

# **YELLOW BOOK**

## **CLASSIFIED EMPLOYEE HANDBOOK**



---

**SOUTHEASTERN CALIFORNIA CONFERENCE ~ OFFICE OF EDUCATION**

[www.secceducation.org](http://www.secceducation.org)

# TABLE OF CONTENTS

## General Information

Important Information and Required Forms.....	1
Safety Policy Statement .....	2

## Employment Policies - PUC Education Code

E18-104 Employment Policies - Classified Personnel .....	3
E18-108 Employer .....	3
E18-112 Employment Agreement for Classified Employee.....	4
E18-116 Conditions of Employment.....	4-5
E18-120 Nondiscrimination Exception - Employment .....	6
E18-124 Employment Status of Classified Personnel .....	6
E18-128 North America Division Retirement Plan.....	7
E18-132 Service Records for Classified Personnel.....	7
E18-136 Service Credit for North America Division Defined Benefit Retirement Plan.....	8-9
E18-140 Termination Settlement .....	10-12
E18-144 Harrassment Policy .....	12-14
E18-146 Employment of Sexual Offenders.....	15
E18-148 Sexual Misconduct Policy and Guidelines.....	16-17
E18-152 Infections Blood Borne Diseases Policy - Classified Personnel .....	17-19
E19-104 to E19-148 General Provision for Salaried Classified Personnel .....	20-26
E20-104 Hearing and Appeal Processes for Eligible Employees .....	27-30
E21-104 to E21-148 General Provisions of Non-exempt Classified Personnel .....	31-37

## Personnel Policies and Benefits

Outline of Benefits .....	37
Conflict of Interest.....	38
Insurance Plans .....	39-40
State Disability Insurance and Unemployment .....	40
Worker's Compensation .....	40
Fitness for Life .....	41
Leave Policy - Paid Leave (SECC Board of Education Policy P-1) .....	42-50
Leave Policy - Non-Paid Leave .....	51-59
Leave Policy - Healthy Families Illness .....	59-60
Vacation - Exempt .....	60-61
Wage & Hour Summary Non-Exempt Employees.....	62-63
Survivor Benefit .....	64
Tuition Discount for Dependent Children of Hourly Employees .....	64-65
Tuition Assistance for Children of Salaried Employees .....	65

## Financial Policies

Earning Continuation in Case of Death .....	67
Garnishments/Levies .....	67
Payroll Deductions .....	67
Paydays .....	67
Wage-Step Placement Schedule - Non-Exempt Personnel .....	68-70
Salary-Step Placement Schedule - Classified Administrative Personnel .....	71
Salary Schedules (Zone 0) .....	72

**GENERAL**

**INFORMATION**

# GENERAL INFORMATION

## 1. IT IS IMPORTANT THAT YOU ARE AWARE OF THE FOLLOWING:

- a. The Education Code can be accessed on the SECC/OE web page: [www.secceducation.org](http://www.secceducation.org) under Main Menu... Codes and Policies ... "Education Code".
- b. Items in this **Yellow Book** affect your salary, paid leave, vacation time, medical insurance, and other insurance plans.
- c. **NEW EMPLOYEES - REQUIRED FORMS:** There are several forms that **must be completed and returned to the Office of Education before you are able to work.** They are as follows:
  - **Church Membership Verification Form** - This must be completed and membership verified. If membership is not in Southeastern, you will need to get a letter from your pastor where your membership is held and attach it to the form.
  - **Criminal Record Background Check** - California state law mandates a Criminal Records Check as a condition of employment. This process must begin as soon as the school board votes employment. **Costs are paid for by the employee.** Employees may obtain clearance by "LIVESCAN" within 72 hours. A LIVESCAN form, instructions for filling out the form, and instructions for finding the Livescan Facility nearest you, are included in your packet.
  - **Employment Eligibility Verification (INS Form I-9)** - This is the INS Form for Employment Eligibility Verification. **This must be completed on the first day of work.** You must complete Section 1. Section 2 must be completed by someone in the Office of Education or at the school where you will be working. Copies of documentation must be attached with the I-9.
  - **Child Abuse and Neglect Reporting** - All employees must fill out this statement. The original copy is filed at the SECC Office of Education; a copy is filed at the school site in the personnel file.
  - **W-4 Form** for Withholding Tax
  - **CA Tax Form** for Employee's Withholding Allowance Certificate
  - **Tuberculosis Screening** - All employees must be screened and cleared for Tuberculosis. The screening can be done by a physician, physician assistant, nurse practitioner or registered nurse. Renewal is required every 4 years.
  - **New Employee Data Collection**
  - **Conflict of Interest Form** - This needs to be done upon employment.

## 2. **KEEP** this booklet for future reference.

# GENERAL INFORMATION

## SAFETY POLICY STATEMENT

It is the policy of the Southeastern California Conference Office of Education to establish and maintain a safe and healthy environment throughout all its schools. We will work with schools to:

- Establish and maintain safe working procedures among staff and students
- Ensure the provision of sufficient information, instruction, and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training.
- Maintain all areas of the school in a condition that is safe and without risk to health or safety.
- Establish effective procedures for use in case of fire, accidents or other emergencies.

Additional guidelines for the administration of school health and safety are provided in the "**RED BOOK**" published by the Southeastern California Conference Office of Education. The Red Book is available on the [www.secceducation.org](http://www.secceducation.org) web site.



# **EMPLOYMENT**

## **POLICIES**

**PUC Education Code  
E18-104 to E21-148**

## Employment of Classified Personnel General Policies – E18

### E18-104 Employment Policies - Classified Personnel

The policies related to the employment of classified personnel are in Sections E18-104 to E21-148.

The policies are organized as follows:

E18-108 to E18-152 - General policies that are applicable to salaried classified and non-exempt classified personnel

E19-104 to E20-104 - Specific policies applicable to salaried classified personnel

E21-104 to E21-148 - Specific policies applicable to non-exempt classified personnel

### E18-108 Employer [Revised 11/2012]

The local conference board of education derives its authority from the local conference executive committee, and is the employing organization referred to hereinafter as the employer. The local conference board of education has an inherent legal obligation in the employment, changes in employment status, termination of education personnel.

