

PURPLE BOOK

Non-Exempt ECEC EMPLOYEE HANDBOOK



SOUTHEASTERN CALIFORNIA CONFERENCE ~ OFFICE OF EDUCATION

www.secceducation.org

Updated February 2017

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Mission Statement

It is the mission of the Southeastern California Conference Early Childhood Education and Care to provide young children with Christ-Centered, developmentally appropriate experiences in safe, nurturing environments that are aligned with the beliefs and values of the Seventh-day Adventist Church.

Philosophy

The Southeastern California Conference Early Childhood Education and Care (ECEC) has its foundation in the Biblical imperative for purposeful training of the young child. As Christians we are admonished to teach the words of the Bible “diligently unto the children,” and to “train up a child in the way they should go”. (Deut. 6:7 and Prov. 22:6) The Southeastern California Conference recognizes that the early education and care of young children is the beginning of a continual growth process. In partnership with the home and Church, it is essential that a balanced ECEC program be established to meet the needs of a child’s spiritual, physical, intellectual, social, and emotional development from birth to entrance into formal schooling.

“God might have committed the message of the gospel, and all the work of loving ministry, to the heavenly angels. He might have employed other means for accomplishing His purpose. But in His infinite love He chose to make us co-workers with Himself, with Christ and the angels that we might share the blessing, the joy, the spiritual uplifting, which results from this unselfish ministry.” *Steps to Christ*, p. 79.

The Southeastern California Conference employees are committed to this philosophy. Each employee has accepted the responsibility of properly representing the Seventh-day Adventist Church in attitude, philosophy, and conduct. For this reason, only those who are church members in good and regular standing of the Seventh-day Adventist Church are employed.

Vision Statement

It is the goal of every Early Childhood Education Centers to see young children growing in their love for God and love for others through purposeful integrated learning experiences in a caring Christian environment.

100 General Information

101 Employee Handbook

This employee handbook is provided to answer common questions posed by employees. It is a summary of Southeastern California Conference policies, benefits, and procedures and how they will affect the employee. Please read it carefully and learn its contents. If questions arise which are not answered in this handbook, discuss them with your director, Office of Education and/or the Human Resources. Understand that the policies and practices set out in this handbook are not a contract and are not intended to imply any form of contractual relationship.

In addition, this handbook provides information on the employee's responsibility to communicate with the SECC Human Resources Department with regard to any and all information relating to the employee or dependents enrolled in employer provided benefits. All employees who are classified as Benefit Eligible are expected to and must actively cooperate in the management of their benefits. SECC depends on information from each employee to maintain appropriate benefits in place. By keeping SECC up to date on personal information benefits may be assigned or discontinued as required according to policy. Lack of information from employees on life-changing events (births, deaths, divorce) not reported to SECC in a timely manner, in writing, may create a financial liability to the employee, or the denial of benefits. To assist in providing information to employees on what is needed to keep benefits current, please refer to sections entitled Employee Responsibility. These sections alert employees when documentation or forms are needed from the employee. For most up-to-date employee benefits visit the HR website <http://secchr.adventistfaith.org>.

This handbook replaces all previous SECC handbooks and shall be adhered to except as it shall be amended by subsequent actions of the Conference Executive Committee / Education Board in its whole and absolute discretion.

102 Changes in Employee Handbook

Southeastern California Conference (also referred to as “the Conference”) retains the authority to revise, modify, or delete any provision(s) in the employee handbook at any time. Policies and procedures may change or be deleted at any time and for any reason. The most current policies will be available at the Human Resources Office or Office of Education.

103 Equal Employment Opportunity

Southeastern California Conference is a religiously qualified, equal opportunity employer, with the right to give preference to Seventh-day Adventists in hiring. Southeastern recruits, hires, and promotes all job classifications on the basis of merit, qualification, competence, attitude, and spiritual commitment. This applies to all categories of employment. No aspect of employment shall be influenced by race, color, national origin, sex, age, or handicap.

104 At-Will Employment

All hourly ECEC employees fall under an employment “at-will” relationship. This means that the employee or employer may terminate the employment relationship at any time for any reason or no reason with or without notice. No representative of the employer, other than the Conference Executive Committee or its delegates, has any authority to enter into any agreement with the employee for any specified period of time or to make any agreement contrary to the foregoing.

105 Employment Records

The Human Resources Department maintains a file of the employment records of each employee. These records include the completed application form, resume, information sheet, service record, written reports of periodic performance reviews and other employment related documents.

Employee Responsibility: To keep personnel records current, the Human Resources Department must be notified in writing of any changes in name, marital status, address, telephone, dependents, or other pertinent information.

The Personnel files are the property of Southeastern California Conference. However, an employee may examine the personnel file, excluding records of criminal investigations and letters of reference, in the presence of the Human Resources Director or representative. Requests to do so should be made in writing in advance and inspections shall be done in the Human Resources Department during regular business hours.

106 Conference Office Hours

The regular hours during which the Conference Office is open to the public are:

Monday	9:00 a.m. – 5:30 p.m.
Tuesday – Thursday	8:00 a.m. – 5:30 p.m.
Friday	Closed

107 Equipment

The equipment and materials at each preschool site have been purchased for and maintained by the preschool and are to be used for the work of the preschool only, not for personal use or favors for others. All equipment and materials are to remain on the premises at all times for the convenience of the employees in their work and for insurance purposes as well, unless prior authorization is granted. Any broken equipment and/or any situation that appears unsafe must be reported on a repair notice or work order so attention can be given to these situations as soon as possible.

108 Personal Property

The preschool site assumes no responsibility for loss or damage to personal property when brought to work unless previously authorized by ECEC administration.

109 Phones and Cell Phones

Telephones are installed for center business. Personal calls are allowed on an emergency basis. Personal cell phones are not to be used by employees during working hours except at designated breaks and lunch. This includes phone calls, texting, or browsing.

110 Media

Teachers are not to respond to questions from newspaper reporters or any media interviewers. Refer media personnel to the ECEC Director.

