The Susquehanna Conference Employment Manual

Effective July 1, 2020

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Introduction- Mission Statement and Objectives

The Susquehanna Conference of The United Methodist Church through its Connectional Ministries, Financial Administration, Harrisburg Area Episcopal, and District Offices believe that a successful organization is the result of a cooperative effort on the part of support personnel and administrators. In support of this philosophy, these offices have an excellent staff benefit program and equitable personnel policy.

For you to better understand our organization and its objectives, we have developed this Employee Handbook. In it you will find what the Susquehanna Conference can offer you and what we expect from you in return. If you cannot find the answers to questions involving your job, your employment benefits, or other related items, please know that your Executive Officers are here to answer your questions or direct you to the person who can.

The Conference Center Executive Officers are:

Director of Connectional Ministries

Chief Financial Officer/Treasurer/Benefits Officer

Director of Growing Spiritual Transformational Leaders

Harrisburg Episcopal Office Bishop and Assistant to the Bishop

Harrisburg District Superintendent

Each District Superintendent is the Executive of their district.

No employee handbook can anticipate every circumstance or question about policy. As the Susquehanna Conference continues to evolve, the Conference reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as deemed appropriate. From time to time, you may receive updated information regarding any changes in policy. If any part of this handbook is deemed to be non-compliant per federal, state, or local laws, that section will be revised, and all other sections will remain in force.

The contents of this handbook are not intended to create a contract or agreement between the Susquehanna Conference of The United Methodist Church, its Connectional Ministries, Financial Administration, Harrisburg Area Episcopal or District Offices and you. As an employee of the Susquehanna Conference, you are an “at will” employee, which is explained more in a later section. There are specific procedures for many of the general policies stated in the handbook. Please direct any questions or concerns to your Executive Officer.

Again, welcome to the Susquehanna Conference of The United Methodist Church! We are glad to have you as a member of our team!

GENERAL INFORMATION

POLICY: Employment at Will
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

EMPLOYMENT AT WILL

Policy

Under the Commonwealth of Pennsylvania, all employees of the Susquehanna Conference are employed at will. Employment at will means the employee and Conference are each free to terminate the employment relationship at any time without notice and for any reason or no reason.

The Susquehanna Conference's employment manual is not an employment contract, express or implied, and is not to be construed as such. Nothing in this policy or any other policy of the Susquehanna Conference shall be interpreted to conflict with or to eliminate or modify in any way, the at will employment status of the Susquehanna Conference employees.

The at will employment status of an employee of the Susquehanna Conference may only be modified in a written employment agreement with that employee which is signed by the Chief Financial Officer or Benefits Administrator of the Susquehanna Conference.

POLICY: Unemployment Compensation
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

UNEMPLOYMENT COMPENSATION

Policy

The Susquehanna Conference is exempt from Federal and Pennsylvania State Unemployment taxes.

The Annual Conference is covered by Federal exemption ruling, which exempts it from Federal Unemployment Compensation taxes. The Susquehanna Conference, therefore, does not participate in the Pennsylvania State unemployment taxes. Terminated employees are not eligible for unemployment compensation.

POLICY: Confidentiality
EFFECTIVE: 6/1/2008
REVISED: 9/5/2017
REVISED DATE: 7/1/2020

CONFIDENTIALITY

Policy

Confidential information includes, but is not limited to the Susquehanna Conference's financial records, marketing, mission partners, donors, vendors, trade secrets, data stored on Conference computers, any information gathered from the Conference or in the scope of employment but not known to the general public, and material and concepts related to the business of the Conference. Such confidential information, including all records, files (including electronic), documents, and other sources of information maintained by the Conference in any medium, form or format, is to be considered confidential and/or proprietary and at all times remains the exclusive property of the Conference.

Employees shall not disclose confidential or sensitive information about the Conference's activities unless the information is already known to the public or becomes a matter of public record. Action and activities taken in closed meeting sessions (¶722 of the 2016 Book of Discipline) must never be discussed or disclosed outside the meeting, nor there be any distribution of documents received in closed sessions. To the best of the Susquehanna Conference's ability, every reasonable effort will be made to maintain confidentially of all employee medical information. An employee's medical information will be released only to appropriate officials of the Susquehanna Conference and medical personnel, in order that business-related and medical decisions can be made so as to conduct the Susquehanna Conference's operations in a reasonable and efficient manner. Any employee medical information which is obtained for a legitimate business purpose shall be maintained in a separate file from any other employee file and shall be maintained in a secure location.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law. Nothing in this policy prohibits an employee from engaging in any activity protected by Section 7 of the National Labor Relations Act (NLRA). To the extent that this policy conflicts with the NLRA, the NLRA will control, and this policy will not apply.

Notwithstanding any other provision of this policy, employees will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that is made: (1) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney and solely for the purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document that is filed under seal in a lawsuit or other proceeding. If an employee files a lawsuit for retaliation by the Conference for reporting a suspected violation of law, the employee may disclose the Conference's trade secrets to the employee's attorney and use the trade secret information in the court proceeding if the employee: (1) files any document containing the trade secret under seal; and (2) does not disclose the trade secret, except pursuant to court order.

POLICY: Equal Employment Opportunity
EFFECTIVE: 6/01/2008
REVISED: 9/5/2017
REVISED DATE: 7/1/2020

EQUAL EMPLOYMENT OPPORTUNITY

Policy

No employee or applicant for employment will be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age, military or veteran status, genetic information, or any other classification protected by applicable federal, state, or local law, ordinance or regulation, except where inconsistent with the religious principles of The United Methodist Church. This policy applies to all terms and conditions of employment, including but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

As a religious organization of The United Methodist Church, the Susquehanna Conference reserves the right to make employment decisions, adopt employment policies (including employee benefits) which are calculated to promote the religious and moral principles for which it is established and maintained, consistent with its rights to the free exercise of its religion guaranteed by the Constitution of the United States.

Where it is a bona fide occupational qualification for the position, preference in hiring, selection, and promotion may be given to professing members of The United Methodist Church.

By accepting employment with the Susquehanna Conference, all employees acknowledge that the Conference is a religious organization and that he or she will do nothing to undermine the Susquehanna Conference or The United Methodist Church's religious missions, purposes, or programs.

POLICY: Americans with Disabilities Act
EFFECTIVE: 6/01/2008
REVISED: 9/5/2017
REVISED DATE: 7/1/2020

AMERICANS WITH DISABILITIES ACT

Policy

The Susquehanna Conference complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), and the Pennsylvania Human Relations Act (PHRA), and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Susquehanna Conference will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Employees and their managers/HR should engage in an interactive dialogue regarding the need for a reasonable accommodation. The Susquehanna Conference makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Individuals will not be retaliated against for requesting an accommodation in good faith. The Susquehanna Conference expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

POLICY: Discrimination, Harassment and Retaliation
EFFECTIVE: 6/01/2008
REVISED: 9/5/2017
REVISED DATE: 7/1/2020

DISCRIMINATION, HARASSMENT, AND RETALIATION

Policy

The Susquehanna Conference is committed to providing a work environment free of discrimination, harassment, retaliation, and disrespectful or other unprofessional conduct. This policy applies to all person involved in the operation of the Susquehanna Conference and prohibits such conduct by any employee, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons.

The Susquehanna Conference policy prohibits discrimination and harassment based on race, color, religion, sex (including pregnancy and gender), sexual orientation, national origin, disability, age, military or veteran status, genetic information, or any other classification protected by applicable federal, state, or local law, ordinance or regulation.

This policy also prohibits unlawful harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

This policy also prohibits retaliation against any employee for raising, in good faith, any concern of discrimination or harassment or for participating in or providing any information in aid of an investigation into any allegation of discrimination or retaliation. All prohibited conduct violates this policy.

Appropriate remedial action, up to and including termination of employment, will be taken against any employee who has engaged in conduct of discrimination, harassment or retaliation.

Discrimination

The Susquehanna Conference's commitment to non-discrimination is set forth in our Equal Employment Opportunity Statement. Except as mandated by ¶715.5 of the 2016 Book of Discipline, or where preference in hiring, selection and promotion may be given to professing members of The United Methodist Church where such is a bona fide occupational qualification for the position, employment decisions or other actions affecting any aspect of the employment relationship that are taken based on one of the categories listed in that policy and which interferes with an employee's equal employment opportunities may constitute discrimination.

Harassment

Any unwelcome conduct based upon race, color, religion, sex, sexual orientation, national origin, disability, age, military or veteran status, genetic information, or any other basis protected by federal, state or local law, ordinance or regulation, constitutes harassment if:

1. Submission to such conduct is a term or condition of employment;

2. Submission to or rejecting such conduct is a basis for employment decisions affecting the individual's promotions, transfers, job assignments, and/or performance appraisals; or
3. The conduct unreasonably interferes with the employee's ability to work or is so severe and pervasive that it creates an intimidating, hostile working environment.

State laws or local ordinances may further extend protection from harassment to additional categories, such as sexual orientation, marital status, political affiliation, criminal record, prior psychiatric treatment, occupation, citizenship status, personal appearance, tobacco use outside work, receipt of public assistance or dishonorable discharge from the military. This policy will be applied to provide protection for any characteristic protected by such state or local law or ordinance in the jurisdiction where that law or ordinance would apply. Harassment harms us all and conflicts with our values in addition to being illegal under federal and state laws.

Sexual harassment is one form of prohibited harassment. It can include but is not limited to: verbal conduct (sexual advances, requests for sexual favors, suggestive comments, innuendo, insults, offensive humor or jokes, propositions, threats), nonverbal conduct (obscene gestures, printed material, leering or ogling, offensive on-line content), and physical conduct (unwelcome touching, patting, pinching, brushing the body) Sexual harassment is not necessarily limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the gender of the person involved. In accordance with the Resolution adopted by the General Conference concerning sexual harassment, it is the responsibility of every employee to deal resolutely with this issue.

A Higher Standard. Unprofessional or inappropriate behavior, even when it does not rise to the level of illegal harassment under federal, state or local law, is against our values. We hold that all employees are to be treated with respect and dignity. Consequently, conduct that may not technically be in violation of the law may still be in violation of this policy. Such conduct, while not illegal, is unacceptable in the workplace. Unprofessional conduct may include but is not limited to mistreatment or bullying of one or more employees using ridicule, humiliation, intimidation, embarrassment or denigration of performance. Unprofessional or inappropriate behavior can exist at any level of an organization. Examples of unprofessional or inappropriate conduct can include but are not limited to:

- Unwanted social bantering or teasing.
- Verbal abuse and profanity, humiliation, constant criticism.
- Gossip.
- Personal and professional denigration.
- Overt threats.
- Abusive and/or derogatory language that in a subtle or overt manner belittles, humiliates, impugns, or defames a person or a group of persons.
- Behavior (individual, group or institutional) which abuses, bullies, belittles, humiliates, defames or demeans a person or a group of persons.