To ensure the effective and orderly operation of the schools within the local conference, the local conference board of education consults with and delegates selected functions to local school boards. However, the local conference board of education may take action on its own initiative or may take action that supersedes a recommendation from or action of a local school board.

Inasmuch as the local conference executive committee remains legally bound by actions of local school boards, it is incumbent that there be close cooperation between the local school boards and the local conference board of education in the operation of schools and in the application of employment policies for school personnel.

Classified personnel are recommended for employment, assignment, transfer, or termination to the personnel committee of the local school board by the principal in counsel with the superintendent of schools/designee and the local school board chair.

The employment, assignment, suspension or termination of classified personnel shall be by action of the local school board using the procedures stated for the specific employment status. Discipline, counseling and supervision of personnel is the responsibility of the principal and/or superintendent of schools/designee.

---



E18-112      Employment Agreement for Classified Employees

The school shall use the written agreement form adopted by the local conference office of education in hiring classified employees.

Any changes made in the employment agreement and/or failure on the part of the prospective employee to return the contract by the specified time, will void the offer.

The employment agreement shall include but not necessarily be limited to the following:

- A.      Names of the parties to the agreement.
- B.      Initial assignment and/or duties to be performed.
- C.      Beginning date of employment.
- D.      Salary or wages to be paid to the employee.
- E.      Hours to be worked and/or proportion of full-time.
- F.      A statement on the agreement for hour-time employees that specifies that the employment is "at-will" and may be terminated by the employer and/or the classified employee at any time without requirement of cause.
- G.      A statement that the employee willingly agrees to comply with the policies and standards of the local conference, the union, and the Seventh-day Adventist Church which are in effect and/or may be altered during employment.
- H.      A summary of the allowances and benefits that are granted when the employee qualifies.
- I.      Provision for signatures and dates for the signature and date signed for the agent of the local school board and the employee.
- J.      The deadline the signed agreement is to be returned.

E18-116      Conditions of Employment

A.      Church Membership

Employees shall be members of the Seventh-day Adventist Church in regular standing and as such shall provide a positive Christian role model and demonstrate a concern for the spiritual and moral development of students so that the unique philosophy of Seventh-day Adventist education is reflected throughout the total school program.

B.      Tithe Paying

Faithful tithing is a condition for initial and continued employment, and transfer to another school, local conference or other denominational organization. [See *NAD Working Policy*, Section E 80 20.]

C.      Conflicting Activities

An employee shall not engage in any business or activity, either denominational or extra-denominational which has the effect of diminishing the employee's influence and/or infringing on the time and efficiency of the work to which the employee is assigned.

D.      Divorce and/or Remarriage

An employee shall adhere to the policies and procedures pertaining to divorce and remarriage which are published in the current edition of the *Seventh-day Adventist Church Manual*.

---

# EMPLOYMENT POLICIES

E18-116 Conditions of Employment (Cont'd)

E. Tuberculosis Examination

A person to whom the employer has made a conditional employment offer must submit written documentation of that an examination for tuberculosis, completed within 60 days preceding date of employment, has determined the employee is free from communicable tuberculosis before the conditional employment offer is confirmed. The superintendent of schools or designee shall require additional testing as required by the state law where employed. Health records shall be maintained at the payroll center in separate, confidential medical files.

This section shall not apply to an employee who is employed part-time or for any period of time less than a school year and whose function does not require frequent or prolonged contact with students.

F. Employment Eligibility Verification, Form I-9

A classified employee who is given a conditional offer of employment must complete an I-9 Form, "Employment Eligibility Verification", U. S. Department of Justice, Immigration and Naturalization Service within 72 hours. The form shall be maintained at the payroll center.

G. Criminal Record Summary [Revised 11/2013]

A new employee who has contact with minor students is to obtain a criminal record summary, from the Department of Justice.

This includes any person hired to work in a private school on a regular paid full-time or regular paid part-time basis who will have contact with minor pupils. In addition, each new employee shall forward fingerprints and the request for the criminal record summary to the Department of Justice and a clearance report received on or before the first day of employment.

H. Statement of Knowledge of Duty to Report Child Abuse

A classified employee is to sign a statement on the form provided by the employer acknowledging the duty to report cases of child abuse and will comply with the provisions of state law. This requires that any employee who is a child care custodian who has knowledge of or observes a child known or reasonably suspected of having been the victim of child abuse is to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within the time required of receiving the information concerning the incident.

## EMPLOYMENT POLICIES

E18-118      Dealing with Offenders in Financial Matters      [New Policy 11/2013]

When a volunteer, employee or agent of a Seventh-day Adventist organization performs an act in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, discipline shall be administered and the employing organization will report all violations to appropriate law enforcement officials. [See NAD Working Policy S 04 48.] Available insurance coverage may be jeopardized by failing to report such matters to law enforcement.

E18-120      Nondiscrimination Exception - Employment

For Seventh-day Adventists the free exercise of religion includes the right to operate educational institutions that are distinctively Adventist. The creation and maintenance of such institutions require staffing only by those individuals who are in complete harmony with the beliefs and practices of the Church. Hence, in the employment of personnel for its educational institutions one of the occupational qualifications for any position is that the individual must be a Seventh-day Adventist, committed to the program of the Church.

School boards shall, officially in practice, abide by the following policies relating to employment:

- A.      Equal employment opportunities and compensation shall be afforded to all on the basis of qualifications, without regard to race, color, gender (except where gender is a bona fide occupational qualification), national origin, ancestry, physical handicap, age, height, weight, marital status (single, married, or widowed), or prior military service.
- B.      Inasmuch as the personal life and the professional identity of an individual are inseparable, all employees are to be members of the Seventh-day Adventist Church and are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist principles.
- C.      Decisions on the promotion of an employee shall be based on the qualifications of the employee as related to the requirements of the position for which the employee is being considered.

E18-124      Employment Status of Classified Personnel

The employment status of a classified employee will be in one of the following categories:

- A.      Salaried Classified. [See Sections E19-104 to E20-104.]  
  
This category is for full-time salaried employees exempt from overtime under the FLSA and applicable state laws.
- B.      Non-Exempt Classified. [See Sections E21-104 to E21-148.]  
  
This category is for non-exempt employees employed either full-time or part-time, and eligible for overtime under the FLSA and applicable state laws.

## EMPLOYMENT POLICIES

### E18-128 North American Division Retirement Plan

The following describes the retirement plans currently available for employees of participating employers.