111 Mail

Employees are not to use the preschool address for personal mail. Employees should not be sending or receiving personal email during work hours.

112 Security

Purses and wallets are to be kept in locked storage, as available in the classroom. This protects your personal property and prevents child access. The preschool site assumes no responsibility for loss or damage to personal property.

Any unfamiliar or suspicious person on the campus is to be reported immediately to the ECEC Director and all security procedures outlined by the center need to be followed.

113 Keys

Preschool keys are issued upon employment. Keys are not to be duplicated for any reason. Keys must be returned at the time of employment separation. Lost keys should be reported to the ECEC Director immediately. The employee will be charged a replacement fee for any key not returned or lost.

114 Care of Children

Employees are expected to make appropriate childcare arrangements for their own children. Even if an employee's child is enrolled in the center, it is discouraged to have their child with them during work hours.

ECEC employees are not to provide personal childcare services for families with children enrolled in the ECEC program. This is considered a conflict of interest. Employees with questions on this matter should contact the ECEC Director.

115 Selling & Solicitation

Solicitation, distribution, and/or selling to fellow employees are not permitted unless pre-approved by the ECEC Director. Selling to parents is not permitted.

116 Information Updates

HR Website <http://secchr.adventistfaith.org> - Provides updated information on such issues as job openings, new or existing benefits, benefit forms, payroll issues, etc.

Also you may find this ECEC Handbook on the <http://secceducation.org> website

200 Employee Benefits

201 Non-Exempt Employee

Employees classified as working 20 hours per week or more may be eligible for the leave policies described below (798 hours per year is required if working only 10 months of the year). Exceptions to this will be noted within the specific section.

HEALTHY FAMILIES ILLNESS LEAVE POLICY

202 Part-time, Non-Benefit Eligible

This policy is effective July 1, 2015, and complies with California AB 1522 Healthy Workplace Healthy Family Act of 2014. This policy covers all employees working less than .50 FTE or 20 hours per week and considered non-benefit eligible.

203 Eligibility for Leave

Employees who work 30 days in a year from their date of hire are entitled to receive up to 3 days or 24 hours of paid sick leave each year. This leave may be taken for personal illness or to care for the illness of the employee's spouse, children (biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, regardless of age or dependency status), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or the employee's spouse or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents or grandchildren. Sick leave may also be used for the diagnosis, or treatment of an existing health condition of, or preventative care for the employee and family members as defined above. In addition, sick leave may also be used for an employee who is the victim of domestic violence, sexual assault or stalking as set forth in California Labor Code.

Implementation

Beginning July 1, 2015

- o Employees hired prior to July 1, 2015, who work 30 days within a year, will receive 3 days or 24 hours of paid sick leave. These leave days are advanced (not accrued) to the employee when he/she qualifies and every January 1.

- o Employees hired after July 1, 2015, who work 30 days within a year, will receive 3 days or 24 hours of paid sick leave. These leave days are advanced (not accrued) to the employee when he/she qualifies and every January 1. However, the employee must wait 90 days from the date of hire to use any paid sick leave.

Employees who are not paid an hourly rate (e.g., Student Literature Evangelists and Pine Springs Ranch summer camp contract employees) OR employees whose hourly rate changes (within 90 days prior to the leave request) will have their earnings averaged over the 90 days prior to the paid sick leave request to calculate the hourly rate for paid sick leave.

Qualifying

These 3 days or 24 hours are advanced to employees as they qualify (work at least 30 days in a year) and then again each January 1. However, employees hired after July 1, 2015, must wait 90 days from the date of hire to use any paid sick leave.

204 Requesting and Recording Sick Leave

Employees should give advance notice, if possible, when requesting paid sick leave, to the immediate supervisor. It is important that the immediate supervisor has knowledge of the absence

as soon as possible to allow for department coverage. As possible, the request must include the expected duration of the leave.

205 Recording Sick Leave

Paid sick leave hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Paid sick leave may be used in full days or increments as requested and approved. Paid sick leave hours should be recorded on the timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken and no more than 24 hours of sick time will be granted per calendar year.

The paid sick leave days will not be convertible to personal leave, paid leave or be considered as credit payable at the end of the employee's service. Paid sick days do not carry over to the following year. However, employees who have a separation date of less than 1 year will have the unused paid sick leave restored and will not have to requalify.

Voted: 4/2015 Executive Committee, 5/2015 Education Board

206 WORKER'S COMPENSATION INSURANCE

On Duty – All conference employees are covered by worker's compensation insurance for work related injuries or illnesses. This protection covers all medical care, statutory payments for lost wages, permanent disabilities, rehabilitation services if appropriate, and death benefits to eligible dependents if applicable.

If an employee is injured or becomes ill arising out of, or occurring during, the course of the job it must be reported immediately to the department director. The director will provide the employee with a claim form (DWC) on which to describe the injury or illness. This form is submitted to our claims carrier through our Human Resources Department. The employee may be kept on employment status for up to one year and three months, as per Sick Time Policy.

Off Duty – Concerning off-duty recreational, social, or athletic activities the California Labor Code specifically states that:

Your employer or its insurance carrier may not be liable for the payment of worker's compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work related duties.

In most cases, benefit-eligible employees, receiving temporary disability payments, may be eligible to use paid leave and/or sick leave to bring salary up to regular assignment equivalent amount. Contact Human Resources for more information.

Voted: 2/2015 EMT, 3/2015 Education Board, 4/2015 (Sick Leave) Executive Committee Other sections previously voted

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Employees should give advance notice, if possible, when requesting paid sick leave, to the immediate supervisor. It is important that the immediate supervisor has knowledge of the absence as soon as possible to allow for department coverage. As possible, the request must include the expected duration of the leave.

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Paid sick leave hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Paid sick leave may be used in full days or increments as requested and approved. Paid sick leave hours should be recorded on the timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken and no more than 24 hours of sick time will be granted per calendar year.

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Voted: 4/2015 Executive Committee, 5/2015 Education Board

208 TUITION DISCOUNT for DEPENDENT CHILDREN of HOURLY EMPLOYEES

A tuition discount shall be provided by the SECC school attended for the children of full-time hourly employees of any SECC school.