- Documentation printed or visual, which abuses, bullies, humiliates, defames or demeans a person or group of persons.

Retaliation

Retaliation occurs when an employee engages in protected activity and, because of that activity, a materially adverse employment action is taken against the employee. Protected activities include but are not limited to:

- Making an internal complaint regarding conduct that the employee believes in good faith to be harassing, discriminatory, or unlawful;
- Filing administrative complaints with government agencies regarding workplace conditions;
- Filing a lawsuit;
- Participating in an internal investigation or an investigation conducted by the Susquehanna Conference or an administrative conference regarding workplace conditions;
- Requesting a work accommodation;
- Requesting or taking leave under federal or state leave laws;
- Pursuing a claim for worker's compensation benefits; or
- Refusing to follow directions from a superior that an employee believes in good faith to violate local, state or federal laws.

The Susquehanna Conference is committed to providing a workplace free from unlawful retaliation and will not tolerate retaliation against any employee, either by a supervisor or a co-worker.

Procedures

Any employee who believes he or she has experienced or witnessed any conduct that is in violation of this policy should report that concern to a supervisor or the Chief Financial Officer immediately. These are the individuals authorized by this policy to receive complaints on behalf of the Susquehanna Conference. This policy does not require reporting harassment to any individual who is creating the harassment.

Complaints may be made orally or in writing. If a complaint is made orally, the employee may be asked for a written statement during the investigation. All complaints, to the extent possible, should include dates, times, location, details of the incident(s), names of the individuals involved and the names of witnesses to the incident(s). All complaints will be forwarded immediately to the Chief Financial Officer. Any supervisor who is aware of conduct inconsistent with this policy or who receives or learns of a report of conduct inconsistent with this policy must report such conduct immediately to the Chief Financial Officer.

Responding to Complaints

All reports describing conduct that is inconsistent with this policy will be investigated promptly and thoroughly. Employees are required to cooperate in investigations. The Susquehanna

Conference is committed to maintaining confidentiality to the extent possible. The Susquehanna Conference will take all reasonable measures to ensure that the situation is divulged only to those with a need to know.

Corrective Action

We will not tolerate any harassment or discrimination in violation of this policy. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Susquehanna Conference will take corrective action, including discipline, up to and including termination of employment, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Susquehanna Conference may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law. If the person who engaged in conduct in violation of this policy is not a Susquehanna Conference employee, then we will take whatever corrective action is reasonable and appropriate under the circumstances.

Retaliation Prohibited

Retaliatory treatment of any employee for reporting discrimination, harassment or other prohibited behavior or for cooperating in a harassment investigation is strictly forbidden. All employees who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to a supervisor or the Chief Financial Officer.

POLICY: Drug and Alcohol
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17

DRUG AND ALCOHOL

Policy

The Susquehanna Conference realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees.

Any employee involved in the unlawful use, sale, manufacturing, distributing, dispensing or possession of controlled substances, illicit drugs and alcohol, or the illegal use of legal drugs on Conference premises, or working under the influence of such substances, will be subject to disciplinary action, up to and including dismissal and referral for prosecution. The only exception to this is the legal use of over-the-counter medication or legally prescribed medication in the original container. Employees who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law should inform their supervisor if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation **before** reporting to work while under the influence of that medication.

In accordance with the Pennsylvania Medical Marijuana Act, the Susquehanna Conference will not take an adverse employment action against an applicant or employee solely on the basis of that individual's status as a medical marijuana cardholder. However, marijuana remains illegal under federal law for all purposes, and the Conference specifically retains the right to enforce its drug testing policies and procedures to the fullest extent of the law. With respect to an employee's use of medical marijuana in accordance with the Pennsylvania Medical Marijuana Act, the Conference specifically prohibits the use of medical marijuana on its property and/or premises. Furthermore, the Conference retains the right to discipline or terminate any employee who is reasonably suspected of being under the influence of medical marijuana in the workplace.

The Conference reserves the right to have employees tested, screened and searched on Conference property for drug and alcohol use as it deems necessary, as long as these procedures do not violate any existing laws.

Workplace Searches and Inspections

In order to achieve the goals of this policy and maintain a safe, healthy, and productive work environment, the Susquehanna Conference reserves the right at all times to inspect employees, as well as their surroundings and possessions, for substances or materials in violation of this policy. This right extends to the search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and tool boxes, lunch boxes, and Conference-owned or leased vehicles and any vehicles on Conference property where prohibited items may be concealed. Employees should have no expectation of privacy while on the Conference's premises, except in restrooms.

Testing Guidelines

When an employee is requested to submit to a drug or alcohol test, arrangements should be made for the employee to immediately leave the workplace and submit to the test. Tests will be administered by an organization selected by the Conference. Employees will be suspended with pay until the Susquehanna Conference receives the results of a drug and alcohol test from the testing facility and any other information the Susquehanna Conference may require to make an appropriate determination.

The results of any test will be considered a "medical record" and will be disseminated only on a "need to know" basis. No information concerning the drug/alcohol screen results or rehabilitation, or treatment of an employee will be made part of the employee's personnel file or will be provided to any other party without the consent or knowledge of the employee, unless required by law or court order.

Employees who refuse to submit to drug and alcohol testing or who fail to complete the test will be terminated immediately.

POLICY: Smoking
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

SMOKING

Policy

Smoking and any other use of tobacco, vapor producing, and/or non-prescription nicotine replacement devices (i.e., electronic smoking devices or e-cigarettes) ("smoking products") are prohibited inside the Susquehanna Conference's facilities. The use of smoking products is permitted only in designated outside spaces, which is within 20 feet of the trash bins in the parking lot. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that the Susquehanna Conference maintains a smoking-free environment. This policy relates to all work areas at all times, including before and after normal working hours.

POLICY: Internal Investigations
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17

INTERNAL INVESTIGATIONS

Policy

The Susquehanna Conference reserves the right to conduct internal investigations and searches of any Conference policy violation.

All Conference property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers, email files and voice mail.

The Susquehanna Conference reserves the right to conduct searches at any time. This includes, but is not limited to, the right to search individual computers, email, cloud network or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Employees should have no expectation of privacy while on the Conference's premises, except in restrooms.

Refusal to allow search or inspection may result in discipline, up to and including termination of employment.

POLICY: Personal and Conference Property
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 7/1/2020

PERSONAL AND CONFERENCE PROPERTY

Policy

The Susquehanna Conference's property is to be used for business purposes only and is not available for personal use. Personal property is the employee's responsibility.

Conference Property

The Susquehanna Conference's property is to be used for business purposes only. This includes, but is not limited to, telephones, computers, vehicles, etc. Office computers and the Susquehanna Conference issued laptops or other devises, including passwords and passcodes are the property of the Susquehanna Conference and can be searched at any time. E-mail and voicemail belong to the Susquehanna Conference. Employees may be held responsible for negligent and willful destruction of property. The name of the Susquehanna Conference, its forms, stationary, and other property should not be used for personal use or gain. Employees should have no expectation of privacy while on the Conference's premises, except in restrooms.

Personal Property

The Susquehanna Conference does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property to work and do so at their own risk. Additionally, employees may not bring or display any property that may be viewed as inappropriate or offensive to others. Staff shall not post or wear political slogans, banners, signs that indicate their preferred candidates or elected officials.

POLICY: Travel and Expense
EFFECTIVE: DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 7/1/2020

TRAVEL AND EXPENSE

Policy

The Susquehanna Conference will reimburse for travel expenses for eligible employees when the guidelines are properly followed.

Reimbursement for expenses incurred for travel, meals, and lodging performed and authorized by the employee's supervisor shall be provided by the Chief Financial Officer upon the submission of the proper vouchers and receipts. Travel expenses must be submitted within thirty (30) days of travel.

Travel reimbursement is available for mileage, at the Federal mileage rate effective at the time of the request, from the employee's residence to and from meetings, from the office to and from meetings, from the residence or office to and from continuing education events, parking fees while attending meetings, and roadway tolls to and from meetings. Airline travel reimbursement is available only when authorized by the supervisor. No alcoholic beverages may be charged to the Conference credit card and there will be no cash reimbursement for alcohol.

POLICY: Bulletin Boards
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

BULLETIN BOARDS

Policy

The Susquehanna Conference Bulletin Boards are maintained by Financial Services to communicate important business information such as safety rules, job postings, statutory and legal notices, conference policies, and management memos.

It is each employee's responsibility to read the information that is posted on the Bulletin Boards. Employees may not post material on the Bulletin Boards without the approval of the Chief Financial Officer.

Procedures

Requests to place an item on the Bulletin Boards must be sent to the Chief Financial Officer. Items that will be considered for posting include:

- Pictures that you would like to share;
- Listing of Prayer Requests;
- An envelope to place coupons;
- Popcorn/Lunch/Dessert schedules;
- Calendar/Flyer of events; and
- Community Events.

Postings will be continually monitored, updated, and removed by the Finance Department.

POLICY: Ethics Statement
EFFECTIVE DATE: 4/1/2020

ETHICS STATEMENT

Policy

A. General Principles

1. Application. The General Principles and Standards of Conduct apply to all Susquehanna Conference employees in all matters relating to the performance of their duties and responsibilities in the operation of the general agencies of The United Methodist Church (the Church) as defined in ¶702.2 of the 2016 Book of Discipline.
2. Stewardship and fiduciary responsibility. All funds and property received and administered by employees of the Susquehanna Conference are entrusted to them by God through the faithful financial support of Church members and friends.
3. Integrity. Integrity should be the centerpiece of hiring, promotion, leadership, performance measurement and reward, communication and training.
4. Discrimination and harassment. The teachings of Jesus Christ, the foregoing principles, and the requirements of the Book of Discipline leave no room in the operation of the Susquehanna Conference or in personal relationships for a lack of tolerance, for harassment, or for non-compliance with laws, applicable rules or regulations, or the Book of Discipline.
5. Minimum standards. This Code of Ethics with Standards of Conduct is not all-inclusive but is the minimum standard to be followed by all employees. It is intended to provide a standard of behavior to apply in situations that are not directly addressed in policies and procedures established for the governance of the Susquehanna Conference.
6. Other standards. Nothing in this Code of Ethics shall prevent any department thereof from adopting its own code or standards of ethics or conduct to supplement this Code, provided that any such supplement shall not replace this Code and shall be consistent herewith. The Susquehanna Conference employees are expected to comply in all respects with any supplemental code or standards adopted by their employing Susquehanna Conference under this provision.