#### A. Defined Benefit Plan

The NAD Retirement Plan is a traditional defined benefit plan which provides a flow of funds until the death of the retiree and eligible spouse ceased to function for purposes of earning service credit on December 31, 1999 except for specific exceptions as detailed in the *Retirement Plan of the NAD and Auxiliary Benefits*, Z 05 through Z 50. Service credit earned prior to that date will be “frozen” until the employee becomes eligible for retirement benefits under the terms of the plan.

Education personnel who were denominationally employed prior to January 1, 2000 are eligible to earn service credit for retirement on the defined benefit plan based on the provisions of the *Retirement Plan of the NAD and Auxiliary Benefits*, section Z 15 05, “Criteria for Recognizing Service”. Retirement benefits earned prior to January 1, 2000 in the defined benefit plan cannot be combined with benefits earned after December 31, 1999 in the defined contribution plan except for vesting and health care purposes.

See Section E10-180 for details about service credit and benefits in the defined benefit plan.

#### B. Defined Contribution Plan

Effective January 1, 2000 the Adventist Retirement Plan, a defined contribution plan has been made available for employees of participating employers. The defined contribution plan accumulates a lump sum which can be converted to an annuity, cashed out or invested at the option of the retiree at the time of retirement eligibility. Retirement benefits earned prior to January 1, 2000 in the defined benefit plan cannot be combined with benefits earned after December 31, 1999 in the defined contribution plan except for vesting and health care purposes.

Details about the defined contribution plan may be obtained from the local conference office of education.

### E18-132 Service Records for Classified Personnel

The local conference secretary or human resource services director is responsible for the service records of all education personnel. Each employee shall be given a copy of the service record at any time at the employee’s request by the last employing organization each time the employee transfers from one denominational organization to another, and at the time the employee discontinues denominational service.

# EMPLOYMENT POLICIES

## E18-136 Service Credit for North American Division Defined Benefit Retirement Plan

The defined benefit plan ceased to function for purposes of earning service credit on December 31, 1999 except for specific exceptions as detailed in the *Retirement Plan of the NAD and Auxiliary Benefits*, Z 05 through Z 50. Service credit earned prior to that date will be “frozen” until the employee becomes eligible for retirement benefits under the terms of the plan.

Education personnel who were denominationally employed prior to January 1, 2000 earned service credit for retirement on the defined benefit plan based on the provisions of the *Retirement Plan of the NAD and Auxiliary Benefits*, section Z 15 05, “Criteria for Recognizing Service”.

A qualified employee who applied for the Career Completion Option by December 31, 1999 could earn up to a maximum of five additional years of service credit or a total of 40 years of service credit, whichever is less, under the frozen plan.

Retirement benefits earned prior to January 1, 2000 in the defined benefit plan cannot be combined with benefits earned after December 31, 1999 in the defined contribution plan except for vesting and healthcare purposes.

A “safety net” is provided to assist those who may be disadvantaged by the “freeze” in the defined benefit plan. For those eligible to retire the Plan will calculate the monthly benefit of the frozen single life annuity, plus an estimate of what the employer-contributed account balance in the new plan would be if invested in the plan designated “default” strategy, converted to a single life annuity. This “combined annuity” will then be compared with what the single life annuity would have been had the plan not been frozen. If the “combined annuity” is less than the “no-freeze annuity”, the Plan will top-up the single life annuity by the amount of the shortfall. This Transitional Enhancement is designed to protect employees from possible reductions in the single life annuity benefits. It is not designed to replace the elimination spouse allowance for post-freeze service.

An employee who does not have enough service credit in the frozen defined benefit plan at the time of the freeze can count up to ten post-freeze years towards meeting minimal qualifying vesting thresholds under the pre-freeze plan up to December 31, 2014. The employee does not earn additional benefit service credit. Post-freeze service is considered only for purposes of reaching certain service thresholds. The qualifying thresholds that can be reached by post-freeze service include:

	<u>Requirements</u>
1. Monthly Benefits	10 years
2. Spouse Allowance	20 years
3. No Penalty Early Retirement	40 years
4. Surviving Spouse Benefits	10-15 years
5. Death Benefit	10 years
6. Early Retirement Healthcare	40 years

## EMPLOYMENT POLICIES

E18-136 Service Credit for North American Division Defined Benefit Retirement Plan (Cont'd)

Service credit for retirement under the defined benefit plan was earned as follows:

A. Twelve-month Employment Plan

One year of service credit is credited to an employee for each calendar year in which there was remuneration for at least 1,950 hours or for at least 11.5 months on a full-time salaried basis for participating employers.

After January 1, 1981, an employee who works less than full-time during a calendar year shall be eligible for proportionate credit based on the provisions of the *Retirement Plan of the NAD and Auxiliary Benefits*, Section Z 15 05 (4).

B. Ten-month Employment Plan

A full-time education employee who has the option to be off duty during the summer period shall be considered employed from July 1 to December 31 if serving the full first semester of a school year, and shall be considered employed from January 1 to June 30 if serving the full second semester of a school year. A teacher who is employed at least half time shall also be eligible for proportionate service credit during the periods listed above. [See *Retirement Plan of the NAD and Auxiliary Benefits*, Section Z 15 15 (1).]

C. Personnel Employed by a Local School

A education employee whose payroll costs are funded by a local school or church is eligible to earn denominational service credit if the conditions stated below are met. The only benefits that the conferences provide such employees are service credit and Worker's Compensation insurance. *NAD Working Policy Y 47* and *Retirement Plan of the NAD and Auxiliary Benefits*, Z 15 35.

Service credit shall be granted to an employee of a church or elementary school provided:

1. The employee is remunerated for at least 1,000 hours during a calendar year.
2. The local conference has the employee on its payroll and the remuneration is at least the federal minimum wage but does not exceed the denominational remuneration scale. Employees paid their remuneration directly by the church or school are not eligible to participate in either the frozen defined benefit plan or the defined contribution retirement.

D. Task Force Workers

A Task Force Worker is normally a volunteer and thus not considered to be an employee, therefore, he/she normally is not eligible for service credit.

See Section E10-176 for information about the Adventist Retirement Defined Contribution Plan.

