling, derogatory comments, slurs/insults/taunts, 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, sexual advances, 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.
- Abuse of Power: conditioning an employee's receipt of a benefit or favorable working condition or foregoing an adverse employment action (such as discipline, a pay cut, demotion, etc.) based upon an employee's submission to sexual conduct or in exchange for sexual favors. Coercing an employee into submitting to sexual conduct by providing preferential treatment.

TECH also prohibits retaliation against an individual who reports or threatens to report harassment 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.

### Complaint Procedure

Any individual who believes someone has violated this policy should immediately report the matter to their supervisor, the Operations Manager, 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. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy.

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. Anyone, regardless of position or title, whom TECH determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment, or retaliation, as well as supervisors who fail to report violations of this policy, or knowingly allow prohibited conduct to continue.

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

Any questions regarding this policy should be referred to the Operations Manager or the Bishop.



## ***Employment Status and Classification***

### **Orientation Period**

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 orientation period for any reason. Upon successful completion of this orientation period, you may be given regular status depending on your skills and availability and our needs.

Whether or not your employment continues after the orientation period, YOUR EMPLOYMENT WITH TECH IS AT-WILL; THAT IS, YOU REMAIN EMPLOYED “AT-WILL” BOTH BEFORE AND AFTER COMPLETION OF YOUR ORIENTATION PERIOD, AND DURING THE COURSE OF EMPLOYMENT, BOTH YOU AND TECH MAY TERMINATE THE EMPLOYMENT RELATIONSHIP WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE.

### ***Employment Classifications***

#### **Regular Full-Time Employees**

Regular Full-Time Employees are generally scheduled to work 32 or more hours of work per week. Work opportunities may vary from time to time and there is no work guarantee.

#### **Regular Part-Time Employees**

Regular Part-Time Employees are generally scheduled to work fewer than 32 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.

#### **Temporary Employees**

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

#### **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 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 overtime pay of 1½ times their regular rate of pay for work performed in excess of 40 hours in a workweek.

Exempt employees include all 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. Exempt employees are paid on a salary basis and receive a predetermined amount each pay period which is intended to cover all hours worked including any hours worked in excess of 40 in a workweek or overtime as otherwise mandated by applicable state law.

## Safe Harbor Policy For Exempt Employees

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for TECH. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work.

- Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. For example, absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons: Full day absences for personal reasons that are not covered by paid time off (PTO) policy;
- Full day absences because of sickness or disability (including work-related accidents) if the deduction is made in accordance with PTO policy;
- To offset amounts received by the employee as jury fees, witness fees, or military pay;
- For full day disciplinary suspensions for infractions of workplace conduct rules;
- Full or partial days not worked during their initial or final pay period of employment.; and
- for pre-planned furlough days (full day absences) resulting in a fixed reduction in salary effective during a period when a company operates a shortened workweek due to economic conditions.

Exempt salaried employees' salaries are also subject to reduction for their portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 403(b) or pension plan.

In any workweek in which exempt salaried employees perform any work, their salary is not subject to reduction for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability;
- Absence due to TECH's decision to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
- Any other deductions prohibited by state or federal law.

However, subject to state law, it is not an improper deduction to reduce exempt salaried employees' accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability.

Any employee who believes that an improper deduction has been made from their salary should make a complaint to their supervisor, the Operations Manager, 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.

### ***Medical Examinations***

Your safety and health are important to TECH. In situations where there is a reasonable basis for believing that a physical or mental condition may impair your ability to perform essential job functions, or where you may pose a risk of injury to yourself or others, TECH may require you to undergo a job-related medical examination. TECH will pay the entire cost of such examinations and will designate the examining physician. To comply with the federal Genetic Information Non-Discrimination Act (“GINA”), we are asking that you or your health care provider not provide any “genetic information,” including but not limited to any family medical history information, when responding to any request for a doctor’s note or work release. “Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Medical information received by TECH will be kept confidential and maintained in files separate from your personnel file. Any information regarding your medical condition should be submitted directly to the Operations Manager and not retained by your supervisor or other employees. It is our policy to restrict access to any medical information to specified persons with a “need to know.”

### ***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, fitness-for-duty evaluations and reasonable accommodation assessments as required under the Americans with Disabilities Act (ADA) 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 or from making determinations regarding needed accommodations and ultimately result in you being held out of service or result in delays in the receipt of benefits.