1. Eligibility: To be eligible for the tuition discount the student must be:
 - a. an unmarried dependent of the employee;
 - b. eligible to be claimed as a dependent on the employee's income tax return;
 - c. born to, legally adopted, or be a step-child by marriage receiving less than 50 percent of support from his/her natural parents.
 - d. enrolled full-time in a SECC school
 - e. The child of a full-time hourly employee of that or another SECC school. A full-time hourly employee is one who works at least 1596 hours annually. (42 weeks x 38 hours) A full-time hourly employee hired after the beginning of the school year is entitled to benefits on a prorated basis.
2. Discount: A discount of 35 percent of the tuition and all required fees shall be provided by the SECC school where the student attends. This discount is calculated on the gross charges for tuition and required fees according to the current bulletin, before family or other discounts. On-time discounts may be deducted before calculating this discount.

F-15 Board of Education Policies

209 INSURANCE PLANS

Who is Eligible?

Insurance plans are available to full-time, benefit eligible employees when first employed. Anyone who wishes to join at a later time, must show evidence of eligibility and apply within the specified open enrollment time for the specific plan requested.

The Following is a Listing of Insurance Plans Available to You:

1. **Health Plans** - Full-time employees have the option to choose Adventist Risk Management (PPO) or Kaiser (HMO) for their medical, chiropractic, and mental health care. The premium cost for the medical plan is borne entirely by the employer. Employees may buy-in for spouse and dependent children.

The Health Care Assistance Plan (HCAP) self-funded plan covers vision and is available as an employee benefit to all full-time employees.

The Delta Dental PPO Plan covers dental and orthodontics and is available as an employee benefit to all full-time employees.

New employee applications must be submitted, as soon as the contract is signed. An identification card will be issued when the application is completed. **Application, received more than 30 days after contract begins, may not be accepted by the Health Plan Carrier until the next open enrollment.** For specific information about the Health Plans, contact the Human Resources Department or visit <http://secchr.adventistfaith.org>.

Eligible employees who opt out of all medical coverage are given a \$150 per month reimbursement. (Employees who choose to opt out of medical coverage, must show proof of other coverage.)

Employee Contribution - (Subject to change beginning of each year.)

	Adventist Risk Management	Kaiser
Employee only	- \$75.00 per month	\$30.00 per month

- Long-Term Disability** - A program of long term disability protection is provided for employees, at 66²/3% benefit through VOYA, should you suffer a long term disability resulting from an accident or illness. Benefits commence after a 90-day elimination period. Contact the Human Resource Department for more information.
- Other Insurance Benefits** - The Conference has approved the payroll deduction option of the following benefits:

Tax Sheltered Annuities:

Valic
Zahorik

AFLAC

Flex Benefits - unreimbursed medical and dependent care savings account (pre-taxed buy-in benefits)

Cancer Insurance
Short-term disability insurance
Accident Insurance

Supplemental Group Universal (Life Insurance)

Accidental Death and Dismemberment (AD&D)

- State Disability Insurance and Unemployment Insurance** - Church organizations are exempt from these programs, thus, **no contribution** is made for employees. Full-time employees, with two or more years of service to the church, may be eligible for a termination settlement. Paid leave may be available for lost work time, due to injury or illness. See the "Leave Policy" in this book for details.
- Worker's Compensation Insurance**

On Duty - All conference employees are covered by worker's compensation insurance for work-related injuries or illnesses. This protection covers all medical care, statutory payments for lost wages, permanent disabilities, rehabilitation services, if appropriate, and death benefits to eligible dependents, if applicable.

If an employee is injured or becomes ill, arising out of or occurring during the course of the job, it must be reported immediately to the supervisor. The supervisor will provide the employee with a claim form (DWC) on which to describe the injury or illness. This form is submitted to our claims carrier through the Human Resources Department. The employee may be kept on employment status for up to 6 months, as per Leave Policy schedule.

Off Duty - Concerning off-duty recreational, social, or athletic activities, the California Labor Code specifically states that:

Your employer or its insurance carrier may not be liable for the payment of worker's compensation benefits for any injury, which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity, which is not a part of the employee's work related duties.

210 FITNESS FOR LIFE

Fitness for Life is an employee and spouse wellness promotion program.

OUR VISION

For SECC employees and their families enjoy life and health at its best by maintaining health-enhancing lifestyle practices.

OUR GOAL

For SECC employees to begin and/or maintain a personal and/or family wellness program for improved quality of life and to promote wise-use of available health care; resources, and reward employees for their participation in the wellness program including partial reimbursement for the employee health care contribution costs.

CRITERIA FOR REIMBURSEMENT

- A. Regular Employee who is at least 25% of full-time
- B. Submission of Employee Wellness Participation Application
- C. Monthly submission of completed Aerobic Training Log due the 15th of the following month

Monthly Logs Rewards Quarterly Deadline:

1st quarter	April 15	3rd quarter	October 15
2nd quarter	July 15	4th quarter	January 15

Submit complete Aerobic Training Logs to:
Human Resources
Southeastern California Conference
PO Box 79990
Riverside, CA 92513
(951) 509-2352, Fax (951) 509-2395

211 Prepaid Legal Service

Benefit eligible employees can participate, on a payroll deduction basis, in the Pre-Paid Legal Service program. Pre-Paid Legal Services, Inc. is a company that provides legal services, at a low cost to its members, much the same as a health insurance company provides a means to low cost medical help. Coverage is provided for the member, his/her spouse and dependent children until age 21 or age 23 if a full-time student.

As a member of the Pre-Paid Legal plan, employees have access to attorneys who can assist them on legal questions and problems. Members can call an 800 number to reach a Provider Attorney firm. Some of the areas that are covered by this service are: preventive legal services; motor vehicle legal service; trial defense services; IRS audit; etc. For a sign-up package, contact the Human Resources Department.