B. Standards of Conduct

1. Duty of Loyalty. Each employee owes a duty of loyalty to The United Methodist Church and to the Susquehanna Conference, which duty shall mean acting in the best interest of the Church and the Susquehanna Conference. That duty should be acted on as reflected by the following paragraphs in this Standards of Conduct section.
2. Conflicts of Interest. Conflict of interest must be avoided by all employees.
    a. Conflicts of interest shall mean, with respect to Susquehanna Conference employees, any situation in which the employee, by virtue of a financial interest or of some other personal interest, present or potential, directly or remotely, may be influenced or appear to be influenced in decision making or business dealing by any motive or desire for personal advantage other than the success and well-being of the Church or of the Susquehanna Conference.

b. All present and potential conflicts of interest must be disclosed: a) if known, in advance of any meeting, business transaction or other activity at which the issue may be discussed or on which the issue may have a bearing on the employee's approach to the issue, whether directly or indirectly; or b) if not known in advance, when the actual, potential conflict becomes apparent. Disclosure must be made to the person in charge of the meeting or activity and to the full meeting, or to the employee's supervisor, as appropriate. The employee should recuse him/herself from the room to avoid all discussion, voting and deliberation on the issue. All such actions should be recorded in any minutes or records kept. Following full disclosure of the present or potential conflict, the board, equivalent or individual decision maker, may decide that no conflict of interest exists and invite the participation of the employee. When in doubt, the employee should assume there might be a conflict.
c. All employees should likewise disclose matters and relationships, which have the potential for giving rise to the appearance of a conflict in business dealings with the Susquehanna Conference. Examples include, among others, financial and/or leadership roles with vendors and other organizations doing business with the Susquehanna Conference.
d. Business dealings with friends and family are presumed to be conflicts of interest because of the potential for inferences of tangible or intangible personal advantage and the resultant appearance of impropriety.
e. To avoid appearances of impropriety, significant gifts, gratuities and hospitality such as free travel, hotel or residential rooms and meals, will not be accepted by any employee from any person or organization that sells, delivers or receives any goods, materials, services to or from the Conference. All gifts to individuals from any source other than de minimus gratuities shall be reported to the appropriate Susquehanna Conference representative (see Section B.2.b). Exempt from this section are gifts that primarily benefit the Susquehanna Conference and not an individual, such as gifts of hospitality given to the Susquehanna Conference by hotels, conventions and annual conferences in exchange for Susquehanna Conference business.
f. Employees, in all relationships with the Susquehanna Conference, should place the Church and the Susquehanna Conference ahead of personal advantage, whether the advantage is of a financial nature or whether it arises from a desire for other personal advancement, such as promotion.
g. In appropriate circumstances and after full disclosure, the Susquehanna Conference or other entity may waive a conflict of interest if not proscribed by law, the Discipline or this policy.

3. Confidentiality. As stated in the Confidentiality Policy (page 7), employees shall not disclose confidential or sensitive information about the Conference's activities unless the information is already known to the public or becomes a matter of public record. Action and activities taken in closed meeting sessions (¶722 of the Book of Discipline) must never be discussed or disclosed outside the meeting, nor will there be any distribution of documents received in closed sessions.

4. Duty of care. The obligation of good stewardship is imposed on employees and requires that they act first in the best interests of the Church, and then in the best interests of the Susquehanna Conference, at all times. The duty requires them to:

    a. Exercise all reasonable efforts to inform themselves of the mission and ministry of the Susquehanna Conference, of the nature of the fiduciary duty owed to the Church and to the Susquehanna Conference, of their duties and responsibilities, and of the issues that come before them, so that they can be effective and efficient employees through their service to the Church as represented by the Susquehanna Conference;
    b. Act as a reasonably prudent employee would act under the same or similar circumstances;
    c. Inform themselves reasonably of matters about which they make decisions;
    d. Exercise their independent judgment.

5. Duty to Disclose. Employees have a duty to disclose breaches of fiduciary duty, whether by themselves or by others. Likewise, concerns about the appearance or possibility of breaches should be reported. Care must always be taken not to be accusatory. Breaches may be reported to your Chief Financial Officer or to the President of CF&A. Refer to the Whistleblower Policy.

6. Nature of Disclosures. All disclosures of the nature described in section B.2 will be made with candor and openness. All responses to inquiries by legal counsel and by external and internal auditors will be full, complete and directly responsive.

POLICY: Grievance Process
EFFECTIVE DATE: 4/1/2020

GRIEVANCE PROCESS

Policy

The Susquehanna Conference promotes an atmosphere where employees can communicate freely with members of the management staff. If there is anything about your work with the Conference that is giving you cause for concern; (a "grievance"), it is the aggrieved employee's responsibility to bring it to the Chief Financial Officer's attention. Communication should at all times be professional and away from client areas.

Under this policy, a grievance is defined as any event, condition, rule, or practice which the employee believes either violates his or her civil rights, treats him or her unfairly, or is cause for significant disagreement with management. This covers a wide range of circumstances, everything from the workplace, the environment, and other working conditions to policies or practices which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by another employee of the Conference. The purpose of a grievance procedure is to insure a fair and just treatment of all employees and to resolve problems so that a constructive working relationship and an effective working atmosphere may be maintained. Resolution of differences should be accomplished as expeditiously as possible by all parties concerned and at the earliest possible time in the grievance procedure.

This grievance procedure applies to the employees of the Annual Conference. In most cases, work-related conflicts between employees can be resolved by honest and candid discussions between the employees themselves and/or their respective supervisors. The Chief Financial Officer may provide conciliatory assistance on request when a direct approach to the supervisor does not seem feasible. If an employee chooses to present a formal grievance, then the United Methodist guidelines procedure will be utilized in the current Book of Discipline of The United Methodist Church.

It is important that employees be afforded the opportunity to address problems they may experience with their employment and to ensure that these problems are handled in a fair, appropriate, and consistent manner. While any employee may file a grievance, employees are encouraged to first attempt resolution through informal discussion. If an employee chooses to present a grievance in a written manner, the process is as follows.

1. Step One: The employee should bring the situation to the attention of his/her immediate supervisor in writing, explaining the nature of the problem and the requested solution, if the employee has one. If the grievance is directed toward a specific supervisor who would otherwise be the appropriate recipient, the employee should present the grievance to the Chief Financial Officer. It is important that grievances be raised in a timely manner. Absent unusual circumstances, the written grievance should be presented within fifteen business days of the occurrence of the problem creating the grievance. Grievances presented after

fifteen days may be dismissed because the delay can cause an inability to appropriately address the complaint. It is important that the written grievance is clear and complete, as additional issues may not be asserted later in the grievance process if they have not been identified at this initial stage.

After being informed of the grievance, the supervisor will determine the appropriate individual to address the grievance and that person will investigate and provide a written response to the employee. Typically, the written response will be provided within ten business days, depending upon the time necessary to investigate and evaluate the grievance.

2. Step Two: If the employee is not satisfied with the response or resolution provided in the first step, the employee will be allowed five business days to present the grievance, in writing, to the division or section supervisor or other appropriate conference representative. The employee may include reasons why the employee disagrees with the initial response but may not raise additional matters outside the original written grievance.

   The division or section supervisor or the appropriate conference representative will review the grievance and response, conduct further investigation if necessary, and provide a written response to the employee. Typically, the response will be provided within five business days of presentation of the grievance, depending upon the time necessary to investigate and evaluate the grievance.

3. Step Three: If the employee is dissatisfied with the response or resolution provided in the second step, the employee will have an additional ten business days to present the grievance, in writing, to the Bishop or his/her designee, or the corresponding Board Chair or President. The employee may include reasons why the employee disagrees with the response but may not raise additional matters outside the original written grievance.

   Upon receiving the written grievance, the Bishop or the corresponding Board Chair or President will review the actions taken pursuant to steps 1 and 2 and may, at her/his discretion:

   a. Talk with the employee to get further clarification of the problem;
   b. Talk with the supervisor and division or section head to get further clarification of the problem; or
   c. Schedule a meeting between the employee, the supervisor, and the Chief Financial Officer or other appropriate conference representative (both the employee and the division or section supervisor may have additional representatives at this meeting).

   After careful consideration, but within ten business days, the Bishop or the corresponding Board Chair or President will render a final decision in writing to the employee or his/her representative. The Bishop or the corresponding Board Chair or President shall file a copy of the report with the committee of the Susquehanna Conference's board, which handles personnel matters. The decision rendered by the Bishop, corresponding Board Chair, or President will be final and binding.

POLICY: Social Media
EFFECTIVE DATE: 1/1/2020

SOCIAL MEDIA

Policy

The Susquehanna Conference understands that many employees participate in social media activities, both on and off duty. Social media can be an effective tool as well as a personal outlet and the Susquehanna Conference respects every employee's personal social media activities. However, social media can also become a problem, if, for example, it interferes with the employee's work and/or productivity, creates a disruption in the work environment, is used to harass co-workers or customers, violates the Susquehanna Conference policies, or harms the goodwill and reputation of the Susquehanna Conference or the Church in its ultimate mission of spreading the Gospel.

This Social Media Policy provides guidance on responsible social media activity by employees. For purposes of this Policy, "social media activity" includes any type of posting on the Internet, including, but not limited to, postings on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts (such as on a personal page or blog), as well as visiting web sites, viewing content or otherwise being linked or associated with social media activity of others.

Only specifically authorized employees are permitted to establish social media websites on behalf of the Susquehanna Conference or to speak on behalf of the Susquehanna Conference through social media websites. Employees are expected to protect the privacy of the Susquehanna Conference and its employees and clients and are prohibited from disclosing personal employee and non-employee information. Any communications with members of the media in which you may be, or appear to be, representing the Susquehanna Conference must be coordinated through the Communications Director.

It is important to keep in mind that if an employee participates in social media activity, any statements, images, or material the employee posts may be viewed as being on behalf of the Susquehanna Conference or the Church – especially if the employee mentions that he/she works for the Susquehanna Conference. To protect the ministry of the Susquehanna Conference and the Church, while recognizing the rights of employees, and to ensure compliance with applicable laws, please keep the following considerations in mind:

- Your identity matters. If you comment on the Susquehanna Conference products or services, or the products or services of other organizations providing similar products or services, you must disclose your name and your role at the Susquehanna Conference and make it clear that your views are your own and not those of the Susquehanna Conference.