### ***Employment Records***

TECH maintains a personnel file for each current employee. It is the responsibility of each employee to keep their contact information up to date by informing the Operations Manager of any changes in writing as soon as possible, including but not limited to:

- Name
- Address
- Telephone numbers (residence / mobile)
- Number of exemptions claimed on federal and state withholding taxes

- Marital or civil union status
- Names, dates of birth, and TINs for any dependents eligible for health benefits
- Beneficiary designations
- Emergency contact information

In addition, an employee should notify the Operations Manager if their work authorization changes or expires. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an “out of date” emergency contact or an inability to reach an employee in a crisis may be extremely problematic. An employee will be terminated if: (1) the employee fails to provide documentation of identity and authorization to work; (2) the employee falsifies verification documents or the form I-9; or (3) the employee’s authorization to work is revoked or expires.

Information in your personnel file is confidential other than to persons with a need to review the employment information contained therein. If you wish to review the information contained in your file, you should contact the Operations Manager to schedule a time to see these materials. Copies will not be permitted since we consider these records to be company property.

### ***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 dissension problems.

In keeping with this policy, TECH reserves the right to refuse to employ relatives and/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. For purposes of this policy relatives include those related by marriage, blood, or hanai relationships (adoption) such as spouses, children, parents, in-laws, grandparents, aunts, uncles, cousins, siblings, 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 their relative.

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 termination.

This policy applies to all job classifications. All questions and issues related to an employment of relatives situation or concern should be addressed to the Bishop.

### ***Remote Work***

While working remotely is possible for those in the Diocesan Support Center, the nature of the work done at the Diocesan Support Center often requires face-to-face discussions, so working from home or remotely for those assigned to the Diocesan Support Center will only be allowed under special circumstances for certain roles or functions and with prior written approval by the Bishop.

Written requests will be submitted to the Operations Manager indicating the days you will be working remotely, what type of work you will be doing, and the reason why you are requesting to work remotely. The request will then be discussed with the Bishop, and the Bishop will make the final decision.

A maximum of 2 core work days (Tue-Fri) will be allowed per week.

Those not assigned to work in the Diocesan Support Center will do most of their work remotely but are required to report to the Bishop at the Bishop's discretion.

### ***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 the Operations Manager, 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 Harassment-Free Workplace Policy.

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

If a matter cannot be resolved by the Operations Manager, you may see the Bishop. The decision of the Bishop shall be considered the final application of TECH's 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 your job. Your cooperation will help identify and solve problems for the benefit of all.

## ***Separation from Employment***

**EMPLOYMENT AT TECH IS AT-WILL; THAT IS, EITHER YOU OR 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 not later than the next business day following discharge.

If you decide to resign, please give TECH 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 TECH property and settle any outstanding accounts/balances before leaving employment. Generally, an exit interview with the Bishop will be conducted. Employees who fail to return all company property upon termination of employment will forfeit any right they might have to be paid for unused PTO.

### ***PTO Pay at Termination***

An employee who is leaving will receive PTO pay for PTO earned but not taken, according to the following schedule:

| <u>Termination Date</u> | <u>PTO Days</u>                                    |
|-------------------------|--|
| Between 1/1 and 3/31    | 25 % of awarded PTO days MINUS days already taken  |
| 4/1 and 6/30            | 50 % of awarded PTO days MINUS days already taken  |
| 7/1 and 9/30            | 75 % of awarded PTO days MINUS days already taken  |
| 10/1 and 12/31          | 100 % of awarded PTO days MINUS days already taken |

For example, an employee separating from employment on May 1 of a year in which they were entitled to 8 PTO days, who had already taken 2 PTO days, would receive PTO pay, upon termination, for 2 days (50% of 8), minus 2 days already taken, for a total of 2 paid days.

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

# COMPENSATION AND HOURS OF WORK

## *Policy on Pay*

It is our policy to pay employees in accordance with their skill, performance, and experience. 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 to the Operations Manager or the Bishop.

## *Timekeeping*

Non-exempt employees must record daily hours worked. These hours are recorded on a timecard or similar record, and you are responsible for its accuracy. You and your supervisor must sign your timecard 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. Non-exempt employees may never work off the clock. "Off-the-clock" work is time spent by an employee performing work that is not reported to TECH as time worked. Failure to properly record time may result in discipline, up to and including discharge

## *Work Schedule*

TECH uses a flexible work schedule (FWS) for non-exempt employees assigned to the Diocesan Support Center (DSC). The FWS consists of workdays with (1) core hours and (2) flexible hours. Core hours are the designated period of the day when DSC employees must be at work. Flexible hours are the part of the workday when non-exempt DSC employees may (within limits) 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 are Tuesday through Friday, 8:30 am to 4:30 pm HST (32 work hours). No changes to the core work hours may be made without prior written approval of the Operations Manager or the Bishop. The flexible hours (8 hours) may be set at the employee's discretion, Sunday through Saturday, 5:30 am to 7:30 pm.