# EMPLOYMENT POLICIES

E18-140 Termination Settlement

[Revised 5/2013; 5/2014]

In order to provide transition funds for an involuntarily terminated full-time classified employee, a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination.

A. Eligible Recipient [Revised 5/2014]

A termination settlement may be granted to an involuntarily terminated employee who has worked in denominational employment for at least two years regardless of age. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria.

1. Closure or Reduction

An employee involuntarily terminated due to closure of a denominational facility or staff reductions due to financial exigency or enrollment.

2. Lack of Performance

An employee who is terminated for failing to adequately perform the functions of the job.

3. Medical Condition

An employee who is unable to continue employment because of a medical condition but it not eligible for disability benefits under the Employee Disability Income Plan (*NAD Working Policy Y 33*).

B. Ineligible Recipient [Revised 5/2013; 5/2014]

1. Part-time Employees

2. Involuntary Termination

An employee terminated for violation of organizational policies and/or practices regarding misconduct, or for criminal behavior.

3. Resignation

An employee who voluntarily resigns from employment.

4. Continued Denominational Employment [New Policy 11/2008; Revised 5/2014]

An employee who at the time of execution of the separation agreement (See *NAD Working Policy Y 36-60*) has declined a full-time denominational position consistent with the employee's training, compensation, and experience.

# EMPLOYMENT POLICIES

E18-140 Termination Settlement (Cont'd)

C. Service Record

A termination settlement shall be recorded on the terminated employee's service record. Such settlement, however, shall not increase service credit, nor shall it cancel any part of the employee's service credit.

D. Settlement

1. Payment

A termination settlement shall be paid by the terminating employer to the eligible employee in either a lump sum payment or in series of payments at the discretion of the terminating employer.

2. Calculation

The settlement shall be 25 percent of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty years. Current monthly wages shall include wages and cost of living adjustments, but shall not include area travel or any other allowances

3. Independent Transfers

In the case of the termination of an employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the NAD or as a regularly appointed interdivision employee from the NAD.

E. Other Benefits

Unpaid accrued benefits, such as vacation or sick leave, shall have no effect on the calculation of this settlement. If an employee has received a previous termination settlement under the terms of *NAD Working Policy Y 36*, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

F. Health Care Benefits

Health care benefits in most situations cease with the effective date of termination (see *NAD Working Policy Y 22*). However, the terminating employer may provide continued emergency hospitalization and medical benefits to the terminated employee and dependents participating in the health care assistance plan, provided that such assistance shall be granted only in case of illness or accident. Non-emergency medical, dental and optical care is specifically excluded. This assistance may continue (1) as required by applicable law, or (2) for up to two months from the date of termination, or (3) until the terminated employee obtains health care assistance cover, whichever occurs first. Terminated employees shall promptly notify the terminating employer when obtaining health care assistance coverage while eligible for assistance under this policy.



## EMPLOYMENT POLICIES

### E18-140 Termination Settlement (Cont'd)

#### G. Release

As a condition of receiving a termination settlement, terminated employees are required to execute the separation agreement of their terminating employer, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the terminating employer. The terminating employer shall issue the separation agreement to the terminated employee as soon as reasonably practicable following cessation of employment.

Terminated employees will have 21 days from receipt of the separation agreement to sign and return it to the terminating employer, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement is not signed and returned to the terminating employer within the applicable time period, the termination settlement may well be forfeited. (A model separation agreement and release for terminating employees is available on the website of the NAD.)

#### H. Variances

Properly constituted governing or administrative bodies of denominational employers may authorize a termination settlement at variance with the provisions of this policy in order to comply with state or local laws. Involuntarily terminated teachers under continuous appointment may be eligible for a termination settlement as described in *NAD Working Policy* FEC 05 25-5 rather than under the terms of this policy.

### E18-144 Harassment Policy

The following harassment policy applies to all classified personnel in the union.

#### A. Working Environment

The union recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated. The union also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

# EMPLOYMENT POLICIES

E18-144 Harassment Policy (Cont'd)

B. Personal Conduct [Revised 11/2013; Revised 11/2014]

Education employees are to exemplify the Christ-like life. Engaging in behavior that is harmful to self or others, or that casts a shadow on their dedication to the Christian way of life should be avoided. Personal attire, posters, banners, bumper stickers, tags, flags, and other symbols whose message, historically or currently, is, or could reasonably be construed to be, one of prejudice, discrimination, or that is inflammatory, may not be displayed anywhere on the premises or while representing the employer in any capacity.

Employees should respect and uplift one another. Employees should never be placed in a position of embarrassment, harassment, ridicule, belittlement or disrespect. Nor should they be targeted because of gender, race, color, national origin, age or disability or any other classification under state or local law, that does not conflict with the tenets of the church. To do so would be a violation of God's law and civil laws protecting human rights and governing workplace conduct.

C. Sexual Harassment

Sexual harassment is a form of harassment and involves unwelcome sexual advances, requests for sexual favors or other verbal, written or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

D. Improper Conduct [Revised 11/2014]

Improper conduct by the employer, co-workers and, in some instances, non-employees, can be spoken, written, physical and/or distributed through electronic means. It can include but is not limited to:

1. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant's or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;
2. Unwelcome sexual flirtation or propositions;
3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
4. Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by the organization of sexually suggestive pictures, drawings, cartoons or objects or other erotica;
5. Threats or demands for sexual favors;
6. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);

# EMPLOYMENT POLICIES

## E18-144 Harassment Policy (Cont'd)

7. Demeaning or degrading comments about an individual's appearance;
8. Denying an employee the opportunity to participate in training or education on account of gender, race, color, national origin, age or disability;
9. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability; or
10. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force retirement or resignation from employment.

### E. Reporting Incidents

An employee who believes that harassment has occurred should immediately take the following steps:

1. Make it clear that such conduct is offensive and should be stopped immediately; and,
2. Report the incident to the immediate supervisor, principal, associate superintendent or superintendent of schools. The initial report should be followed by a written statement describing the incident and identifying potential witnesses.

### F. Third Party Reports

Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to the immediate supervisory, principal, associate superintendent or superintendent of schools.

### G. Investigation

A complaint of harassment shall be promptly handled and maintained in confidence to the extent possible.

### H. Discipline [Revised 11/2012]

A violation of this policy may result in discipline, up to and including termination from employment, based on the provisions of the *Education Code*.