- Respect other people's content and intellectual property rights. Do not claim authorship of something that is not yours. If you are using another party's content, make certain they are credited for it in your post and they approve of you utilizing their content. Do not use the copyrights, trademarks, publicity rights, or similar rights of others, including those of the Susquehanna Conference, without the necessary permissions of the rights holder(s).
- Your views are your own. You are personally responsible for your comments and content, including any content deemed to be harassing, defamatory, or libelous, content that violates another person's copyright, trademark, or other rights, or content that is obscene. Remember, as a Susquehanna Conference employee, you are expected to be a reflection of Christ and demonstrate professionalism in and out of the workplace.
- You are personally responsible for your social media activity, and disciplinary action can be imposed based upon it. In that regard, be mindful that any social media activity may become public and remain in cyberspace for an unknown period of time -- perhaps forever. This could be true even if the site, page, or post is subject to privacy settings potentially restricting access. You should assume that the Susquehanna Conference may come into possession of some or all of that information and may consider such information as the basis for disciplinary action, if warranted under the circumstances.
- Employees must always comply with all other employment policies, including those listed in this Employee Handbook.
- Employees should have no expectation of privacy in any information or data:
    - Placed on any Susquehanna Conference computer or computer-related system;
    - Viewed, created, sent, received, or stored on any Conference computer or computer-related system, including, without limitation, electronic communications or Internet usage; or
    - Posted on publicly available websites accessible by the conference or its agents.

This policy applies regardless of where or when employees post or communicate information online. It applies to posting and online activity at work, home, or other locations, and while on duty and off duty. The Susquehanna Conference has the right to monitor and access any information or data that is created or stored using the Susquehanna Conference's technology, equipment, servers, cloud storage or electronic systems, including without limitation, e-mails, Internet usage, hard drives and other stored, transmitted, or received information.

This policy does not and cannot cover every possible social media activity. If you are unsure how this policy may apply to your social media activity, please contact your Supervisor or your representative from the Finance Department. Nothing in this policy prohibits an employee from engaging in any activity protected by Section 7 of the NLRA. To the extent that this policy conflicts with the NLRA, the NLRA will control, and this policy will not apply.

POLICY: Whistleblower Protection
EFFECTIVE DATE: 4/1/20

WHISTLEBLOWER PROTECTION

Policy:

This Whistleblower Protection Policy provides protections for individuals who report to the Susquehanna Conference legal or ethical complaints related to the work of the Susquehanna Conference.

This policy applies to all employees, volunteers, members, directors, officers, and committee members (collectively, "Constituents") of the Susquehanna Conference. The Susquehanna Conference expects its Constituents to strive to act in accordance with the highest standards of legal, professional, and personal ethics. Moreover, pursuant to this policy, Constituents are encouraged to report to the Susquehanna Conference any legal or ethical complaints related to the work of the Susquehanna Conference. This Policy protects Constituents from retaliation if they, in good faith, report suspected illegal or fraudulent practices or violations of adopted polices of the Susquehanna Conference.

Reporting Procedure

1. Constituents are encouraged to report a complaint they, in good faith, have reasonable cause to believe is credible. Violations may include the quality and integrity of the Susquehanna Conference's accounting, auditing, and financial reporting, controls, or procedures; legal or regulatory compliance; or any other legal or ethical matter.
2. Complaints must be reported to the Conference's President of CF&A. If the complaint is against this official, then the complaint must be submitted to the Conference's Bishop.
3. To report a complaint to the Bishop, it should be sent in a sealed envelope marked "Confidential" to:

   Resident Bishop of The Susquehanna Conference
   303 Mulberry Drive
   Mechanicsburg, PA 17050

4. To submit a complaint to the President of CF&A, if applicable it should be sent in a sealed envelope marked "Confidential" to:

   President, CF&A
   303 Mulberry Drive
   Mechanicsburg, PA 17050

5. The person who receives a reported violation pursuant to this policy shall promptly forward a copy of the report to the Chief Financial Officer or designated staff person to oversee the investigation. The person who receives the complaint shall also promptly distribute the complaint (or a written summary of the complaint).

6. To be subject to this policy, the report must be in writing and include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the report should explicitly state that it is being made pursuant to this policy. To facilitate the investigation of the complaint, the report should include contact information for the reporting person. However, a Constituent submitting a report on a confidential, anonymous basis is not required to include contact information. It should be noted that an investigation into a complaint submitted by a Constituent on a confidential, anonymous basis could result in the identification of the individual. In such a case, the Susquehanna Conference will use its best efforts to maintain the anonymity of the reporting person.
7. The Conference's Finance Department / designated staff person will oversee the investigation pursuant to this policy, and he or she may enlist Constituents and/or outside legal, accounting, or other advisors, as appropriate, to assist him or her in such investigation. The report of investigative findings shall be reported to the Conference's CF&A, if applicable, with a recommended corrective and/or disciplinary action, if appropriate. The Susquehanna Conference will retain a record of all complaint investigations pursuant to the Susquehanna Conference's document retention practices.

   Notwithstanding the foregoing, if the violation concerns the performance of the Conference's Finance Department or designated staff person responsible for overseeing investigations, the procedures described above shall still apply except that the report will be forwarded to the President of CF&A, if applicable.

   A copy of this policy shall be distributed to each Constituent upon assuming his/her duties with the Conference, or as soon as practicable thereafter.

Whistleblower Protection

The Conference does not permit retaliation or discrimination of any kind against a Constituent who, acting in good faith, submits a complaint pursuant to this policy. A Constituent shall not be subject to intimidation, harassment, discrimination, retaliation, other adverse action, or in the case of an employee, adverse employment consequences, for reporting information in accordance with this Policy.

An individual within the Susquehanna Conference who retaliates against a Constituent who has submitted a report in good faith, or who retaliates against any person, who, in good faith, has cooperated in the investigation of a violation, is subject to discipline, up to and including termination.

EMPLOYMENT

POLICY: Recruitment and Selection
EFFECTIVE DATE: 4/1/2020

RECRUITMENT AND SELECTION

Policy

The Susquehanna Conference is committed to employing, in its best judgment, the best-qualified candidates for approved Conference positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the Susquehanna Conference to provide equal employment opportunity to all applicants and employees.

Procedures

The department head is responsible for submitting a final job description for any open position he/she wishes to fill. The Benefits Administrator will approve the job description and will internally post the position and/or advertise externally for qualified candidates.

Once the position has been approved for posting, the position opening and closing dates are established and an appropriate salary range is established given the position's duties and responsibilities.

All applications and/or resumes must indicate the desired open position. Individuals interested in applying more than once at the Susquehanna Conference must submit an application and/or resume each time they apply.

Recruitment Process

1. The hiring manager submits an approved, completed requisition to the Benefits Administrator.
2. The Benefits Administrator will contact the hiring manager to determine the most cost-effective methods of recruitment and selection.
3. At minimum, position must be posted internally for no less than three calendar days.
4. Potential recruitment sources include:
    a. Newspaper advertising
    b. Internet advertising
    c. Internet sourcing
    d. Retained agency search
    e. Temporary agency
    f. Employee referral
5. The Benefits Administrator will submit resumes of qualified candidates to the hiring supervisor/manager. The hiring manager will identify the most appropriate candidates for interviewing.
6. The Benefits Administrator will conduct telephone pre-screens of identified candidates, as needed.

Selection Process

1. Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. Financial Services is available to advise hiring managers on interview techniques and final candidate selection.
2. Upon the selection of the final candidate, the hiring manager and Financial Services will collaborate to develop an appropriate offer of employment.
3. The Financial Services department or hiring manager will extend the verbal offer of employment to the candidate selected. The Financial Services department will prepare a written offer of employment for the candidate.
4. The Financial Services department will conduct reference checks, credit checks, background checks, and any other checks needed, on the selected final candidate, as permitted by applicable law. All external candidates may be subject to reference checks and background checks. Depending on the position, credit checks may be conducted, as permitted by applicable law.
5. Internal candidates may be subject to the above screenings.
6. Upon receipt of an offer letter signed by the candidate, the Financial Services department will close out the requisition on the tracking report.

Following the deadline for receipt, all applications and resumes are reviewed by the Chief Financial Officer or Benefits Administrator. All resumes that meet the minimum qualifications are then forwarded to the supervisor who will select the applicants to be interviewed.

The Financial Services Staff will assist in coordinating interviews.

An offer of employment followed by a background check form are then sent to the finalist. All offers of employment are contingent upon satisfactory completion of background checks.

Rejection notices are sent out to all interviewed candidates not selected for the position. Upon acceptance of the offer, the responsibility for orientation of the new hire begins with Financial Services, and subsequently lies with the supervisor.

POLICY: Transfer and Promotion
EFFECTIVE DATE: 4/1/2020

TRANSFER AND PROMOTION

Policy

The Susquehanna Conference is committed to the professional development of its employees and endeavors to promote from within. In an effort to retain our experienced employees, transfers and promotions within the organization are encouraged.

For a current employee to be promoted or transferred, there must be a position available within the organization. In addition, employees will only be eligible for promotion if they have been in their current position for a minimum of six months, have a satisfactory performance record, and have not been issued any corrective action in the previous six-month period.

Employee transfers or promotions shall not create a direct or indirect supervisor/subordinate relationship that would violate the Hiring Relatives/Nepotism Policy.

The employee's rate of pay, after the transfer or promotion, will be determined according to the compensation guidelines for the new position.

Procedures

An employee's educational background, work experience, and performance appraisals will be reviewed to aid in making the best decision possible should an opportunity be available. Coordination of transfers and promotions is through Finance Services. Promotion and transfer requests may originate from the employee or the supervisor.

POLICY: Clearance & Checks
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017

CLEARANCES & CHECKS

Policy

Every employee will be required to complete a criminal background check, child abuse clearance, FBI check and a credit report at hire and as stipulated in other Susquehanna Conference policies.

PA State Police Criminal History Report Clearance

All employees are required to complete the PA State Police Criminal History Report clearance at the start of employment and then every five years, based on the Safe Sanctuaries policy, on an annual basis thereafter. Any employee with an objectionable criminal history may be denied employment or terminated. A criminal record does not necessarily prohibit employment with the Susquehanna Conference. Personnel may not have convictions of any violent crimes, crimes against children or larcenies. Misdemeanor and felony convictions will be evaluated on a case-by-case basis.

PA Child Abuse History Clearance

All employees are required to complete the PA Child Abuse History Clearance at the start of employment and at other times consistent with the Susquehanna Conference Safe Sanctuaries Policy and where required by applicable law. Any employee with an objectionable child abuse background will be denied employment or terminated.

FBI Criminal History Report

All employees are required to complete the FBI Criminal History Report at the start of employment and at other times consistent with the Susquehanna Conference Safe Sanctuaries Policy and where required by applicable law.