One lunch (30-minutes paid) and two 15-minute paid breaks are allotted per workday during which a minimum of 8 hours is worked.

## *Overtime*

Time and one-half is paid to non-exempt employees for actual HOURS WORKED over 40 hours in a standard workweek (defined as Sunday through Saturday). Overtime must be authorized by the Operations Manager prior to being worked. Working overtime without authorization may result in disciplinary action, up to and including termination.

Non-work hours such as, holidays, PTO, or leave are omitted in computing overtime.

## *Deductions*

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

Examples of these deductions include Federal and State withholding tax, Social Security (FICA), Medicare, and court-ordered garnishments.

### ***Travel Time***

The following provisions apply to non-exempt employees:

Assignments requiring air travel: If you are assigned to work in a city that requires you to catch an airplane, you will be compensated for the time spent from when you arrive at your home airport until the time you return to your home airport. Time spent driving to or from your home 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.



# EMPLOYEE BENEFITS

## *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. This section of the handbook contains brief summaries of TECH’s benefits. **The summaries do not provide detailed, technical, or exhaustive explanations of the benefits available and are not intended to be a contract. You should refer to the applicable SPDs for more information.** 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, unless otherwise prohibited by law.

Some of the benefits TECH offers:

- Unemployment Insurance
- Workers’ Compensation
- Temporary Disability Insurance
- Health 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)
- Employee Assistance Program (EAP)
- Flex Spending Account (FSA) – optional
- Pension
- Continuing Education
- Sabbatical
- Holiday Pay
- Paid Time Off
- Paid Leaves of Absence
- Unpaid Leaves of Absence

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 the Operations Manager. Some benefit programs require contributions from the employee, but most are fully paid by TECH.

### ***Benefits Disclaimer***

Please note that TECH may add, modify, change, or discontinue employee benefits, and increase, decrease, or eliminate TECH contributions to a benefit plan at any time, with or without notice, unless otherwise prohibited by law. TECH has the right to interpret its benefits plans and its interpretation shall be final.

### ***Workers' Compensation***

TECH provides Workers' Compensation Insurance which pays for medical expenses and provides a percentage of your normal base pay, up to a maximum set by the State, if an employee sustains a work-related injury or illness. It is important that you report all work-related accidents immediately to the Operations Manager so a report can be filed with our insurance carrier. There is a three (3) day waiting period before wage replacement begins. Workers' compensation is solely a monetary benefit and not a leave of absence.

### ***Temporary Disability***

TECH provides Temporary Disability Insurance ("TDI") benefits to eligible lay employees who are unable to work because of a non-work-related injury or illness, including sickness, pregnancy, organ donation, or accident. TDI provides partial wage replacement up to a maximum set by the State, beginning with the eighth (8th) calendar day of disability. Benefits are paid for a maximum of twenty-six (26) weeks in any benefit year.

Claim forms for TDI benefits are available from the Operations Manager. It is the employee's responsibility to ask for and complete the claim form in a timely manner, including obtaining a doctor's certification and to notify TECH of the needed time off.

Clerics shall submit a claim for short-term disability through the Church Pension Group, which will reimburse TECH for 70% of the cleric's total compensation figure (up to \$1,000/week) for up to twelve (12) weeks. Clerics will continue to be paid at their full compensation by TECH.

### ***Health Insurance***

We offer all eligible regular full-time employees with single or single plus dependent(s) health insurance coverage. Part time employees who work 20 or more hours, but less than 32 hours, for four (4) consecutive weeks are provided with single health insurance coverage. Health insurance 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 health insurance. Information regarding our medical plans and the types of coverage available will be given to you upon your hire date. TECH pays your health insurance premiums for the month in which you are unable to work and for the following two (2) months (total 3 months) for approved leaves. Thereafter, if you remain unable to work and wish to maintain your insurance, payments for premiums are your responsibility.

Dental, drug, and vision coverage are included as part of the health insurance benefit to all employees who enroll in TECH's health. Information about and cost for additional coverage are available from the Operations Manager.