### I. Prohibition of Retaliation

The union prohibits retaliation against an employee who complains of harassment.

### J. False Allegations of Harassment

While individuals are urged to report alleged harassment, unfounded allegations against another employee or volunteer can irreparably harm a reputation and limit the ability to fulfill duties and responsibilities. Employees who bring malicious, spiteful, or false allegations of harassment may be subject to the disciplinary standards policies in the union *Education Code*.

See *NAD Working Policy E 84*.

## EMPLOYMENT POLICIES

E18-146 Employment of Sexual Offenders (Employment and Productivity) – [New Policy 11/2008]

A. Employment

In hiring all categories of denominational employees great diligence should be exercised to secure persons who are members of the Church and who exert a positive influence in up-building the work along spiritual lines.

B. Productivity

Care is to be exercised in making assignments to conference and institutional employees so as to fully utilize their capabilities. The effectiveness of all employees is to be reviewed periodically. Where employees are found to be ineffective, counsel should be given them and if necessary they should be given other lines of work or be advised to seek employment outside of the denomination.

C. Employment of Sexual Offenders

The Seventh-day Adventist Church desires to make its work and worship environments a safe place at all times. To achieve this goal, no denominational employing organization shall knowingly employ an employee where any of the following exists:

1. Any admission of guilt pertaining to sexual abuse, or sexual misconduct (See *NAD Working Policy E 87 15 paragraph 19-Sexual Misconduct*. – Improper sexual behavior including any of the following:
  - a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
  - b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
  - c. Criminal behavior of a sexual nature.)
2. Any criminal conviction or plea of guilty, nolo contendere (no contest), or its equivalent for sexual abuse, or sexual misconduct.
3. Any civil judicial determination of liability, injunctive relief, non-monetary relief, punitive or exemplary damages, or factual finding, settlement for compromise of a civil suit or any finding by the employer's Sexual Ethics Committee or similar body in lieu of filing suite in favor of the claimant resulting from allegations of sexual abuse, or sexual misconduct.

As part of the employment due process, Designated Officers, or their designees, from denominational employing organizations shall make inquiry to officers, or their designees, of institutions or organizations currently employing, or having employed, individuals they are considering for employment. Designated Officers, or their designees, responding to inquires about current or former employees of their organizations shall make very effort to assure that accurate information is being communicated.

*[NAD Working Policy E 81]*

### E18-148 Sexual Misconduct Policy and Guidelines

Classified employees are bound by the following sexual misconduct policy and guidelines for education personnel in the union.

#### A. Purpose of Policy and Guidelines

It is the policy of the union to eliminate sexual misconduct through prevention, appropriate investigation of complaints, civil reporting and corrective action where appropriate. Each local conference office of education and local school is responsible for implementing policies and procedures to prevent sexual misconduct and to investigate and to take corrective action in response to complaints.

#### B. Definition of Sexual Misconduct [Revised 11/2014]

Sexual misconduct as used in this policy refers to sexually oriented behavior by an adult, volunteer or employee toward a student. It includes but is not limited to, sexual advances; requests for sexual activity; inappropriate touching of a sexual, offensive or abusive nature; sexual comments, suggestions or threats; or conduct which has the purpose or effect of sexually stimulating the adult or student. Sexual misconduct can be spoken, written, physical and/or committed through electronic means.

#### C. Prevention of Sexual Misconduct

Local conferences and/or schools should attempt to prevent sexual misconduct by:

1. Careful screening of adults before employment begins. This should generally include a completed application, reference checks and a criminal record check where required by law.
2. Periodic training for all adults who have a contact with students regarding sexual misconduct and child abuse reporting requirements.
3. Periodic training for students which emphasizes identification of and protection from sexual misconduct and reporting procedures of suspected incidents to an adult.

#### D. Obligation to Report Instances of Suspected Sexual Misconduct or Child Abuse

All instances of suspected sexual misconduct or child abuse must be reported to the appropriate school administrator and child protection agency as specified by state laws. Persons who are mandated by law to report suspected child abuse are protected from retaliation and civil or criminal liability under applicable state laws.

# EMPLOYMENT POLICIES

## E18-148 Sexual Misconduct Policy and Guidelines (Cont'd)

### E. Procedure for Reporting Suspected Instances of Sexual Misconduct or Child Abuse

The following reporting procedures should be followed:

1. An employee who has knowledge of or observes a child who is known or reasonably suspected of being the victim of sexual misconduct or child abuse shall report the known or suspected incident to a child protective agency as soon as practically possible by telephone. Child abuse includes sexual abuse, physical abuse and neglect. A written report should be sent within the specified time required by state law. The employee should consult with the administrator at the time of reporting.
2. If volunteers or other adults have reasonable suspicion of sexual misconduct or child abuse it should be promptly reported to child protective services and a school administrator.
3. The superintendent of schools or designee should be notified of the suspected incident as soon as practically possible if the suspected abuser is an employee or volunteer.
4. If the suspected incident involves an employee or volunteer that person may be suspended from duty during the investigation by the child protection agency at the discretion of the superintendent of schools in consultation with the principal.
5. All suspected incidents of sexual misconduct or child abuse should be maintained in confidence apart from required notification to child protective services and school administrators. The information should only be shared with others on a need to know basis.

### F. Investigation of Suspected Instances of Sexual Misconduct or Child Abuse

The superintendent of schools and the school administrator should cooperate with civil authorities in any investigation of suspected sexual misconduct or child abuse. The superintendent of schools or school administrator may need to conduct an independent investigation of suspected sexual misconduct or child abuse for employment purposes. This investigation should be conducted in a thorough and confidential manner and should be documented. Employment action should be taken in compliance with the procedures set forth in the *Education Code*. Employees may be suspended from duty with pay during the investigation.

## E18-152 Infectious Blood Borne Diseases Policy - Classified Personnel

### A. Preamble

The schools of the union shall strive to protect the safety and health of students in their care, as well as their families, employees and the general public. Staff members shall cooperate with public health authorities to promote these goals.

School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group. This includes taunts directed against a person living with HIV infection, a person perceived as having HIV infection, or a person associated with someone with HIV infection.