Credit Report

Employees who work in the finance office and any support staff employees for the camping program as stated in their job descriptions are required to undergo a credit report at the start of employment and then every three years of employment or as requested by the Chief Financial Officer.

Any employee with a questionable credit history may be denied employment or terminated. As per the nature of the Susquehanna Conference business, personnel must have no questionable behavior or history concerning monetary matters.

The Susquehanna Conference will comply with the federal Fair Credit Reporting Act and applicable Commonwealth of Pennsylvania laws with respect to background checks.

POLICY: Hiring Relatives / Nepotism
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

HIRING RELATIVES / NEPOTISM

Policy

The Susquehanna Conference wants to ensure that the organization's practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

Individuals will not be hired or promoted into a position that would create a conflict in the Susquehanna Conference's policy. If employees begin a dating relationship or become relatives, partners or members of the same household and one party is in a supervisory position, that supervisor is required to inform supervisor and the Chief Financial Officer of the relationship. The employees will have 60 days to resolve the situation on their own. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee. After 60 days, if the employees have not yet resolved the situation on their own by means such as a transfer or employment outside of the Susquehanna Conference, the employee's supervisors will work with Financial Services to determine the most appropriate action for the specific situation. This may include transfer or if necessary, termination of one of the employees.

If there is a situation where an action of the Susquehanna Conference, such as reduction in force, results in an involuntary circumstance where two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

The Susquehanna Conference reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In these situations, the Susquehanna Conference will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the department director and the Chief Financial Officer. Written justification for the exception must be submitted to the Chief Financial Officer prior to any employment decisions.

A statement setting forth the Susquehanna Conference's policy on the hiring of relatives and other individuals with whom the employee has a close relationship as defined below shall be included; the statement shall include at least the following restrictions:

1. The prospective employee shall not be interviewed or be hired by an immediate relative or by anyone with whom the prospective employee shares a household and/or is in a partner or dating relationship currently employed by the Susquehanna Conference, nor shall an employee be supervised by an immediate relative who is also employed by the Susquehanna Conference.
2. The related employees or employees who are members of the same household, have a partner relationship or are in a dating relationship shall not serve in positions where they may directly or indirectly influence decisions related to each other.
3. Their respective positions shall not involve related financial transactions.

POLICY: Employment Eligibility Documents
EFFECTIVE: 4/1/2020

EMPLOYMENT ELIGIBILITY DOCUMENTS

Policy

The Susquehanna Conference will comply with all state and federal laws and regulations relating to determining employment eligibility. To that end, the Susquehanna Conference is committed to employing only individuals who are legally authorized to work in the United States and to not discriminate the basis of citizenship or national origin.

Procedures

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility, as required by that form. Former employees who are rehired may also be required to complete the form as required by the IRCA.

There are no exceptions to this requirement. Employees who do not complete the process within the required time frame will be terminated immediately.

If a manager is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the manager should contact the Chief Financial Officer immediately.

POLICY: Employee Classifications
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

EMPLOYEE CLASSIFICATION

Policy

FLSA Classification

The Fair Labor Standards Act and applicable state law requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either "exempt" or "non-exempt" from overtime compensation. All determinations of wage classification status are made through the job evaluation process. Employees will be notified of their classification upon commencement of employment.

- Exempt Employee – An employee designated as exempt is paid a fixed salary and is not entitled to overtime pay.

- Non-exempt Employee – An employee designated as non-exempt is entitled to overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked over 40 in a workweek, as required by applicable federal, state, and local law.

Position Type Classification

The Finance Department is responsible for classifying all employees into one of the following categories:

- **Full-Time –** An employee who is normally scheduled to work 35 hours or more per week for 52 weeks per year.
- **Part-Time 20+** – An employee who is normally scheduled to work 20 to 34 hours per week for 52 weeks per year.
- **Part-Time (< 20)** – An employee who is expected to establish a continuity of service, but is scheduled for 19 or less hours per week. A part-time employee is expected to work more than 26 weeks per year but may not work over 1,000 hours per year. Employee part-time status will be evaluated every 3 months to determine eligibility and to maintain consistency.
- Temporary (or Seasonal) – An employee who is hired for a specific period of time and who is not expected to establish a continuity of service. A temporary employee may work a full- or part-time schedule but must work less than 1,000 hours within a single six-month period of continuous employment. It is expected that an employee should not be classified as temporary for longer than six months.

POLICY: Hours of Work
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

HOURS OF WORK

Policy

The standard workweek is 35 hours. The standard workday is 7 hours for non-exempt workers. Workday lengths for exempt employees are determined primarily by their current workloads. Core/general office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. As starting and ending times vary within departments and office locations, each department manager will determine the schedule for his/her department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at midnight.

Meal Breaks: A meal period is provided to any employee who works a minimum of six hours on that day. The normal meal period should occur approximately halfway through the workday. However, certain departments may require alternate meal periods. The length of the meal period is 45 minutes. Non-exempt employees should clock out when leaving for their meal and clock back in upon their return. All employees are encouraged to leave their workstations during all breaks in order to receive the full benefit of those breaks and meal periods. Non-exempt employees are not permitted to perform any work during their meal period. The meal period does not count as hours worked for non-exempt employees and is unpaid.

Breaks: Employees are encouraged to take breaks as necessary for personal matters (e.g., restroom breaks, coffee breaks, etc.). The total duration of time for each morning and afternoon break should not exceed 15 minutes. Breaks cannot be combined with lunch to provide a longer lunch period.

POLICY: Attendance and Punctuality
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

ATTENDANCE AND PUNCTUALITY

Policy

The Susquehanna Conference recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. We instituted sick time to provide for these needs as they arose. Additional leave policies are included herein.

Having provided for these personal situations, it is important to remember that excessive absenteeism, tardiness, and/or leaving early causes the burden of filling in for the absent employee to fall on other employees within the Susquehanna Conference. It is a requirement of each job that an employee report to work punctually and work all scheduled work hours as well as any required overtime.

Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient leave to cover the absence. To ensure fairness throughout the Susquehanna Conference, these types of requests require the approval of the employee's supervisor.

An employee who is going to be absent, tardy, or leave early from work is responsible for notifying his/her supervisor as soon as possible, regardless of whether the employee has sufficient paid leave to cover the absence. An employee who is absent and fails to notify his/her supervisor will be subject to corrective action for failure to notify. An employee who has been absent three consecutive days without notifying his/her supervisor may be considered to have voluntarily resigned.

Occasionally, non-exempt employees may be permitted to make up missed time with the prior approval of their supervisor. The supervisor will determine the exact amount of time the employee will be allowed to make up in a workweek. Each supervisor must be consistent in allowing employees to make up time within the department. No employee will be permitted to work more than 40 hours during the workweek for the purpose of making up time. If an employee terminates employment with a negative balance in his/her leave account(s), the amount may be deducted from his/her final paycheck, where consistent with applicable law.

POLICY: Employment / Personnel Records
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

EMPLOYMENT / PERSONNEL RECORDS

Policy

The Susquehanna Conference shall keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information up to date, and to make certain that important mailings reach all employees. All information contained in personnel files is the property of the Susquehanna Conference and is considered confidential.

Employees must inform the Susquehanna Conference of any necessary updates to their personnel file, such as changes to addresses, telephone numbers, emergency contacts, marital status, dependents, or military status. Employees also should inform their supervisor and the Finance Department of any outside training, professional certifications, education, or any other change in status.

In addition to a general personnel file, the Susquehanna Conference maintains a separate medical file on each employee. The Susquehanna Conference will use reasonable efforts to maintain confidentiality of all employee medical information. Access to an employee's medical file is extremely limited and based on a need-to-know only basis.

The Finance Department will respond to all requests for verification of dates of employment and job titles to outside entities. Except where required by law, no other information will be communicated about an employee without written authorization from the employee.

All current employees will be permitted to review their personnel files in accordance with applicable law at reasonable times upon reasonable, written notice.

Procedures

If a current employee requests to review his/her personnel file, the Finance Department will schedule an appointment within seven working days of the request to give the employee an opportunity to review the personnel file.

POLICY: Personal Appearance
EFFECTIVE DATE: 6/01/2008
REVISED: 9/5/17
REVISED DATE: 7/1/2020

PERSONAL APPEARANCE

Policy

It is the policy of the Conference that all employees' personal hygiene, grooming and dress are appropriate business attire.

Appropriate dress and hygiene are important in promoting a positive image, both internally and externally.

The Conference Office maintains a professional working environment. All employees should use discretion in wearing attire that is appropriate for the office. Business casual is the norm. No clothing with inappropriate language, material, insignia, alcohol or tobacco products may be worn.

Jeans, shorts, bib overalls, sweatpants, athletic attire, stretch pants, sweatshirts, t-shirts, tank tops, halter tops, spaghetti straps, athletic shoes, flip flops, hiking boots, skirts more than 3" above the knee, midriff bearing shirts or work boots are not acceptable on normal working business days. Jeans and shorts of appropriate length may be worn at camp facilities.

Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.

Employees should ensure that their clothes are of the proper size and ensure that their undergarments cannot be seen by others.

We allow for everyone to relax and have dress down Friday. Jeans, athletic shoes, t-shirts, sweatshirts and shorts are permitted within the guidelines printed above. If the employee has a meeting on a Friday, normal business casual attire should be worn.

Inclement weather such as snow allows for warm, casual dress clothes.

Any employee who is not dressed in proper attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed.

Employees who disregard this policy and its standards will be subject to discipline.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the employee's supervisor.

POLICY: Performance Reviews
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

PERFORMANCE REVIEWS

Policy

Supervisors are to conduct regular, timely performance reviews. Each year, the schedule for annual performance reviews will be set and communicated in a timely fashion. These reviews should take place regardless of whether the employee is eligible for an increase in compensation. A performance evaluation is not necessarily linked with an increase in compensation. Supervisors may review performance more often than is required by this policy.

All formal performance evaluations must be signed by the employee and the employee's supervisor. An employee's signature on his/her performance evaluation only acknowledges that it has been reviewed with the employee. Employees are encouraged to attach any written comments they wish to their performance reviews. Current employees shall have access to all signed performance evaluations.

POLICY: Inclement Weather
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

INCLEMENT WEATHER

Policy

Inclement weather sometimes warrants closing the conference offices during normal hours of operation. Conference management will make the decision on whether or not to close the conference office. If the office is closed, no further action is required on the part of employees. However, if the office is open, each employee must decide whether or not he/she can make it to the office. If an employee is unable to come to work either because of driving conditions or because of dependents that require the employee's care, the employee must notify his/her supervisor that the employee will not be coming in to the office.