## ***Life Insurance***

All regular 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 Operations Manager will provide you with full details upon request.

## ***Employee Assistance Program (EAP)***

If you are also enrolled in TECH's health insurance plan, an EAP is included. To access that EAP, you can contact the Church Pension Group (CPG).

The EAP provides confidential, individual counseling and referral services for employees and their family members for non-medical problems. This service deals with, but is not limited to, stress, relationship (personal and work) issues, coping with grief or loss, and addiction.

## ***Flex Spending Account (FSA)***

Employees who regularly work 20 hours or more per week are eligible to participate in TECH's FSA effective the 1<sup>st</sup> of the month following 3 consecutive months of employment. For those employees that elect to participate, pre-tax contributions from the employee's paycheck are put into an FSA account in the employee's name. Money from this account can then be used to pay for out-of-pocket medical expenses. For a list of eligible expenses, see the Operations Manager.

## ***Pension***

TECH makes contributions to fund benefits in Church Pension Group's Defined Contribution Plan for lay employees and to Church Pension Fund's Defined Benefit plan for ordained employees of TECH. For more information, see CPG's guide.

Eligible employees can also elect to have pre-tax deductions made from their paychecks to be contributed into their account.

## ***The Continuing Education Program***

Refining your professional skills is important both to you and TECH. We offer an 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 the Operations Manager who will then pass the request on to the Bishop for final 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 receipts 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.

### ***Sabbatical***

Regular full-time Employees are eligible for sabbatical leave at the ratio of one month per year of service in TECH, to be available after the third year, and cumulative through the fourth year. The maximum amount of leave is limited to four months. TECH shall annually budget funds to accumulate to provide coverage during the employee's sabbatical leave. Sabbatical leaves are provided for the benefit of both TECH and employee. Thus, before a sabbatical leave is granted, the employee must agree to serve TECH for at least one year upon returning from the sabbatical. In addition, the request for sabbatical must be accompanied by a full and detailed description of the activities to be undertaken during the leave and, if granted, the employee shall submit to the Convention at the end of the leave, a report on the accomplishments of the leave. Accrued but not taken sabbatical leave is not paid out at retirement.

A separate agreement must be signed, prior to the sabbatical, stating that the employee will reimburse TECH a pro-rated portion of the expenses if the employee leaves within 12 months following their return from sabbatical.

### ***Paid time off (PTO)***

#### Regular full-time employees:

We all need time off to relax and re-energize. To ease the worry of finances during time away from work, TECH offers 16 core workdays per calendar year (Tues-Fri, not including paid holidays) of PTO for any reason (vacation, sick leave, etc.).

Employees who begin employment in January will have 16 core days of PTO pay. Employees who begin employment on or after February 1 will have PTO days prorated at 1.25 core days per month.

PTO requests must be submitted in writing as soon as possible, preferably one month in advance. You may take your PTO only after it is earned. PTO may only be used in full days.

TECH tenure will normally be used to determine preference when requests create scheduling problems. The Operations Manager will make the final decision on all PTO scheduling. During the months of October and December, PTO is only authorized by special permission of the Bishop.

PTO is paid at the employee's normal rate of pay at the time of absence. PTO is not counted as hours worked for purposes of calculating overtime.

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

Up to 8 core days may be carried over to the next calendar year.

Regular part-time employees:

Regular part-time employees are eligible for 4 workweeks of PTO. A workweek is defined as the number of regularly scheduled work hours and workdays per week. For example, if a regular part-time employee is regularly scheduled to work 7:00 am – 1:00 pm on Tuesdays, Wednesdays and Thursdays, that employee is eligible for PTO pay for 7:00 am – 1:00 pm on a total of 12 Tuesdays, Wednesdays or Thursdays. Carry over of PTO is not available for regular part-time employees so any unused PTO for the year is forfeited after Dec. 31.

PTO is paid at the employee’s normal rate of pay at the time of absence. PTO is not counted as hours worked for purposes of calculating overtime.

No PTO carryover is allowed for regular part-time employees.