212 SURVIVOR BENEFIT

The Basic Life coverage is purchased through the Hartford Life Insurance Company for all full-time, benefit eligible employees and is paid in full by Southeastern California Conference. This benefit is paid to the designated beneficiary as assigned by the employee. The current coverage is as follows:

Benefit scale:

- a. Employee \$100,000
- b. Spouse \$ 50,000
- c. To the employee whose dependent has died:
 - Stillborn \$ 750
 - Other children \$ 10,000

This is an excellent benefit that we are happy to provide. There are, however, tax implications for an employer-paid benefit of this type.

According to IRS rules (IRC section 79), the first \$50,000 of an employer-provided life insurance benefit is non-taxable. But, any amount over \$50,000 for an employee, over \$2,000 for a spouse, or over \$2,000 for a child is considered taxable income, also called "imputed income." If coverage exceeds \$2,000 for a spouse or child, then the entire amount, either \$50,000 or \$10,000 is considered imputed income.

Because of these tax consequences, the increased benefit is not mandatory. You may elect to waive the increased life insurance by completing a Waiver and Release form. Because this is the only employer paid death benefit offered to our employees, it is very important that you consider this carefully before waiving the benefit. **If you decline the increased coverage, you are not allowed to opt back into the higher coverage at a later date.** If you experience a "qualifying event" such as marriage, birth of a child or divorce, or change of employer, you will have an opportunity at that time to opt back into the higher amount.

213 RETIREMENT PROGRAM

Defined Contribution Plan (DC)

Employees, working 20 hours per week or more are enrolled in the Defined Contribution Plan. This 403(b) retirement plan is administered through EMPOWER and provides for both the employer and employee to set funds aside for retirement. Employees covered with this benefit are automatically vested for benefits. Vesting means that employees have access not only to the funds they contribute to their EMPOWER account, but to funds contributed by the employer on their behalf, keeping in mind that there are plan and IRS rules that govern access to personal funds and contributions.

Account Management - Employees are responsible for managing their EMPOWER accounts. At the onset of this retirement plan, contributions are invested under the NAD default plan. Employees are expected to contact EMPOWER, either directly or through the employer representative, to obtain information on the options under this plan and make personal decisions on the investment and management of their account.

Employer Contribution - The employer makes a basic contribution to this account, equivalent to 5% of the salary earnings, each pay period.

Employee Contribution - The employee has an option to contribute, on a pre-tax basis, to their account each pay period. When an employee makes a contribution to their EMPOWER account, they are eligible for an employer match. We encourage all employees to contribute to their retirement account of at least 3% to receive the maximum Employer Match (see below).

Employer Match - When an employee makes a pre-tax contribution to their EMPOWER account, the employer will make a 100% match to the account, up to a maximum equivalent of 3% of earnings each pay period.

Defined Benefit Plan (DB)

Employees who were denominationally employed prior to January 1, 2000 may be eligible for benefits under this (frozen) church owned retirement plan. Eligibility for benefits requires vesting of 10 years of service credit. Benefits from this plan can begin at age 59½ with early retirement penalties and full benefits at the normal age of retirement under Social Security rules.

Employees, even though they are not planning to retire, should apply for Medicare Part A three months before the employee or spouse reaches age 65 in order to protect their future medical benefits.

214 Tax Sheltered Annuities

Tax sheltered annuity programs are available to employees on a biweekly payroll deduction basis. The companies currently on the payroll are: EMPOWER or Zahorik. Representatives from these companies are available at the Conference Office monthly to be accessible to our employees. Information is available on the HR website <http://secchr.adventistfaith.org>.

215 Unemployment Insurance

ECEC employees who leave employment are not eligible for unemployment compensation since the Southeastern California Conference is exempt from state and federal unemployment insurance program requirements and does not participate in state unemployment insurance.

216 Professional Growth

Continual professional growth is an expectation for early childhood employees. Refer to the Pacific Union Professional Achievement Recognition Manual as a guideline for growth in the profession. Employees will be reimbursed for the 12 hours (Title 22 Core classes) excluding books and parking.

217 Credit Union

All employees of the Conference are eligible for membership in the La Loma Employees Federal Credit Union. Payroll deductions are available for transferring funds to members' accounts with the La Loma Credit Union. Information on La Loma Information is available on the HR website <http://secchr.adventistfaith.org>.

300 Employee Policies

301 Selection Policy

Southeastern California Conference is a religiously qualified, equal employment opportunity employer with the right of preference to Seventh-day Adventists in hiring. All applicants must be in full harmony with the doctrines of the Seventh-day Adventist Church and maintain the high moral and Christian standards that the church represents.

Whenever possible, positions will be advertised through the conference HR website. All prospective ECEC employees desiring employment with the Conference must complete an SECC employment application along with a licensing application. All employment documentation is submitted to the conference Office of Education for employment processing and benefits designation.

All new employees as well as former employees being rehired must report to the Human Resources Department to complete the hiring process. An applicant may not begin working until all forms are completed.

As explained earlier, all hourly ECEC employment at Southeastern California Conference is at-will.

302 New Hires

All offers of employment are contingent on verification of the individual's right to work in the United States. On the first day of work, the employee will be asked to provide original documents verifying right to work and to sign a verification form required by federal law (I-9 Form). If an employee at any time cannot verify his/her right to work in the United States, the Conference will be obliged to terminate employment.

303 Introductory Period

The first three months of employment is an introductory period. The Center will use this time to see if the employee is able to meet the employment expectations.

304 Employment Status

Introductory employees – employees who have not yet completed the first three months (90 days) of employment.

Full-time employees – employees who have completed their introductory period and work a minimum of 38 hours per week. These employees are eligible for benefits

Part-time, benefit eligible employees – employees who have completed their introductory period and work from 20 to 37 hours per week on a regular basis. These employees are eligible for some benefits on a prorated basis. Beginning January 1, 2015 employees working 30 hours per week or more will be eligible for health care benefits.

Part-time, non-benefit eligible employees – employees who have completed the introductory period and work less than 20 hours per week. These employees are not eligible for benefits.

Temporary employees – employees who are hired for a specific period or specific project, usually not exceeding 90 days. These employees are not eligible for benefits.