In cases where the office is closed, or the office is open and non-exempt employees are unable to report work, non-exempt employees will not be paid for the time off. Employees may request to use available vacation time in such situations. Exempt employees will be paid consistent with applicable law.

For locations outside of the Susquehanna Conference office, decisions will be made by the Director of those locations.

Procedures

By 6:30 am, the Susquehanna Conference will record the decision on whether or not to close the office on the Office Weather Hotline.

Additionally, an e-mail will be sent to everyone via the Susquehanna Conference e-mail system indicating whether or not the office is closed.

Exceptions to this policy for extraordinary circumstances will be considered on an individual basis.

POLICY: Corrective Action / Discipline
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

CORRECTIVE ACTION / DISCIPLINE

Policy

When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Depending upon the nature and seriousness of the employee's actions, corrective action may begin at any step of the corrective action process in the Conference's sole discretion. The process should ensure that employees are informed of exactly what behavior needs to be corrected, inform employees of the measures they must take to correct unacceptable behavior, and give employees adequate opportunity to correct the situation. This policy lets employees know what to expect but gives managers the ability to accelerate the process for significant problems. Any acceleration requires the approval of the Department Head and Chief Financial Officer to ensure fairness.

Nothing contained in this Corrective Action Policy creates a contract of employment between an employee and the Susquehanna Conference and is not to be construed as such. It is a statement of operation procedures and policies for the Susquehanna Conference. Employees and the Susquehanna Conference each remain free to terminate the employment relationship at any time, without notice.

Procedures

Step One: Record of Conversation

The immediate supervisor of the employee will meet with the employee and inform him/her of the specific behavior that is unacceptable. The behavior will be clearly identified and a time by which the situation must be rectified is set. A written record of this conversation will be maintained by the supervisor.

Step Two: Final Notice

Final Notice must be completed on the Final Notice Form. It must specify that the consequences of immediate and sustained failure to remedy the behavior will be up to and including termination of employment.

The Chief Financial Officer must approve all Final Notice Forms. Once the form has been signed by all parties, a signed copy of the form will be given to the employee. A signed copy of the form will also be sent to the Chief Financial Officer for the employment file.

Step Three: Termination

An employee who does not correct his/her behavior after receiving Step One and Step Two warnings will be terminated if the behavior continues. In cases involving more serious problems or violations of the Susquehanna Conference policy, the process may be accelerated at the

Conference's sole discretion. All documentation may be considered to establish an overall conduct record. Any acceleration must be approved by the Chief Financial Officer prior to it taking place.

In cases where the supervisor feels an employee should be terminated, the supervisor should:

- Submit the Termination Request Form to the Chief Financial Officer with a recommendation for termination
- Once the Chief Financial Officer has reviewed and supported the request for termination, the manager will schedule to meet with the employee, with a representative of the Finance department, to advise the employee about his/her employment status;
- Collect all conference property; and
- Request the employee to immediately leave the premises.

Immediate Termination

On rare occasions, an employee may be terminated for a single occurrence of behavior or violation of policy without having been previously warned. Such action may be justified because the offense is so severe as to make a warning unnecessary – that any employee normally would know that such behavior is unacceptable. Any terminations of this nature should be approved by the Chief Financial Officer prior to the termination taking place.

Suspension

Suspension without pay may take place at any time during the Corrective Action Process. A supervisor may place an individual on suspension without pay for no longer than five working days. An employee may be placed on suspension when he/she commits a serious act, but not so severe as to warrant immediate termination.

Provisional Period

Any new employee will be in his/her provisional period for the first 90 days of his/her employment.

If corrective action needs to be taken during this period, the employee may be issued a Final Notice that clearly states any additional occurrence of unacceptable behavior within this 90-day period may result in termination. The supervisor must consult with the Chief Financial Officer before issuing this notice and asking the new employee to sign the document indicating that he/she has read the notice. A copy of the signed notice will be given to the employee and a copy will be placed in the employee's personnel file.

Any significant absence automatically extends the provisional period by the length of the absence. If the Susquehanna Conference determines that the designated provisional period does not allow sufficient time to thoroughly evaluate the employee's performance, the provisional period may be extended for a specified period of time. Either the employee or the Conference may end the employment relationship at-will at any time during or after the provisional period, with or without cause, or advanced notice.

POLICY: Use of Information Technology
EFFECTIVE DATE: 4/1/2020

USE OF INFORMATION TECHNOLOGY

Policy

The Susquehanna Conference requires all employees to use Susquehanna Conference-owned information technology only for appropriate business purposes. For the purposes of this policy, "information technology" includes, but is not necessarily limited to, telephones, cell phones, computers and related peripherals, tablets, Internet access, and all software and applications used in conjunction with the foregoing. Employees should have no expectation of privacy when utilizing Susquehanna Conference-owned items or when accessing the internet from Susquehanna Conference-owned equipment.

The Information Technology Contractor, approved by the Director of Administrative Services, shall establish rules and procedures that govern the use of Susquehanna Conference -owned information technology. After review and approval by the leadership, those rules and procedures, along with any subsequent modifications, shall be appended to the Employee Handbook.

POLICY: Termination of Employment
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17

TERMINATION OF EMPLOYMENT

Policy

The Susquehanna Conference recognizes that there are three forms of employment termination: retirement, voluntary, and involuntary.

Retirement: All employees must notify their supervisor of plans to retire at least ninety (90) days prior to its effective date.

Voluntary Resignation: If an employee decides to leave the employee of his/her office or program it is expected that at least two weeks written notice will be given to the supervisor stating the effective date of the resignation and any additional comments the employee wishes to make for the record.

If an executive staff member decides to voluntary resign from their position, they are expected to submit a written letter of resignation with the effective date and any additional comments to the supervisor thirty (30) days prior to the effective date.

POLICY: Involuntary Separation of Employment
ISSUE DATE: 6/01/2008
REVISED: 9/5/17
REVISED DATE: 7/1/2020

INVOLUNTARY SEPARATION OF EMPLOYMENT

Policy:

The Susquehanna Conference shall provide severance pay and benefits to involuntarily separated, full-time employees, who meet the following criteria:

- The employee must be in good standing on the date his or her employment is terminated, specifically the employee must not have engaged in willful misconduct, gross negligence, and/or criminal behavior; and
- The employee does not accept employment with any other agency or entity of The United Methodist Church and does not receive a new appointment in The United Methodist Church; and
- The employee must execute a general release agreement provided by The Susquehanna Conference and comply with all of the conditions specified in that document.

Severance Pay

The total amount of severance pay shall not exceed three (3) months of regular pay. Severance payments will be made in installments coinciding with the Conference's normal payroll schedule. All severance payments will be subject to normal withholdings and deductions, including deduction of the employee –portion of premiums required for severance benefits, unless the employee declines severance benefits. Additionally, to the extent permitted by law, any severance pay to which the employee is entitled will be offset by any amounts the employee owes the Conference.

Payments will be made beginning on the date specified in the general release agreement.

Severance Benefits

Eligible terminated employees will be offered three months of severance benefits consisting of continued coverage under the health, dental, and vision plans under the same terms and conditions that apply to active employees. In particular, terminated employees receiving severance benefits will pay the same premiums (the employee contribution) as current active employees pay for the same coverage. Premiums for severance benefits will be deducted from any severance payments the terminated employee may receive.

Because these severance benefits are intended to provide continued coverage, the terminated employee must have been enrolled in the health, dental, and/or vision plans on his or her date of termination to receive continued coverage under that plan(s) as severance benefits.

Employees who elect not to accept all or part of the severance benefits offered to them will not be eligible for any additional gross compensation in lieu of those severance benefits.

Provisional Period

If involuntary separation of employment occurs during an employee's provisional period, the employee will not be eligible for severance payments or benefits. Refer to the Correction Action Policy regarding Provisional Period.

COMPENSATION

POLICY: Payday
EFFECTIVE DATE: 4/1/2020

PAYDAY

Policy

The Susquehanna Conference pay cycle is semi-monthly. Employees will be paid on the 15th and the last day of each month or the nearest preceding business day for services rendered.

No salary advances shall be made, and all Susquehanna Conference employees are encouraged to participate in Direct Deposit.

Employees are responsible for verifying that the information on their pay stub is correct. Any errors should be reported to the Finance Department immediately.

It is the Conference's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, employees must record correctly all work time and review your paychecks promptly to identify and to report all errors.

Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Conference's attention, we promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If an employee believes a mistake has occurred or if you have any question, they should report the mistake to their manager.

POLICY: Time Reporting
EFFECTIVE DATE: 4/1/2020
POLICY: Termination Pay Calculation - exempt

TIME REPORTING

Policy

The Susquehanna Conference shall comply with applicable wage and hour laws, including the Fair Labor Standards Act.

Non-exempt employees are required to keep daily records of their hours worked. Falsifying or altering any employee's time record is a violation of Susquehanna Conference policy and is grounds for termination.

Procedures

Each day, non-exempt employees must clock in and out using the timekeeping system, including clock in and out times relating to meal periods. Non-exempt employees must timely submit work hours to their supervisor for approval. All hours worked must be clearly reported on the timecard. Working off the clock is not allowed. Each employee is responsible for the accuracy of his/her time records. Falsifying or altering any employee's time records is expressly prohibited and is grounds for termination.

CALCULATING PAY AT TERMINATION - EXEMPT Employees

Policy

The Susquehanna Conference will use the following calculation to calculate the final pay of any terminated employee, voluntary or involuntary. The salary will be divided by 260 work days and multiplied by the number of weekdays (Monday – Friday) from the end of the prior pay date (15th or last day of the month) to the termination date.

POLICY: Overtime
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

OVERTIME

Policy

For a non-exempt employee, the first 40 hours of work in any one workweek shall be computed at the employee's regular hourly rate. Any time worked that exceeds 40 hours in any given work week shall be computed at 1.5 times the employee's regular hourly rate. Unworked hours (vacation, holidays, sick leave, etc.) do not count towards hours worked for overtime computation purposes. All requests for overtime must be approved, in advance, by the supervisor or department head.

Exempt employees do not receive overtime pay and instead are paid a salary that is intended to compensate them for all hours worked.

Supervisors and managers are prohibited from requiring or encouraging non-exempt employees to underreport any overtime hours worked. Employees are obligated to immediately report to the Chief Financial Officer anyone who requires or encourages you to underreport your hours worked.

BENEFITS

Eligible employees at the Susquehanna Conference are offered a wide range of employee benefits,

Please note that this Employee Handbook provides an overview of the current benefit plans maintained by the Susquehanna Conference. Employees should refer to the actual plan documents and Summary Plan Descriptions for more specific details of benefits and eligibility requirements for the various benefit plans. In the case of any conflict between the information set forth in those documents and the information set forth in this Employee Handbook, the plan documents are controlling. Copies of current plan documents, Summary Plan Descriptions, and enrollment forms can be obtained from the Benefits Administrator.