***Paid Holidays***

Employees who are full-time regular employees are eligible for 11 paid holidays each year. The 11 paid holidays are as follows, subject to change without notice:

| Days the office will be closed    | Holiday/flex/optional                          |
|-----------------------------------|--|
| New Year’s Day                    | Holiday  |
| Martin Luther King Jr. Day        | Holiday  |
| Good Friday<br>Kuhio Day          | Choose one as a holiday                        |
| Memorial Day                      | Holiday  |
| King Kamehameha Day<br>Juneteenth | Choose one as a holiday                        |
| Independence Day                  | Holiday  |
| Labor Day                         | Holiday  |
| Annual Meeting recovery day       | Flex day off for working the previous Saturday |
| Veteran’s Day                     | Holiday  |
| Thanksgiving Day                  | Holiday  |
| Day after Thanksgiving            | Flex day off for working the previous Monday   |
| Christmas Eve                     | Holiday  |
| Christmas Day                     | Holiday  |

If a holiday falls on a Saturday or Sunday, the Diocesan Support Center will observe the preceding Friday. If a holiday falls on a Monday, the following Tuesday will be observed.

Clergy employees who have liturgical responsibilities on a holiday will have the next core workday as their holiday.

Paid holidays off are not counted as hours worked for purposes of calculating overtime.

## ***Leaves with Pay***

### **Bereavement Leave**

TECH provides up to 4 core workdays (Tues-Fri) paid bereavement leave to any employee upon the death of an immediate family member, which TECH defines as a spouse, reciprocal beneficiary, child, parent, sibling or grandparent. Additional time beyond the four core work days may be given if necessary at the discretion of the Bishop. Please notify the Operations Manager as soon as possible should you need bereavement leave.

Bereavement leave is paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

### **Court/Jury Duty**

TECH will Pay 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 per year. However, exempt employees are paid their full salary for any week in which they perform authorized work for TECH. Any pay provided for time spent on jury duty leave is not counted as hours worked for purposes of calculating overtime. Notify the Operations Manager immediately if you are summoned to appear as a witness or to jury duty. You will need to submit a copy of a statement from the clerk of the court with the applicable amount of fees paid to receive court duty pay. If you are released from court duty on any particular day during your normal working hours, you must notify the Operations Manager of your availability and you may be required to report to work.

### **Military Leave**

Eligibility: It is TECH's policy to grant employees in the uniformed services (Army, Navy, Marines, Air Force, Army or Air National Guard, the reserves, the commissioned corps of the Public Health Service, or any other uniformed services designated by the President in time of war or emergency) a leave of absence for military service.

Pay: Military leave is generally considered an unpaid leave of absence. However, salaried exempt employees who perform work during a week in which they perform military service receive the difference in their regular salary and military pay for that workweek. All employees may use their accrued and available PTO for military leave, upon their request.

Group Health Care Benefits: For absences of less than 90 days, TECH will continue group health care benefits as if the employee has not been absent. For absences exceeding 90 days, employees may elect continued coverage for up to twenty-four (24) months, at the employee's own expense which is up to 102% of the full premium. Upon return to work, the employee's health insurance will be reinstated with no waiting period.

Other Benefits: Non-seniority benefits such as PTO, holiday pay, and life insurance are generally not continued while employees are on military leave, unless the benefits are offered to other employees on similar non-military leaves. Thus, you generally will not accrue PTO nor earn holiday pay during your absence. Your military leave, however, will count towards your length of

employment so that upon your return to work, you will earn PTO at a rate designated for your employment period.

Upon reinstatement, you will also be entitled to seniority-based benefits that are rewards for length of service. TECH's contributions to retirement benefits will also be made to your retirement accounts upon reinstatement, to the extent required by law. TECH credits your time spent on military leave when calculating its contribution amount. You will also have an opportunity to make up your missed contributions after you are reinstated.

Notice: Employees must provide TECH with reasonable advance notice of military duty, unless military necessity prevents the employee from giving proper notice or it is impossible or unreasonable for the employee to do so. We also request that a copy of your military orders or other document verifying your military-necessitated leave be given to the Operations Manager.

Return to Work: If an employee does not return to work within the time required by federal law after their military leave has expired, the absence shall be treated as an unexcused absence and the employee may be deemed voluntarily resigned.

Employees must return to or reapply for work in accordance with the following schedule, depending upon the length of military service. For all leaves exceeding 90 days, please submit your application for re-employment to the Operations Manager and provide documentation that your application is timely, you have not exceeded the five-year limit on the duration of service while working at TECH, and that your separation/dismissal from service was not disqualifying (e.g., dishonorable discharge).

| <b>Period of Service</b> | <b>Time to Report or Apply for Reemployment</b>   |
|--------------------------|---|
| 1 to 90 days             | Employee must report for work at the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and eight (8) hours following a safe transportation home. |
| 91-180 days              | Employee must apply for reemployment (written or verbal) no later than 14 days after completing service, unless it is impossible or unreasonable to do so.  |
| More than 180 days       | Employee must apply for reemployment (written or verbal) no later than 90 days after completing service.  |

The reporting or application deadlines may be extended for up to two (2) years for employees who are hospitalized or convalescing because of an injury or illness incurred or aggravated during military service. The two-year period can be extended to accommodate a circumstance beyond an individual's control that would make reporting within the two-year period impossible or unreasonable.