Student employees – employees who are enrolled as students at a high school/academy or college/university and need a flexible work schedule to accommodate their classes. These employees are not eligible for benefits.

305 Credentials

Teacher qualifications: The courses listed below have been reviewed by the Department of Social Services, Community Care Licensing Division, as meeting the requirements for child care center teachers in the California Code of Regulations, Title 22, Division 12.

- Children's Center Permit
- Regional Occupational Program Certificate
- Child Development Associate Credential
- Coursework only and six months of experience
 1. Child/Human Growth and Development
 2. Child, Family and Community
 3. Program/Curriculum
 4. Infant, School-age, etc.

306 Tithing

ECEC employees are expected to tithe. Tithing is a basic biblical principle which speaks to a person's relationship with his Creator.

307 Employment of Relatives

It is the policy of Southeastern California Conference to prohibit employment of immediate family members in the same department. If departments are spread over a wide area and divided into sections, exceptions to this policy may be authorized by the appropriate committee.

308 SDA Transfer

Employees who come from another SDA institution, in which they have served at least six months, with the separation date at the previous institution of less than 30 days prior, will be considered SDA transfers. SDA transfer status allows a new employee to utilize employee benefits immediately upon hire.

309 Internal Transfer

Internal transfer may be initiated by the employee or ECEC Director. If an employee wishes to transfer, he/she should discuss the situation with the ECEC Director. If there is a business need to transfer an employee, the conference retains the right to make assignment changes as necessary.

310 Conflict of Interest

Employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the ECEC in negotiations or make representations with respect to dealings with third parties. These individuals are expected to deal with all persons doing business with the ECEC on a basis that is in the best interest of the ECEC without favor or preference to third parties or personal considerations.

A conflict of interest arises when an employee of the ECEC has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he/she exercises on behalf of the ECEC. He/she is to consider only the interests of the ECEC, always avoid inappropriate practices, and faithfully follow the established policies of the center.

Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potential of being considered a conflict of interest, the following situations are considered, by way of example only, to have the potential for being in conflict and therefore are to be avoided:

1. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.
2. Engaging in business with or employment by an employer that is any way competitive or in conflict with any transaction, activity, or objective of the organization.
3. Engaging in any business with or employment by a nondenominational employer who is a supplier of goods or services to the denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, or associating the denominational organization or its reputation with an outside business or employment.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.

6. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship with the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
7. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.
8. Making use of any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performed for the ECEC.
11. Using one's connections within the organization to secure favors for one's family or relatives.

Employees at the time of initial employment, on an annual basis, or when an issue of possible conflict of interest arises, employees are required to complete and sign the Statement of Acceptance. Signing the Statement of Acceptance constitutes the employee's declaration of compliance with the Conflict of Interest and Statement of Ethical Foundations policies.

311 Appearance/Dress

Employees are expected to dress modestly and appropriate for work.

No extremes in dress or appearance should be displayed. Appropriateness in clothing and jewelry will be defined by the local center. Hair must be kept well groomed. Tattoos must be covered.

312 Confidential Information

All information about employees is private. The unauthorized use, possession, or dissemination of confidential information is considered sufficient cause for discipline including immediate termination.

313 Reduction-in-force

Economic slowdown or financial concerns may make it necessary at some point in time to reduce the number of employees. Should this happen, the ECEC may reduce staff and/or hours, based on, but not limited to: the employee's length of service with the Conference; total denominational service; skill and education; willingness to transfer (to another assignment and/or location), performance evaluation(s); position availability. Every effort will be made to place the affected employee in another suitable position. The ECEC will endeavor to provide a 30 day notice if at all possible.

314 Attendance and Absences

One of the most basic indicators of an employee's performance is regular attendance. Employees must be at work when scheduled. If an employee cannot come to work, he/she must notify the ECEC Director or designee of the expected absence as soon as practical.

An absence is defined as a failure to report to work as scheduled. It excludes vacation, personal holiday, bereavement leave, jury duty, witness duty, or approved sick leave or leaves of absence, as provided in this handbook. If one is sick or injured and unable to come to work, the ECEC Director or designee needs to be notified in order to have proper coverage. If an employee is absent three days without contacting the ECEC Director or designee, the ECEC will assume a voluntary resignation. Planned absences need to be arranged in advance.

Excessive absence(s) or failure(s) to report such absences on time will lead to discipline, up to and including termination. Absences are considered excessive if they occur frequently or if they show a pattern.

315 Tardiness

Employee's must arrive at the job location and be ready to start work at the designated time; and be ready to resume work on time after authorized breaks and lunch periods. Tardiness may lead to discipline up to and including termination. The employee must notify his/her ECEC Director or designee if the employee is going to be late to work. Tardiness is excessive if one is frequently or unnecessarily late, or if one demonstrates a pattern of tardiness. Centers are affected if employees are not present and the center is not able to meet state requirements as outlined in Title 22.

316 Disciplinary and Termination Procedures

The purpose of the disciplinary policy is to provide a means of addressing unacceptable practices or performances and to assist the employee in correcting the problem and achieving success in the job. If disciplinary measures are to be imposed, it is essential that the ECEC Director or designee involved first investigate the facts, maintain confidentiality, use corrective rather than punitive action and respect the dignity of the employee. In consultation with the SECC Office of Education Designee, the following steps are available to the ECEC Director, whenever unacceptable practices or performances occur:

1. *Verbal Warning* – The ECEC Director will speak to the employee regarding a problem and explain the corrective action given. A written record of the date, those present and the content of the discussion should be kept by the ECEC Director.
2. *Written Warning* – If problems continue, a formal written warning stating the extent of the problem, suggested course(s) of action, and the time period for resolution should be prepared by the ECEC Director. Prior to giving the document to the employee it must be reviewed by the SECC Office of Education Designee. The written warning should also advise the employee of the consequences if the problem continues. The written warning should allow space for the employee's comments, the date and the employee's signature. The employee should be advised that his/her signature indicates that the information was discussed and a copy given to them and not necessarily that he/she agrees with the contents of the document. If the employee refuses to sign the document, another supervisor or administrator should sign as a witness that the employee refused to sign but was provided a copy of the document. The original document must be sent to the Human Resources Department to be placed in the employee's official personnel file and a copy should be provided to the employee.