Subject only to the requirements of applicable law, the Susquehanna Conference reserves the right to discontinue, suspend and/or modify its benefit offerings at any time at its sole discretion.

POLICY: Vacation
EFFECTIVE DATE: 6/01/2008
REVISED: 9/5/2017
REVISED DATE: 7/1/2020

VACATION

Policy

The Susquehanna Conference provides vacation leave based on an employee's years of service with the Conference. Eligible employees are entitled to vacation leave as detailed on the following chart:

Exempt Employees

SERVICE	FULL TIME (EXEMPT)
	(AVG 35 HRS/WK)
FROM INITIAL EMPLOYMENT	20 BUSINESS DAYS

Non-exempt Employees

SERVICE	FULL TIME (NON-EXEMPT)
	(AVG 35 HRS/WK)
0-4 YEARS	10 BUSINESS DAYS
5-10+ YEARS	20 BUSINESS DAYS

Vacation leave provides all full-time and regular part-time employees with paid time away from work. Full-time employees will receive 7 hours of pay from initial employment. Part-time employees will receive compensation based on their average workday as determined by their supervisor from initial employment.

Vacation leave must be scheduled in writing at least 2 weeks in advance, except in the case of illness or emergency, and approved by the employee's supervisor. As a general rule, vacation time should not be scheduled during the employee's first three months of employment. Time off is granted according to scheduling needs and is on a first come, first served basis.

Vacation leave for exempt employees must be taken in full day increments. Vacation for Non-exempt employees may be taken in 15-minute increments. Vacation leave earned shall be granted as per the schedule above and cannot be accumulated from one year to the next or paid out at the end of the year.

POLICY: Sick Leave
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

SICK LEAVE

Policy

The Susquehanna Conference acknowledges that from time to time an employee or their dependents may be ill, and the employee is unable to work, and therefore provides paid sick leave for such needs.

At the beginning of each year, an employee is awarded ten (10) working days of sick leave. Unused sick leave does not accrue from one year to the next. If it is not used at the end of the calendar year, it is lost. Sick days are provided for illness of the employee, spouse, and/or their dependents. New employees will have their 10 days pro-rated based on their employment start date.

Notification of an illness must be made to the employee's supervisor as soon as possible. As a reminder, illness in excess of three (3) or more consecutive days will require certification from a medical physician. Sick leave carries no monetary value and will not be paid out at termination.

Beyond the allotted sick days, employees are expected to use vacation days for absences.

POLICY: Holiday
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020
REVISED DATE: 2/3/2022

HOLIDAY

Policy

The Susquehanna Conference will be closed for predetermined holidays throughout the calendar year and provides paid time off for full-time and part-time employees for those holidays, beginning with the first day of work.

The following are paid holidays for eligible employees and days in which the Susquehanna Conference offices will be closed:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Monday After Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Day
- Christmas Day
- Day After Christmas

Holidays occurring during an employee's scheduled vacation are treated as holidays and are not counted as vacation days. If a holiday falls on a nonscheduled workday, the Conference office will determine the workday on which the holiday will be observed. The observed day must be taken within 90 days of the holiday.

Employees must be in active employment status to receive holiday pay. Full-time employees will receive 7 hours of pay from initial employment. Part-time employees will receive compensation based on their average workday as determined by their supervisor from their initial employment.

POLICY: Military Leave
EFFECTIVE DATE: 6/01/20
REVISED DATE: 9/05/17
REVISED DATE: 7/1/2020

MILITARY LEAVE

The Susquehanna Conference recognizes that employees may need to be absent from work to serve in the US or state military. The Susquehanna Conference provides military service leaves of absence to all regular full-time, part-time, and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable Pennsylvania laws.

Procedures

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to the Susquehanna Conference as possible.

Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to your supervisor.

Eligibility Requirements

Eligible Employees. All regular full-time, part-time, and probationary employees are eligible for military service leave if they are absent from work because of eligible military service. Independent contractors and employees who were only employed for a brief, non-recurrent (one-time only) period before the start of military service are not eligible for leave under this policy.

Eligible Military Service. For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the US and state military:

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves.
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty.
- Pennsylvania National Guard and Pennsylvania Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or national emergency.

Eligible employees may take leave under this policy for the following types of military service:

- Active duty.
- Active duty for training.
- Initial active duty for training.

- Inactive duty training.
- Full-time National Guard duty.
- Pennsylvania National Guard and Pennsylvania Air National Guard duty or when the employee is called or ordered to active state or special state duty by the Governor.
- Submitting to an examination to determine your fitness for any of these services.
- Funeral honors duty performed by National Guard or Reserve members.
- Duty performed by intermittent disaster response personnel for the Public Health Service and approved training to prepare for this service.
- Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are:
    - activated under federal authority; or
    - attending authorized training in support of a federal mission.

Compensation During Leave

During military service leave, employees will be paid the difference (if any) between their Conference base pay and their military pay for the first twenty (20) days of active military duty. To receive any differential pay, employees must submit their military pay stubs to their supervisor so the Conference can calculate the differential pay. Employees also may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

Benefits During Leave

During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits, except for the pay differential under this policy, an employee on military service leave will receive the same rights and benefits as employees on similar paid/unpaid leave of absence.

Reemployment

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to the Benefits Administrator, including their military discharge documentation, if available, as follows:

- If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.
- If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.
- If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.
- If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to

return to their jobs or apply for reemployment, depending on the length of recovery time required.

If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with the Benefits Administrator as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the Conference's rules about unexcused absences.

Nothing in this policy requires the Conference to reemploy individuals who are not eligible for reemployment rights under applicable law.

Seniority Rights After Reemployment

Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on length of service.

Discrimination and Retaliation Prohibited

The Susquehanna Conference prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US or state military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US or state military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

The Susquehanna Conference is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, the Susquehanna Conference may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Pennsylvania Military Service Leave

Where the PMAA or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

POLICY: Bereavement Leave
EFFECTIVE DATE: 6/01/2008
REVISED: 9/5/17
REVISED DATE: 7/1/2020

BEREAVEMENT LEAVE

Policy

The Susquehanna Conference grants full-time and part-time employees qualified paid time off in the event of death of specified family members. The employee must notify their supervisor of the request for bereavement leave.

Employees will be paid for up to five (5) business days to attend the funeral of the following family members: spouse, child, sibling, parent, grandchild, grandparent, father-in-law/mother-in-law, foster child, family members living in the employee's household, or an "in loco parentis". In loco parentis is defined as having had the responsibility of providing day-to-day care to the employee and of financially supporting the employee in his or her childhood. Adopted, step or half relationships will be treated as full relationships.

Up to three (3) days of paid leave may be granted for the following family members: son-in-law/daughter-in-law, brother-in-law/sister-in-law, aunt/uncle, and niece/nephew. Upon the death of a more distant relative, one (1) day of paid leave may be granted.

Bereavement leave will be prorated for part-time employees based on the numbers of hours the employee works per week.

If additional time off is required, employees should talk to their supervisor immediately and unused vacation leave may be used.

POLICY: Jury Duty / Court Appearance
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

JURY DUTY / COURT APPEARANCE

Policy

Any full-time or part-time employee called to serve on a jury will be paid for the day or days in which the court requires attendance. The employee will not be required to reimburse the Susquehanna Conference for any money received as compensation or expense allowance for jury duty.

The employee must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day he/she is normally scheduled to work or if the employee is excused before serving three hours of jury duty, he/she is expected to report to work.

If an employee is subpoenaed to appear in court as a witness for a matter unrelated to the Susquehanna Conference, the employee will be excused from work in order to comply with the subpoena but will not be paid for the time off, except where required by applicable law. In such circumstances, the employee may use accrued vacation days, if available.

Any employee required to appear in court for a matter related to the Susquehanna Conference will be paid the employee's standard base rate of pay for such time and will be reimbursed for any out-of-pocket expenses incurred in making such an appearance.

POLICY: Time Off to Vote
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

TIME OFF TO VOTE

Policy

The Susquehanna Conference encourages its employees to participate in the election of government leaders. Therefore, if an employee does not have sufficient time outside regular work hours to vote, adequate time off will be allowed at the beginning or end of the workday to exercise this right.

Procedure

Employees should make their request to their supervisor at least 48 hours in advance of Election Day. Employees should also consider voting early or by absentee ballot. Every effort should be made to vote either before or after the employee's normal workday.

POLICY: Eligibility for Health and Welfare Benefits
EFFECTIVE DATE: 6/1/2008
REVISED DATE: 9/5/2017
REVISED DATE: 7/1/2020

ELIGIBILITY FOR HEALTH AND WELFARE BENEFITS

Policy

Regular, full-time employees who are regularly scheduled to work thirty-five (35) hours or more per week, on the first of the month following their initial thirty (30) days of employment, are eligible for the full Susquehanna Conference group health benefits.

Temporary (or seasonal) full-time employees and part-time employees are not eligible for group health benefits.

The Susquehanna Conference pays a significant portion of the costs of these benefits for employees. Employee contributions will be deducted from their paychecks on a pre-tax basis. Employees will pay no Federal or Social Security taxes on this amount.

Employees have the option of covering their families.

POLICY: Hospitalization
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17

HOSPITALIZATION

Policy

The Susquehanna Conference provides paid time off to full time, benefits eligible employees when an employee is required to undergo extended hospitalization. After the first full 12 months of employment, if an employee is required to be hospitalized and undergo post hospitalization recuperation, they are entitled to twenty (20) business days of hospitalization leave with pay per calendar year. This leave can be accumulated to a maximum of sixty (60) business days. For illnesses or injuries that do not require hospitalization, but confinement at home, a medical physician's written orders are required to receive the hospitalization leave benefits. Notification of an illness or hospitalization must be made to the supervisor as soon as possible. Unused Hospitalization Leave will not be paid out at termination of employment.

Beyond the allotted hospitalization days, employees are expected to use vacation and sick days.

At all times, the Susquehanna Conference will comply with its obligations under the ADA, ADAAA, and the PHRA.

POLICY: United Methodist Mission Participations
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 7/1/2020

UNITED METHODIST MISSION PARTICIPATIONS

Policy

The Susquehanna Conference feels that participation of Susquehanna Conference employees in United Methodist mission projects would benefit both the staff person and the mission project. As part of the duties of all program staff, attendance at Annual Conference is expected. The request must be made at least thirty (30) days in advance.

Employees involved in these activities will be paid in compliance with applicable federal and state law.