Upon your return from military leave, it is TECH's policy to promptly place you in a position depending upon length of your military leave and your qualifications. Your position may be: (a) a position you would have retained if had you been continuously employed ("escalator position"); (b) your pre-service position; (c) a position of like seniority status and pay to the escalator position or

the pre-service position; or (d) a position that is the nearest approximation to the escalator position or the pre-service position. TECH will make reasonable efforts to help the employee become qualified for the appropriate position.

### ***Leaves Without Pay***

Regular full-time employees who have been employed by TECH for at least one (1) full year are eligible for leave for the birth or adoption of a child for 32 core workdays (Tues-Fri) with full compensation. Up to an additional 16 core workdays (Tues-Fri) may be taken without pay or using PTO or TDI (if applicable). If both spouses are employed by TECH, they are limited to a combined total of 64 core workdays of paid Parental Leave. Leave must be taken within twelve (12) months of the birth or adoption. Regular part-time employees will have prorated benefits. (Calculated at the same rate as Paid Time Off)

Clergy giving birth shall submit a claim for short-term disability through the Church Pension Group, which will reimburse TECH for 70% of the cleric's total compensation figure (up to \$1,000/week) for up to twelve (12) weeks. Adoptive parents will receive the same time off with pay as birth parents but will not be entitled to file a disability claim.

Lay employees may file for TDI benefits if they are not receiving full compensation from TECH. Adoptive parents are not eligible for TDI benefits.

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), if applicable, will be your responsibility. After the three (3) months expires, you may have the right to pay for continuation of health coverage if you would otherwise lose such coverage. Please see the plan documents or the Operations Manager for specific information concerning such continuation coverage.

### **Victims Leave**

As provided in the Hawaii Victims Leave Act (“HVLA” or “the Act”), employees with six (6) consecutive months of service may take up to five (5) core workdays of unpaid victims leave per calendar year, if the employee or the employee’s minor child is a victim of domestic or sexual violence (i.e., domestic abuse, sexual assault, or stalking). For purposes of this policy, “child” means an individual (under the age of 18) who is a biological, adopted, foster child, stepchild, or a legal ward of an employee.

Purpose of Leave: Victims leave may be for any of the following reasons:

- to seek medical attention for the employee or the employee’s minor child for physical or psychological injury or disability caused by domestic or sexual violence;
- to obtain services from a victim services organization;
- to obtain psychological or other counseling;
- to relocate;
- to take legal action or participate in any criminal or civil proceeding related to the domestic or sexual violence; or



- to take other actions to enhance the health and safety of the employee, the employee's minor child, co-workers, and business associates (e.g., obtain restraining orders).

Prior to taking unpaid victims leave, employees must exhaust all other applicable and accumulated unpaid and paid leaves, including PTO or temporary disability leave, if eligible. All leaves, paid or unpaid, that are taken for a purpose covered under the HVLA will be counted against the leave time that is available under the Act. The combined total of paid and unpaid leave may not exceed five (5) days in most cases.

**Reasonable Accommodation:** Absent undue hardship, TECH's policy is to provide reasonable accommodation for a domestic or sexual violence victim, which may include, but is not limited to, changing the employee's work contact information, increasing security, screening phone calls, or allowing flexible hours.

**Notice to TECH:** The employee must provide reasonable advance notice of the need for leave, unless doing so is not practicable due to imminent danger to the employee or the employee's minor child. While on leave, employees may be asked to provide reports on the employee's status and when or whether they intend to return to work.

**Certification of Leave:** At TECH's request, the employee must provide appropriate certification of the need for leave. If requested certification is not provided, the request for protected leave may be denied. The type of certification that may be required depends on the reason for taking the leave.

- If the employee is the victim of domestic or sexual violence and seeks leave for medical attention caused by the domestic or sexual violence incident(s), TECH may ask the employee to provide: (a) doctor's certification estimating the length of leave and the beginning and ending dates of the leave; and (b) another doctor's certification approving the employee's return to work.
- If an employee takes victims leave for another reason, TECH may request that the employee provide a signed statement that: (a) the employee or the employee's minor child is a victim of domestic or sexual violence; and (b) the leave is for a reason covered by the HVLA.