3. *Follow-up Review* – At the end of the noted time period during which correction or improvement was expected, the SECC Office of Education Designee must be informed if the desired improvement has not been met. Another meeting between the ECEC Director and the employee should be held, wherein the ECEC Director discusses the results or improvement since the initial written warning. A written confirmation of the discussion, agreement, and future expectations should be provided to the employee, with a copy sent to the Human Resource Department to be placed in the employee’s official personnel file.
4. *Additional Discipline* – If the desired improvement has not been reached during the time stated on the written warning or follow up, the ECEC Director or designee will inform the Office of Education of the status of the employee’s progress or lack thereof. Upon review of the matter, the Office of Education may choose an appropriate level of discipline, based on the severity of the offense, including but not limited to, administrative leave(s) with or without pay, suspension, probation, or termination. A meeting with the employee will be held in which the employee is advised of the Office of Education recommended and imposed action. A letter will be sent to the employee by the ECEC Director confirming the discussion of the meeting and stating the disciplinary status, if any. A copy shall be maintained in the employee’s official personnel file.
5. *Release* – If disciplinary or corrective measures have failed to remedy the situation and if termination seems to be appropriate, the matter shall be forwarded to the SECC Office of Education Designee. Employees terminated will receive the full pay earned at the time of discharge. Gross violation of conduct may result in immediate termination.

The procedures outlined above are for guideline purposes only and may be changed or omitted by the employer without notice. Nothing contained herein is intended to nor should it be construed to limit or alter the at-will employment status of each employee.

317 Grievance Policy

SECC’s Children’s Centers are committed to maintaining a Christian environment where the employees can work in an atmosphere of acceptance, civility, and mutual respect for the rights, duties and sensibilities of each individual. It is extremely important for employees to communicate with each other in a respectful manner. When one employee has a problem with another employee, she/he will be expected to meet each other and resolve their differences. When a disagreement between employees is not resolved, it will affect the atmosphere of the center. Children are perceptive and sensitive to the tone of voice, body language, and any change in personality. It is our goal to provide a safe, happy, and nurturing environment for all who come through the doors of our Children’s Centers.

However, whenever people work together, misunderstandings may occur because of differences in personality and viewpoint, communication problems, and work pressures. SECC encourages all misunderstandings to be handled at the classroom level wherever possible. But if the employee is hesitant to discuss her/his concerns with the Head Teacher, the next person would be the ECEC Director or Assistant Director.

Here are the steps to follow:

- Step 1: The grievance should be put in writing and given to the ECEC Director in person or by e-mail. The employee should also request a meeting where the employee and ECEC Director will discuss the grievance and hopefully come to a mutual consensus. If the employee does not feel the situation is settled, proceed to Step 2. The written form of the grievance should be signed by both the employee and the ECEC Director.

Step 2: If the employee does not feel satisfied with the meeting with the ECEC Director the employee may then contact the Southeastern California Conference Associate Superintendent in the Office of Education who is designated as the liaison for the Centers and request a meeting.

Step 3: If the matter is not resolved at this level, the employee may contact in writing the Center's Board Chairperson and request an audience with the Personnel Committee which will forward its recommendation to the Education Board of Southeastern California Conference. The Education Board's evaluation and resolution of the problem will be considered final and binding.

318 Sexual Harassment Policy

As representatives of Christ here on earth, employees of the Southeastern California Conference are to model themselves Christ-like in every action, thought, and deed. "Purity is demanded not only in the outward life, but in the secret intents and emotions of the heart." *Patriarchs & Prophets, p. 308*

We are instructed to honor and uplift one another. As such one must never place another worker in a position of embarrassment or disrespect/harassment due to sexual gestures, pictures, or comments. To do so would be a violation of God's law and the law of the land which protects human rights in the workplace.

Title VII of the Civil Rights Act (1964), administered by the U. S. Equal Employment Opportunity Commission (EEOC) has issued guidelines which relate to sexual harassment as follows:

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

Specific examples of the above mentioned sexual harassment guidelines may include, but are not limited to, the following:

1. Verbal harassment or abuse (e.g. degrading comments, propositions, jokes, tricks, pictures, posters, etc.);
2. Subtle pressure or requests for sexual favors or activity;
3. Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another individual's body, etc.);
4. The threat, suggestion, or action making the individuals' job, future promotions, wages, or any terms and conditions of employment dependent on whether or not he/she submits to sexual demands or tolerate sexually related harassment.

The Southeastern California Conference recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this goal, certain appropriate methods are utilized to alert employees of this issue. In order to do this, all employees are made aware that sexual harassment violates the law and is prohibited by the Southeastern California Conference. Further, each employee is advised that appropriate sanctions will be utilized if sexual harassment is found to have occurred.

Sexual harassment of employees of Southeastern California Conference will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients or non-employees on the premise, the following steps should be taken immediately:

1. The complainant should report the incident(s) to the ECEC Director immediately. In lieu of the ECEC Director, a liaison may be designated by Conference Office. Originally the complaint must be communicated verbally and in writing. A discussion should be conducted in an objective and thorough manner with both parties and both parties should be notified not to discuss the matter elsewhere due to the confidentiality of the complaint and the investigation process.
2. The designee will talk confidentially to all involved persons and determine whether an act of unwanted sexual harassment did occur. Written statements will be obtained as appropriate. If it is determined the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the harassment, discipline may include a written warning, relocation, suspension, or termination.
3. The designee will then notify the complainant and explain that appropriate corrective action has been taken.
4. All employees of the Southeastern California Conference who are aware of incidents of sexual harassment in the workplace are responsible for reporting such incidents immediately to the ECEC Director, or designee, supervisor, department head, or another official for investigation.