### E18-152 Infectious Blood Borne Diseases Policy - Classified Personnel (Cont'd)

The evidence is overwhelming that the risk of transmitting infectious blood borne disease, including but not limited to human immuno-deficiency virus (HIV), acquired immuno-deficiency syndrome (AIDS), and Hepatitis B and C, is extremely low in school settings when current guidelines are followed. The presence of a person living with or diagnosed with a blood borne infection poses no significant risk to others in school.

#### B. Employment

The schools of the union do not discriminate on the basis of HIV infection or association with another person with HIV infection. In accordance with the Americans with Disabilities Act of 1990, an employee with an infectious, blood borne disease is welcome to continue working as long as the employee is able to perform the essential function of the position, with reasonable accommodation.

#### C. Privacy

Teachers and staff members are not required to disclose HIV infection status or any other medical information to anyone in the educational system. HIV antibody testing is not required for any purpose.

All personal health information, including that related to blood borne infections, is confidential. Willful or negligent disclosure is punishable by law.

#### D. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and field trips. Schools will operate according to the standards promulgated by the U.S. Occupational Safety and Health Administration (US-OSHA) for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Each school shall have a designee that shall implement the precautions and investigate, correct, and report on instances of lapse.

A school staff member is expected to alert the person responsible for health and safety issues if a student's health condition or behavior presents a reasonable risk of transmitting an infection.

If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or if a minor, alert a parent or guardian) to seek appropriate medical evaluation.

## EMPLOYMENT POLICIES

E18-152 Infectious Blood Borne Diseases Policy - Classified Personnel (Cont'd)

### E. Staff Development

School staff members will be given opportunity to participate in infectious blood borne disease education programs that:

1. Convey factual and current information.
2. Provide guidance on infection control procedures.
3. Inform about current laws and school policies concerning infectious blood borne diseases.
4. Assist staff to maintain productive parent and community relations.
5. Include annual review sessions.

It is recommended that certain employees receive additional specialized training as appropriate to individual positions and responsibilities.

### F. Hepatitis B Vaccination

Any employee considered to be at risk of acquiring Hepatitis B due to an occupational exposure to blood borne pathogens, will be given opportunity to be vaccinated with Hepatitis B vaccine at no charge to the employee. The vaccinations consist of a series of three inoculations over a six-month period.

If an exposure to blood borne pathogens should occur, a comprehensive post-exposure evaluation and follow-up process will be followed to ensure that employees receive the best and most timely treatment.



## Salaried Classified Personnel – E19

### E19-104 General Provisions for Salaried Classified Personnel

The general provisions, Sections E18-104 to E18-152, are applicable to Salaried Classified Personnel.

### E19-108 Definition of Salaried Classified Employment Status

A salaried classified employee is employed and meets the overtime exemption criteria of the Fair Labor Standards Act 29 U.S.C. 213 (a) (1) and the state requirements and is employed in a management or supervisory position as industrial manager or service department head.

Federal and state laws and regulations favor designating a classified employee as eligible for overtime. A classified employee should only be placed on exempt status and compensated as salaried after the following have been completed:

- A. A job description has been adopted for the position.
- B. The job description is reviewed by a specialist designated by the employing organization to make a determination that the position qualifies for classification as salaried classified under applicable wage laws.
- C. Approval in writing is given by the superintendent of schools to grant status as salaried classified to an employee.
- D. The actual duties performed by the employee are the duties contained in the job description.

Notes: • Improperly classifying an employee as salaried classified can result in payment of past overtime and substantial penalties.

- See Section A21-104 for information on the availability of federal and state regulations.

### E19-112 Employment Plan for Salaried Classified Employees

A salaried classified employee is one who meets eligibility requirements and whose employment agreement stipulates full-time salary for either;

- A. The school year, or
- B. The full 12 months from July 1 - June 30.

# EMPLOYMENT POLICIES

## E19-116 Remuneration for Full-time Salaried Classified Employees

Remuneration for a full-time salaried classified employee consists of salary and allowances or benefits for which the employee qualifies.

### A. Salary

Salary for a full-time salaried classified employee is based on the salary step-placement schedule adopted by the union and is determined annually by the employing organization after consideration of the following factors:

1. Occupational preparation.
2. Total years of experience. [See Section F11-128.]
3. The cost-of-living remuneration factor as designated by the local conference executive committee. [See Section F10-108.]

### B. Allowances and Benefits

In addition to the annual salary certain allowances and benefits are granted when the salaried classified employee qualifies. Details regarding eligibility requirements for the allowances and benefits are provided in the section listed following each item.

<u>Allowance or Benefit</u>	<u>Education Code Section</u>
1. Administrative Budget	F12-104
2. Adoption Assistance	F18-108
3. Death of Employee	F16-108
4. Employee Basic Life Insurance	F16-104
5. Employee Disability Income Plan	F16-116
6. Holiday Gift	F22-152
7. Housing	
a. Housing Assistance, Additional	F13-116
b. Rental of Academy-owned Housing	F13-108
8. Leaves	E19-124
9. Medical and Dental Expense Assistance Plan	F18-104
10. Moving Allowances, Employee	F17-120
11. Per Diem	F17-116
12. Rental Assistance	
a. Housing Assistance, Additional	F13-116
b. Rental of Academy-owned Housing	F13-108
13. Retirement Allowance	F15-120
14. Retirement Medical	F15-112
15. Retirement Plan, NAD	E12-128, F15-104
16. Service Credit	E18-136
17. Social Security	F15-108
18. Surviving Spouse Temporary Benefit	F16-112
19. Termination Settlement	E18-140
20. Transfer and Retirement Gifts Guidelines	F15-116
21. Tuition Assistance for Children of Employees	F14-104
22. Vacations and Holidays	E19-120

# EMPLOYMENT POLICIES

E19-120      Vacation and Paid Holidays - Full-time Salaried Classified Employees [Revised 5/2013]

## A.      Annual Vacation

An annual vacation entitlement for full-time salaried classified employees shall be provided. The entitlement is accrued and calculated on the following basis:

<u>Years of Service</u>	<u>Vacation entitlement per year of full-time service</u>
During first four-year period	2 weeks
During next five year period	3 weeks
After nine years	4 weeks