**Return to Work:** It is TECH's policy to place employees returning from victims leave into the same position held prior to the leave or to a comparable position, without loss of service credits or benefits accumulated prior to the leave.

**Confidentiality:** Due to the sensitive nature of information related to an employee's request for or taking of victims leave, TECH treats such information as confidential. Our policy prohibits disclosure of such information unless: (1) the employee requests or consents to the disclosure; (2) a court or administrative agency orders the disclosure; or (3) the disclosure is otherwise required by federal or state law.

If you have any questions or concerns regarding victims leave, please contact the Operations Manager.

## **EMPLOYEE CONDUCT**

TECH's policy is to serve our Diocese's needs and conduct our business in an ethical and professional manner. Legal compliance is a foremost concern. It is not acceptable under any circumstance to violate federal, state, or local laws in the performance of job duties. Consistent with this is our longstanding policy prohibiting the payment or acceptance of gifts, favors, bribes, kickbacks, or other payments of any sort to gain advantage or favor. Each of us must manage our personal and business affairs to avoid situations that might lead to conflict (or an appearance of conflict) between self-interest and responsibility to TECH, our Diocese, and the community.

In situations and issues involving ethical conflicts, it may be difficult to determine the correct course of action. In such instances, you should discuss the matter in full with the Operations Manager. Full disclosure of the facts in a timely fashion to the Operations Manager and obtaining approval before taking action meets the employee's responsibilities with respect to this policy.

### ***Acceptance of Gifts***

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.

### ***Appearance/Grooming Standards***

Employees of TECH meet the public in their work, and TECH believes that all employees 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 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 employees shall look neat, using good taste and common sense in grooming, dress, and hygiene. Employees must wear business or aloha attire that is appropriate for the environment in which they work. 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 for employee's religious beliefs and disabilities whenever possible, consistent with the business necessity of presenting a professional appearance.

## ***Attendance***

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 the Operations Manager as soon as possible before your scheduled starting time. If the Operations Manager is unavailable, notify the Bishop. **DO NOT LEAVE MESSAGES WITH FELLOW EMPLOYEES.**

At that time, you must also advise the Operations Manager 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 the Operations Manager of the change as soon as possible.

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 you will be absent from work for more than a day due to illness or injury, you must submit a doctor's certificate verifying your unavailability for work and your ability to return to work to the Operations Manager.

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.

## ***Bulletin Boards***

From time to time, announcements, administrative memorandums, and items of general interest will be posted on TECH bulletin boards. The bulletin boards are specifically reserved for communications related to TECH business, and all other postings or notices are prohibited and will be removed.

## ***Confidentiality***

In our work, employees may be privy to confidential work and personal information about the Diocese, clergy, parishioners, and visitors. It is TECH's policy to protect any such confidential and personal information. Employees must maintain the confidentiality of TECH's business information, including but not limited to, business plans and strategies, business "secrets," business opportunities, company financial information (e.g., profit and loss statement, investment returns, accounts receivables), and information regarding company purchases. Confidential conversations during work should not be disclosed to anyone outside of TECH. The disclosure of confidential and personal information constitutes a violation of TECH policy and may result in disciplinary action up to and including termination for current employees and/or legal action for both current and former employees.

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

TECH mail, e-mail, voicemail, computer, internet access, intranet, and telephone systems (including cellular phones and messaging) are intended for business transactions and communications only. Therefore, employees may not use TECH property for non-work-related purposes during working time. For this handbook, working time is time when you should be working and does not include breaktime or time before or after your work shift. Any personal use

must not interfere with performance or operations, must not result in added expenses to TECH and must not violate any TECH policy or applicable law. Users have no legitimate expectation of privacy regarding system usage.

If you need to make personal phone calls, you may place and receive such calls during non-working time. 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, 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.**

### ***Conflict of Interest***

Please refer to the Diocesan Conflict of Interest Policy posted on the TECH website.

### ***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 the Operations Manager, 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 the Operations Manager. If a situation looks unsafe, ask the Operations Manager to examine the situation.
- Report every injury or illness, however slight, immediately to the Operations Manager.
- Obey safety instructions, rules, policy, and procedures. When required, wear appropriate personal protective equipment (PPE) and use appropriate provided and installed safety devices and safety equipment at all times.
- Dangerous 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 and AED kits. If a medical emergency arises, keep calm, and do not attempt to move the injured person unless necessary. Notify the Operations Manager and the qualified first-aid/CPR and/or AED 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 visitor. 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 and direct them to the exits. Call or direct someone to immediately call 911. 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. The Operations Manager 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 the Operations Manager.