POLICY: BASIC PROTECTION PLAN
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 7/1/2020

BASIC PROTECTION PLAN

Policy

The Susquehanna Conference provides disability benefits for all full-time, eligible employees that have completed three months of employment with the Conference. The Basic Protection Plan (BPP) provides long-term disability benefits for eligible lay employees to help protect them and their families. BPP is an Internal Revenue Code 414(e) "church plan" funded by plan sponsor insurance premiums.

For plan details, lay employees should contact the Conference Benefits Administrator. All Conference clergy fall under the Annual Conference guidelines for disability benefits.

There is a 90-day elimination period before long-term disability benefits begin.

POLICY: UMPIP
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 9/15/2023

UMPIP

Policy

The Susquehanna Conference allows for lay employees to participate in a personal retirement plan.

All full and part-time (20+ (working more than 1,000 hours per year) lay employees, after one year of employment, will be enrolled in the United Methodist Personal Investment Plan. The UMPIP is a retirement plan administered by Wespath Benefits and Investments. The Susquehanna Conference contribution to the plan is 9% of the employee's salary. Employees may make additional contributions to the plan after the first month of employment.

POLICY: Continuing Education
EFFECTIVEDATE: 6/01/2008
REVISED DATE: 9/5/17

CONTINUING EDUCATION

Policy

Every member of the executive staff is expected to participate in continuing education events.

The Susquehanna Conference is committed to furthering the education and training of all employees.

Executive staff is expected to participate in continuing education events being sponsored by the Susquehanna Conference or continuing education events asked to participate in by the employee's Executive Officer.

Support staff are encouraged to also take advantage of continuing education events. These events can be extremely beneficial in gaining additional and new skills.

The Chief Financial Officer will notify an employee of an upcoming continuing education event within a reasonable time frame. If an employee wishes to participate in a certain continuing education event, they can negotiate that event with their supervisor.

Based on the allocation of sufficient budgeted funds, continuing education events are paid for by the Susquehanna Conference. Also, an employee is paid for the time that they are at the continuing education event.

POLICY: Continuing Medical Benefits
EFFECTIVE DATE: 4/1/20

CONTINUING MEDICAL BENEFITS

Policy

Employees, retirees and dependents who lose health coverage, will be allowed to continue their medical, dental, and vision coverage for up to 12 months following the loss of such coverage, provided they make the required full payments. No FSA continuation available.

POLICY: Maternity Leave
EFFECTIVE DATE: July 28, 2020

MATERNITY LEAVE

Policy

Eligible employees of Maternity Leave must have worked for the Susquehanna Conference for a period of 12 months or greater with no longer than a seven-year gap for military service and have worked more than 1250 hours in the past 12 months is entitled up to 12 weeks of Maternity Leave. In order to take paid leave as part of maternity leave, the employee must qualify for sick leave pursuant to the terms of the Sick Policy.

Maternity leave for the mother's own disability will include that period of time during which the employee is medically disqualified from working. The leave shall be accounted for as Sick Leave. If the employee has exhausted all sick days, the remaining days must be charged to vacation or taken as unpaid leave. For all time beyond the period of medical disqualification, the leave shall be charged against accumulated vacation, if any, or shall be without pay. Absent other medical factors, the period of medical disqualification is generally six weeks for a natural childbirth and eight weeks for a caesarian birth.

Procedure

In order that steps can be taken to protect the health of the employee and plans can be made for reassigning her work during the leave, an employee shall notify her supervisor as soon as she knows she will require maternity leave. At that time, the employee should be prepared to discuss the length of the leave she wishes to take. A medical certificate must be provided no less than 30 days prior to the start of the maternity leave, indicating the approximate delivery date, the date recommended to begin maternity leave, and the date recommended for return to employment. The employee will not be permitted to work after the date recommended to begin maternity leave or prior to the date recommended for return to work without an additional medical certificate.

If, prior to the expiration of the leave period, the employee desires an extension of the leave, the extension must be applied for in writing. A medical certificate shall substantiate any medically necessitated extension. For all time beyond the period of medical disqualification, the leave shall be charged against accumulated vacation, sick and/or personal time, if any, or shall be without pay.

Leave for the birth of a child must conclude within 12 months of the birth.

POLICY: Parental Leave
EFFECTIVE DATE: July 28, 2020

PARENTAL LEAVE

Policy

Any full-time employee who has worked for the Susquehanna Conference for a period of 12 months or greater, with no more than a seven-year gap (unless leave was due to military service), is entitled to parental leave up to 12 weeks.

The Susquehanna Conference will provide paid parental leave of up to 4 weeks (20 days). Additional paid time beyond the 4 weeks (20 days) of paid leave can be charged against accumulated sick leave, personal days, and vacation. The maximum amount of Parental Leave (paid or unpaid) an employee may take is 12 weeks in a rolling 12-month period.

All leave time taken will run concurrent with Maternity Leave.

Requests for parental leave should be made to the immediate supervisor and the Benefits Administrator as early as possible, but not less than 30 days before the expected start of the leave in order that adequate arrangements can be made to handle the employee's work during his/her absence. If, prior to the expiration of the approved leave period, the employee desires an extension of the leave, that extension must be applied for in writing.

Parental leave must conclude within 12 months of the birth or adoption.

SAFETY

POLICY: Safety / Incident Reporting
EFFECTIVE DATE: 6/01/2008
REVISED DATE: 9/5/17
REVISED DATE: 7/1/2020

SAFETY / INCIDENT REPORTING

Policy

Safety is very important to the Susquehanna Conference. Employees are required to observe safe practices, and in the event an accident occurs, it must be reported immediately.

Accidents occurring on the job must be reported to the Benefits Administrator immediately.

Safety/Incident Reporting

Each person can be a one-person safety committee by letting their supervisor know about any unsafe equipment, vehicle, machines, tools or conditions.

Here are some tangible ways every employee can demonstrate their responsibility towards safety in the workplace:

1. Avoid unsafe acts.
2. Be vigilant in looking for safety hazards.
3. If you see a hazard, correct it or report it immediately.
4. Make sure you know what constitutes a safety hazard. If you don't know, ask.
5. Be an active participant in all safety training sessions.
6. Adhere to all Conference policies and procedures.
7. Report all accidents, injuries, and illnesses immediately.
8. Keep your own work area clean and clutter free.
9. Stay alert at all times.
10. Be sure you know what to do in the event of an emergency.
11. Inspect tools and equipment each time you are preparing to use them.
12. Always use the right tool for the job.
13. Know when and where personal protective equipment is required and use it.
14. Plan every job before you start, making special note of potential hazards.
15. Avoid taking safety shortcuts.
16. Never perform a hazardous job without having received proper training.
17. Avoid engaging in horseplay.
18. Keep an eye on your co-workers, looking out for their safety as well.
19. Look for safer ways to perform tasks and, if you come up with one, take some time to discuss it with the Executive Officer.
20. Remember to take safety home with you. Accidents and injuries happen off the job as well.

Employees are required to report all accidents to their supervisor and the Conference Benefits Administrator. If first aid is necessary, arrangements for this service will be made immediately.

Each employee is responsible for maintaining a safe place to work and should report any safety hazard or unsafe practice to the Benefits Administrator immediately.

POLICY: Violence in the Workplace
EFFECTIVE DATE: 4/1/20

VIOLENCE IN THE WORKPLACE

Policy

The Susquehanna Conference's policy is that its employees should be able to work in environments free from physical attack, threats, and menacing or harassing behaviors.

As used in this policy, violence is defined to include, but is not limited to, the following:

- Physical attack is an unwanted or hostile contact, such as hitting, fighting, pushing, shoving, or throwing objects.
- Threat is stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
- Property damage is the result of behavior or acts that contribute to the destruction or damage of another's property.

This list is illustrative only, and not exhaustive. No form of workplace violence will be tolerated.

The Susquehanna Conference prohibits all employees from possessing any weapons of any kind at the workplace, while engaged in activities for the Conference, and at Conference-sponsored events. For purposes of this policy, the workplace is defined to include the Conference's buildings, outdoor areas, and parking lots.

Weapons include:

- Guns.
- Knives.
- Mace.
- Explosives.
- Any item with the potential to inflict harm that has no common purpose.

This list is illustrative only, and not exhaustive. The Susquehanna Conference prohibits employees from possessing any weapon at the workplace.

Procedure

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on the Susquehanna Conference premises shall be removed from the premises as quickly as safety permits and shall remain off Susquehanna Conference premises pending the outcome of an investigation. Following investigation, the Susquehanna Conference will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or

termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying their supervisor of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or which could endanger the health or safety of an employee, when the behavior has been carried out on a Susquehanna Conference-controlled site or is connected to Susquehanna Conference employment or business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The Susquehanna Conference understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

If an employee becomes aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement and then contact the Susquehanna Conference.

POLICY: Workers' Compensation
EFFECTIVE DATE: 6/01/2008
REVISED: 9/5/17

WORKERS' COMPENSATION

Policy

The Susquehanna Conference provides required workers' compensation coverage to all employees. On those occasions when injuries do occur, the Susquehanna Conference is committed to assisting in the process of providing a safe, timely and durable return to work for injured employees.

Workers' Compensation

The Susquehanna Conference assumes full responsibility for payment of workers' compensation insurance premiums. All workers' compensation injuries must be reported immediately to the employer representative, regardless of how minor the injury may seem. An employee may seek medical assistance from the physician of their choice. This insurance not only covers medical bills incurred as a result of a job-related injury, but also compensates an individual for lost time from work, depending on the amount of time lost.

An employee is required to report to work as soon as they receive a doctor's note allowing them to return.

Additionally, any employee who observes another employee being injured or learns of an employee injury should confirm that the injury has been reported to the Benefits Administrator.

Injuries or death caused solely by the violation of law, including the use of alcohol or drugs, will be denied coverage. Workers' Compensation benefits will not continue during any period of incarceration after conviction.

If any injury is a potential life-threatening emergency call 911 immediately.

APPENDIX: Receipt for Employee Handbook

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Employee Handbook of the Susquehanna Conference of The United Methodist Church. I agree to read it thoroughly, including the statements in the Introduction describing the purpose and effect of the handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor.

I understand that The Susquehanna Conference is an "at will" employer and as such, employment with the Susquehanna Conference is not for a fixed term or definite period and may be terminated at the will of either the employee or the employer, with or without cause, and without prior notice. No member of management has the authority to make any agreement for employment for any specified period of time, or to make any agreement contrary to the above, except the Chief Financial Officer.

I understand that this Handbook states the Susquehanna Conference's policies and practices in effect on the date of issue. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Susquehanna Conference for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Benefits Administrator.

Date: _____

Signature: _____

Print Name: _____