1. The vacation entitlement is based on the fiscal year, July 1 - June 30. For full-time salaried classified personnel employed for less than 12 months during the fiscal year the entitlement is accrued on a prorated basis.
2. A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.
3. Employees are eligible to begin accruing vacation at the three and four week rates after completing four and nine years of service or in harmony with mandated government requirements.
4. Employees who become exempt denominational employees after several years of experience in a work outside of denominational employment that professionally advanced their ability to more effectively perform their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.
5. Vacation time should generally be taken in the year of accrual. A formal accounting system must be in place. The maximum accrual is up to 150 percent of vacation entitlement including current year accruals.
6. Vacation time may be used at such time or times when requested by the employee, approved by the principal or superintendent of schools and authorized by the appropriate authority.
7. Vacation must be used during the Family and Medical Leave of Absence according to local conference policy.
8. When a full-time salaried classified employee is transferred from one denomination organization to another, or discontinues denominational employment, accrued vacation time of up to 150 percent of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer or discontinuance of employment. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or discontinuance of employment begins.
9. Employees not covered under a formalized tracking system, two weeks of vacation is equal to 10 work days, three weeks to 15 work days, etc. and vacation time must be taken in full day increments, not partial days, unless allowed under local state laws.

## B.      Paid Holidays

Paid holidays and office closings are at individual employer's discretion and are generally influenced by the respective organization's needs, climatic conditions, as well as national and local laws.

E19-124      Leaves for Full-time Salaried Classified Employees

A full-time salaried classified employee may be granted a leave for a reasonable period of time. Any leave for an extended period of time requires prior approval in writing by the local school board and/or local conference office of education. A leave may be granted for the following based on provisions of local conference policy.

- A.      Bereavement
- B.      Family and Medical
- C.      Illness
- D.      Jury Duty
- E.      Leave of Absence
- F.      Military Duty
- G.      Personal.

# EMPLOYMENT POLICIES

## E19-128 Status Change [Revised 3/2012; 11/2012]

The following categories represent the changes in status for which a salaried classified employee is eligible:

- A. Non-Renewal of Contract. [See Section E19-112.]
- B. Resignation. [See Section E19-132.]
- C. Administrative Leave. [See Section E19-136.]
- D. Termination. [See Section E19-140.]
- E. Retirement. [See Section E19-144.]
- F. Post-retirement Employment. [See Section E19-148.]

## E19-132 Resignation of a Salaried Classified Employee

### A. Definition

The voluntary termination of employment initiated by an employee with or without the consent of the employer.

### B. Procedure

1. The employee is requested to submit written notice of the intent to resign to the principal.
2. The employee is to repay any money owed to the employer or reimburse the employer for any unamortized allowance(s) that have been granted before release from the employment agreement is given.

## E19-136 Administrative Leave of a Salaried Classified Employee [Revised 3/2012; 11/2012]

### A. Definition

The immediate temporary removal from duties for a reasonable period of time pending investigation of serious charges related to reasons for termination.

### B. Salary During the Administrative Leave

Salary shall continue during the administrative leave. When an administrative leave continues beyond three months because of, but not, limited to a criminal investigation and/or prosecution, salary may be discontinued at the discretion of the local conference board of education.

### C. Procedure

1. The principal or local school board chair shall notify the superintendent of schools of the proposed administrative leave of a salaried classified employee.
2. The superintendent of schools/designee or principal shall give written notice, including the reason to the employee.
3. The superintendent of schools/designee or principal shall make reasonable effort to complete the investigation as soon as possible.
4. An administrative leave beyond three working days shall require the approval of the superintendent of schools/designee.

## EMPLOYMENT POLICIES

### E19-136 Administrative Leave of a Salaried Classified Employee (Cond't)

- D. The administrative leave continues until:
1. The employee is reinstated to active status; or,
  2. The employee resigns; or,
  3. The employment is discontinued by termination.

E. Hearing and Appeal Processes [Revised 11/2012]

If the administrative leave results in the termination the employee is eligible for and agrees to accept the hearing and appeal processes during the procedure for termination. [See Section E20-104, "Hearing and Appeal Processes for Eligible Employees".]

### E19-140 Termination of a Salaried Classified Employee

A. Definition

Termination is the discontinuance of employment of an employee with cause by the employer.

B. Reasons for Termination

The reasons for termination may include, but are not limited, to the following:

1. Insufficient enrollment.
2. Lack of adequate funds for the position.
3. Employee's inability to fulfill required responsibilities because of physical, mental, or emotional disability after the employer has made reasonable accommodation of the employee or accommodation by the employing institution constitutes an undue hardship.
4. Employee's failure to satisfactorily perform as determined by the administration.
5. Moral or personal conduct not in accordance with the principles of the Seventh-day Adventist Church.
6. Committing, aiding, advocating, pleading guilty or being convicted of any crime that is a felony, or any crime involving moral turpitude, either a misdemeanor or felony.
7. Persistence in advocating, practicing, and teaching beliefs or philosophy contrary to the basic tenets, standards, and doctrines of the Seventh-day Adventist Church.
8. The use of alcohol, tobacco, marijuana, or the illegal use of a controlled substance.
9. Insubordination - violation of, or refusal to comply with policies or perform work assignments.
10. Membership in any organization advocating the overthrow of the government by force or subversion.

## EMPLOYMENT POLICIES

### E19-140 Termination of a Salaried Classified Employee (Cont'd)

#### C. Procedure

1. The principal should generally follow progressive discipline procedures prior to a proposed action to discontinue the employment of a salaried classified employee.
2. The principal or the local school board chair shall notify the superintendent of schools of the proposed action to terminate a salaried classified employee.
3. The superintendent of schools/designee or principal shall give written notice to the employee of the proposed termination including the reasons and of the employee's right to a hearing and/or appeal upon written request from the employee.
4. A hearing and/or appeal shall be conducted, if requested by the employee following the procedures in Section E20-104, "Hearing and Appeal Processes for Eligible Employees". The superintendent of schools shall be present at the hearing or appeal and when an action on the recommendation for termination is voted.
5. The superintendent of schools/designee or principal shall communicate the decision of the local school board in writing to the employee. If the decision is for termination, the notice shall indicate the reason(s) for the termination, effective date of termination and the date for discontinuance of salary.

#### C. Hearing and Appeal Processes

A salaried classified employee who is subject to termination or has been terminated under the provisions of this section is eligible for and agrees to accept the hearing and appeal processes as recourse for grievance regarding termination. [See Section E20-104, "Hearing and Appeal Processes for Eligible Employees".]