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 the Operations Manager before proceeding.

### ***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 should be always treated with courtesy and respect. Employees are expected to refrain from fighting, making threats, 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 individual(s) 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, 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 Operations Manager 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, Operations Manager, or the Bishop. 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 and campus security 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 no employee will be subjected to retaliation, intimidation, or disciplinary action because of reporting in good faith under this policy.

### ***Security Procedures***

Security procedures are in place to ensure a safe and secure place for our employees and visitors. Only authorized and invited individuals are permitted into the building where our offices are located. Please be aware of the individuals you permit into the building. Employees 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 the premises.

Also, to protect you, your fellow employees, and our visitors from injury or the loss of property, TECH reserves the right to examine 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 their 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 termination. All employees are expected to fully cooperate concerning any TECH inspection or investigation, and failure to cooperate may result in disciplinary action, up to and including termination. 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.

### ***Smoking***

The Diocesan Support Center is 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 within the entire Square campus (The

Cathedral of St. Andrew, the Memorial Building, St. Andrew's Schools, St. Peter's, and all parking, park and/or building within those areas). TECH does not allow smoking in any TECH vehicle (owned or rented). Employees who violate this policy may be subject to disciplinary action. Any disputes involving smoking and any employees with questions should discuss their issues/concerns with the Operations Manager. Employees will not be subject to retaliation for reporting violations of this policy in good faith.

### ***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. Except for service animals, no pets or animals may be brought onto TECH premises without prior approval. TECH may request reasonable documentation that an accommodation is needed.

### ***Solicitation and Distribution***

Employees are not permitted to solicit other employees during their working time (which does not include lunch, rest periods, or periods before or after a work shift). Employees are also prohibited from distributing leaflets, flyers, or other forms of printed or written matter during their working time, or in work areas at any time.

Employees who are not on working time may not solicit or distribute written matter to employees who are on their working time.

Outsiders are not permitted to solicit for any purpose or to engage in any form of distribution on company premises at any time.

### ***Rules of Conduct***

To provide the best possible work environment and ensure the smooth operations of the Diocese, TECH expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Diocese. 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, including your timecard.
3. Reporting for work under the influence of illegal drugs or intoxicating liquors.

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. Failure to follow lawful instruction.
8. Violation of safety or health rules.
9. Smoking in prohibited areas.
10. Violation of Harassment-free Workplace policy.
11. Possession of dangerous or unauthorized materials, such as explosives or firearms.
12. Excessive unauthorized absenteeism or tardiness or any absence without notice.
13. Leaving work property without permission from the Operations Manager.
14. Conduct that could reasonably be viewed as malicious, obscene, threatening, bullying, unlawful harassment, or conduct that is in violation of state or federal laws.
15. Unauthorized use of telephones, mail system, computer, or other employer-owned or controlled equipment.
16. Unauthorized disclosure of financial, sales or confidential, proprietary TECH business or affair, or personal information of TECH.
17. Violation of TECH policies, rules and procedures, including those outlined in this handbook.

The National Labor Relations Act (NLRA) gives employees, among other rights, the right to discuss wages, hours, and other terms and conditions of employment with fellow employees, as well as with non-employees. The NLRA also gives employees the right to argue and debate with each other about unions, management and their terms and conditions of employment. None of TECH's rules, regulations or policies, including but not limited to those in this Handbook, should be construed as prohibiting such employee discussions or rights.

### ***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 corrective or gradual discipline may be used, any form of discipline including immediate termination, is always possible at the election of TECH.**

## **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, UNLESS OTHERWISE RESTRICTED BY APPLICABLE LAW. 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.

I understand that the Handbook is a general overview of some of TECH’s employment policies and guidelines and that these, 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 Diocesan Council and the Bishop of the Episcopal Diocese of Hawai‘i (who also serves as the President and CEO of TECH).

I will read the Handbook. If I do not understand anything in the Handbook, I will discuss it with the Operations Manager or other appropriate TECH representative. I understand that violation of these policies and guidelines constitute reason for disciplinary actions up to and including termination.

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, regardless of the length of my employment or the granting of benefits of any kind.**

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: \_\_\_\_\_