318.1 Harassment

Harassment of any kind is unacceptable behavior at SECC. We expect all employees to respect and uplift one another and to abide by God's Law which protects human rights. SECC will not tolerate harassment and doing so can lead to termination. If an employee is affected, the process to follow is the same as the one described above under the Sexual Harassment Policy.

319 Sexual Misconduct/Child Abuse

It is the policy of the Southeastern California Conference of Seventh-day Adventists to educate employees on signs and symptoms, do appropriate investigation of complaints, and discipline employee as appropriate.

Definition

Sexual misconduct as used in this policy refers to sexual behavior by an adult, volunteer or employee, toward a minor. Sexual misconduct includes any type of touching for a purpose of sexually stimulating the adult or minor. It also includes conversation or comments by an adult that are sexual in nature and said for the purpose of sexual stimulation.

Child abuse includes sexual abuse, physical abuse, and/or neglect.

Prevention

The center will attempt to prevent sexual misconduct and child abuse by:

1. Carefully screening adults before employment begins. This includes a completed application, reference checks and criminal record check where required by law;

2. All adults having child contact will have periodic training regarding sexual misconduct and child abuse reporting requirements;

Complaint

When reasonable suspicion of child abuse has occurred, it must be reported in the manner required by law. When adults have reasonable suspicion of child abuse it must be reported to the ECEC Director and child protective services.

When reasonable suspicion exists that an adult has committed sexual misconduct that rises to the level of child abuse as defined by law, a report must be made in the manner provided by law including notification of the appropriate child protection agencies (CPS and Community Care Licensing), administration, and Human Resources Director. ECEC Directors and teachers must cooperate with civil authorities during any investigation. The Human Resources Director may conduct an independent investigation for any acts which fall outside the legal definition of child abuse when an issue exists independent of any criminal investigation. The investigation should be conducted thoroughly and as confidentially as possible. Employment discipline decisions should be made in the same manner and following the same procedure as set forth elsewhere in this Handbook. If it appears necessary to provide for the safety of children it is in the best interest of the center, that the employee may be suspended with pay during the investigation.

320 Safety and Health in the Workplace

It is our policy to provide and maintain a safe and healthful workplace. To that extent, we have implemented the Injury and Illness Prevention Program. Members of management are expected to do everything within their control to assure a safe environment and to always be in compliance with federal, state, and local safety regulations.

Employees are expected to obey safety rules, follow established safe work practices and exercise caution in all their work activities. All employees are expected to immediately report any unsafe conditions to the ECEC Director. Employees at all levels of our organization who are responsible for correcting unsafe conditions should do so. Working together, Centers can succeed in having a safe, healthful and profitable workplace from which all will benefit.

Safety Rules

1. All injuries must be reported to your ECEC Director immediately.
2. Report unsafe conditions in the workplace – including defective equipment, to your ECEC Director immediately.
3. Established safe job procedures must be followed by all employees. Deviations from established procedures require the approval of your ECEC Director.
4. If unsure of how to operate equipment or perform any assigned task – ask your ECEC Director before proceeding.
5. Use safety guards when needed.
6. Personal protective equipment *must* be worn or used in any area for which it has been issued.

7. Use only the proper tool for the job. Do not use defective equipment. If the proper equipment is not available, request assistance from your ECEC Director before proceeding.
8. Get assistance in lifting any item which is so bulky, awkward, or heavy that you feel you are unable to lift it safely.
9. If a repetitive task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your ECEC Director immediately.
10. Cigarettes, Alcohol, drugs, or weapons of any kind are prohibited in the workplace.

400 Remuneration

401 Non-Discrimination

The wage scale policy of the Seventh-day Adventist Church is in harmony with the spirit of non-discrimination, equal pay and other requirements, as well as being in conformity with the teachings and beliefs of the church.

402 Remuneration Scale

Employee wages are set within a wage category according to one's experience and qualifications. Inquires regarding your rate of pay should be brought to your ECEC Director.

403 Pay Days

Paydays are set-up on a bi-weekly basis. Paychecks are mailed or direct deposited every other Friday. A current schedule of paydays is available in the Human Resources Department. Employees may sign up for Direct Deposit in the Human Resources Department. Information is available on the HR website <http://secchr.adventistfaith.org>.

404 Annual Increments

Generally in July, an employee may receive a remuneration increment if the maximum for the remuneration category has not been reached. Increases are based on employee's positive performance evaluation(s) and the financial status of the ECEC.

405 Cost of Living Increases

Because of inflationary trends and circumstances, employees may receive an annual cost of living percentage increase. This has no relationship to your wage level. When such a cost of living increase is voted by the Conference Executive Committee, employees automatically receive this percentage increase, unless (as stated in the wage scale policy) the employee is receiving salary equal to or above an average community rate for the same classification of work.

406 FINANCIAL POLICIES

WAGE & HOUR SUMMARY NON-EXEMPT EMPLOYEES

Regular Workweek

407 RECORDING TIME

All hourly, non-exempt employees must record all hours worked on a timecard or according to the time-keeping system in place at the work site. Employees must accurately record the actual time and hours worked. You may not work off the clock. Time is recorded by entering the time you begin work, the time you clock out for your meal period, the time you return to work following the meal period, and the time you end your workday.

At the end of the pay period the employee and the supervisor should review the hours and both must sign the timecard. Employees must submit timecards to payroll according to the Southeastern California Conference pay date schedule. Please be advised that a timecard or any document that contains incorrect or inaccurate information must never be signed. Failure to properly record time worked may lead to disciplinary action including immediate termination.

408 REST PERIODS

All hourly, non-exempt employees are permitted to take a rest period, which insofar as practicable are in the middle of each work period. The authorized rest period shall be based on ten (10) minutes rest time per each period of four (4) hours worked. Employees whose total daily work time is less than three and one-half hours are not permitted breaks. Breaks are taken with the knowledge of the supervisor, away from the immediate place of work, remaining on the premises of the employer. Authorized rest period time shall be counted as hours worked. Supervisors must be made aware when the employee takes their break.

409 MEAL PERIODS

All hourly, non-exempt employees that work for a period of more than five (5) hours are provided a duty-free meal period of not less than 30 minutes and are free to leave the premises (except that when a work period of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual written consent of the employer and employee). The meal period must begin no later than five (5) hours into the employee's shift (e.g., work begins at 8:00 a.m. then the meal period must begin before 1:00 p.m.). The goal shall be that all employees begin their meal period no later than four and one half (4 1/2) hours into their shift.

Should an employee work ten (10) or more hours in a day, the employee is provided a second duty-free meal period of not less than 30 minutes, and must be taken prior to the beginning of the 10th hour of work. If the total hours worked in the day are no more than twelve (12) hours, the second meal period may be waived, in writing, provided that the first meal period is not waived.

Meal periods must be taken away from the immediate place of work and should be coordinated with supervisors. The meal period is taken off the clock and is not paid.

Non-exempt employees are relieved of all work duties during their meal and rest periods. Employees must record their meal periods by clocking out at the beginning of the meal period and clocking in before beginning work following the meal period. The meal period must be at least 30 minutes.

In the event you did not receive an uninterrupted meal period you must advise your supervisor and indicate on your time card and secure the signature of your immediate supervisor prior to the end of the work day. Supervisors will be notified by email each time an employee clocks out for a meal period after the commencement of the 5th hour of work or misses a meal period. A notation must be made in the

time clock system to explain the reason for each missed meal period and approved by both employee and the supervisor.

If any supervisor or manager impedes or discourages you from taking a meal or rest period, you must notify Human Resources immediately so appropriate corrective action may be taken.

Failure to comply with the meal period or any policy could result in disciplinary action, including and up to termination.

410 WORK DAY AND WEEK DEFINED

The work day begins at midnight and ends at 11:59 p.m. The work week begins at midnight on Sunday and ends at 11:59 p.m. on Saturday.

411 OVERTIME

Overtime will be compensated in accordance with the California Wage & Hour overtime standards. Overtime is based strictly on hours worked, not hours paid. Hours taken from paid leave and sick banks as well as hours paid for funeral leave, jury duty, or 'gift' days are not considered hours worked in the calculation of overtime.

All overtime must be authorized in advance by the supervisor. Non-exempt employees who have been requested to and/or have permission to work in excess of 8 hours in a day or 40 hours in one workweek or the first eight (8) hours on the seventh consecutive day of work in the work week, will be compensated at time and one-half the employees regular rate of pay.

Double time will be compensated in accordance with the California Wage & Hour overtime standards. Non-exempt employees working in excess of twelve (12) hours per day or in excess of eight (8) on the seventh consecutive day of work in the work week will be compensated at double the employee's regular rate of pay.

412 MAKEUP TIME

Makeup time allows non-exempt employees to request time off for a personal obligation and make up work time without receiving overtime pay. Makeup time may not be solicited by the employer, must be requested in writing and agreed upon with the supervisor in advance, and work time must be made up within the same work week. The employee may not work more than 11 hours on another workday, and no more than 40 hours in a workweek to make up the time off. Makeup Time Request Forms are available in the Human Resources Department or on our website www.secchr.adventistfaith.org.

EARNING CONTINUATION IN CASE OF DEATH

SECC follows the NAD working policy which applies to full-time employees only.

413 Withholding of Taxes

Federal income, state and city or local taxes and Social Security (FICA) are withheld from the employee's paycheck according to law. The amount withheld for federal income tax purposes is based on the W-4 exemption certificate completed by the employee at the time of employment. Any changes in status should be reported to the payroll office. An annual statement of taxable earnings including federal, state, and social security contributions withheld is issued in January on the W-2 Form.

414 Payroll Deductions

Deductions from personal payroll checks for such things as credit unions, insurance, and tax sheltered annuities may be made only for regular status employees.

415 Payroll Advance

In case of an emergency, an employee may request up to a two payroll advance, through the Treasury Department. The payroll advance is limited to one per year and will be paid back within 30 days. As such, the payroll advance cannot exceed the amount that could be repaid over the following two pay checks. Payroll advances need to be approved by ECEC Director. For more information, contact the Conference Treasurers' Office.

416 GARNISHMENTS/LEVIES

Personal business affairs should be conducted in such a way that the Conference will not become involved. If court garnishments or IRS levies are received, the Conference will process the deductions through payroll.

417 PAYDAYS

Paydays are setup on a bi-weekly basis. Paychecks are mailed or direct deposited every other Friday. Employees may sign up for direct deposit in the Human Resources Department or Payroll Department. A current schedule of paydays is available in the Human Resources Department.

418 Earning Continuation in Case of Death – NAD

Y 25 05 Surviving Spouse Benefits—When a regular full-time employee dies while in service, the surviving spouse receives certain benefits which are continued for two months from the date of the employee's death. (See NAD Y 34 Employee Basic Life Insurance, NAD Y 46 12-7, NAD Y 46 17 Death Benefit and GC S 60 60. Death Benefit Plans.).

Y 25 10 Continuation of Employee Remuneration—When a regular full-time employee dies while in denominational service the surviving spouse is eligible to receive a payment equivalent to the deceased employee's remuneration for five months.

Y 25 15 Hospitalization and Comprehensive or Family or Spouse Medical Coverage—The surviving spouse shall continue to be eligible for health care under the selected SECC Health Care Plan six (6) months to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in the SECC Health Care Policy.

Y 25 25 Tuition Assistance for Dependent Children of Deceased Employee—The surviving spouse shall continue to receive tuition assistance for eligible dependent children until the end of the current school year to the extent that the deceased employee was eligible at the time of death. This benefit is available to all full-time denominational employees, the spouse thereof, and dependent(s) as defined in NAD Y 24 Tuition Assistance for eligible children of employees.

500 Travel Policies

501 Travel

When an employee is asked to travel, the employee will be reimbursed for actual mileage incurred and per diem where applicable. In some cases, employees will be compensated for travel time.

All travel must be authorized by the ECEC Director.

Please be advised that the policies and procedures outlined in this handbook are subject to revision at any time without prior notice. If you have any questions, please contact your ECEC Director.