### E19-144 Retirement of a Salaried Classified Employee

#### A. Definition

The voluntary discontinuance of employment by a salaried classified employee.

#### B. Procedure

The employee shall submit in writing the intent to retire and the proposed date for retirement to the superintendent of schools and the local conference executive secretary.

## EMPLOYMENT POLICIES

### E19-148 Post-Retirement Employment of a Salaried Classified Employee

#### A. Definition

That status which results when a person on denominational retirement benefits is employed full-time or part-time.

#### B. Remuneration

Remuneration for a salaried classified employee on Post-Retirement Employment status is based on the provisions of Section F11-146.

#### C. Termination

A salaried classified employee on Post-Retirement Employment is an “at-will” employee and can be terminated without notice or cause.

# EMPLOYMENT POLICIES

## Hearing and Appeal Processes for Eligible Employees – E20

E20-104 Hearing and Appeal Processes [Revised 11/2011; 11/2012]

- A. Either the school board or the local conference office of education may make a recommendation on employment status change to the local conference board of education
1. If a recommendation for status change is being considered, an eligible employee must be given the option to attend a hearing.
  2. The hearing with the personnel committee or school board must be held as soon as reasonably possible, but not less than five (5) working days from the time of notification.
  3. The superintendent of schools/designee must be present and chair the hearing.
  4. If the employee chooses not to attend the hearing the superintendent of schools/designee should be notified in writing.

B. General Provisions of the Hearing and Appeal Processes

The following general provisions apply to the hearing and appeal processes

1. Notice to the Employee  
Prior to a hearing or appeal the employee is to be given a written notice that will provide the following:
  - a. The time and place of the hearing or appeal.
  - b. The employment status change being considered (in the case of a hearing) or recommended (in the case of an appeal) and the factual basis for the status change.
  - c. The employee's right of access to relevant records prior to the hearing or appeal.
  - d. The employee's right to present relevant evidence at the hearing or appeal.
  - e. The employee's right to have another person present, other than an attorney.
  - f. Assurance that participation in the hearing or appeal process will not be used against the employee in any employment decision.



# EMPLOYMENT POLICIES

E20-104

## Hearing and Appeal Processes Eligible Employees (Cont'd)

### 2. Employee's Access to Evidence

The employee shall have access to the relevant records and evidence prior to the hearing or appeal and the right to make copies of these records and evidence. The employee shall not have the right to records of other employees or the private files of the administrator.

### 3. Reprisals

The fact that the employee requests and participates in a hearing or appeal process cannot be used as a basis for any employment decision or action regarding the employee.

## C. The Hearing

### 1. Purpose of the Hearing

The hearing is a process that assists the employing organization in making fair and equitable employment decisions. It is intended to provide opportunity for the employee to hear the concerns regarding performance and the proposed actions to be taken, and an opportunity to present a case.

### 2. A hearing may be conducted by;

- a. The local school board or personnel committee if voted by the board; or
- b. At the discretion of the local conference office of education by a sub-committee of the local conference board of education in lieu of the local school board or personnel committee.

### 3. The employee has a right to be present at a hearing to:

- a. Hear the concerns
- b. Hear the facts supporting the concerns
- c. Ask questions
- d. Present a case
- e. Present other relevant information

### 4. The employee may have another person present, other than an attorney.

### 5. The body granting the hearing may set reasonable limits on the length of the employee's presentation and other procedures of the hearing.

# EMPLOYMENT POLICIES

E20-104 Hearing and Appeal Processes for Eligible Employees (Cont'd)

## D. The Appeal

### 1. Purpose of the Appeal

The purpose of the appeal is not to hear new evidence but to assist the local conference board of education in ensuring that the recommendation from the hearing was made as a result of a process that was fair and equitable and that the evidence provided a reasonable basis for the decisions.

### 2. An appeal request from an employee must be presented in writing.

### 3. The appeal is to be conducted by the local conference board of education.

### 4. The employee has a right to be present at the appeal to present information to support the claim that:

- a. the process was not fair; and/or,
- b. there was a lack of evidence to support a reasonable basis for the decision.

### 5. The employee may have another person present other than an attorney.

### 6. The local conference board of education may set reasonable limits on the length of the employee's presentation and other procedures of the appeal.

## E. Disposition of the Appeal

The superintendent of schools shall communicate the decision of the local conference board of education to the employee.

## F. Failure to Appear

An employee is expected to attend the hearing or appeal on the date scheduled in the notice to the employee described in Section E20-104.C.(1). If an employee states an inability to attend the hearing or appeal for medical reasons, the following procedures shall apply:

### 1. The local conference office of education may require sufficient certification from the employee's physician that the employee is unable to attend an employment hearing or appeal. The certification should, at a minimum, set forth:

- a. The date on which the employee's medical condition commenced;
- b. The probable duration of the condition; and,
- c. The appropriate medical facts within the knowledge of the health care provider regarding the condition and an explanation as to why these medical facts prevent the employee's participation in the hearing or appeal.

## EMPLOYMENT POLICIES

### E20-104. Hearing and Appeal Processes for Eligible Employees (Cont'd)

2. The local conference office of education may require the employee to submit to a medical evaluation by a physician of the local conference's own choosing, and at its own expense, for the purpose of obtaining a second medical opinion regarding whether the employee is medically unable to attend the hearing or appeal.
  - a. The physician shall not be regularly employed or utilized by the local conference unless the employee is located in an area where health care is extremely limited.
  - b. The second medical opinion shall be subject only to the condition that the examination may not include a diagnostic test or procedure that is painful, protracted, or intrusive. The drawing of blood or the taking of a urine sample shall be permitted provided it is reasonably necessary for the determination of medical facts needed to form the basis of an opinion that the employee is medically unable to attend the hearing or appeal.
  - c. The second opinion shall specify, when solicited by the local conference, what reasonable accommodations could be made in the hearing or appeal process that would allow the participation of the employee.
3. If the second medical opinion differs from the employee's original assertion or certification that the employee is medically unable to attend the hearing or appeal, the local conference may, at its own expense, require that the employee submit to another medical evaluation for the purpose of obtaining the opinion of a third health care provider designed or approved jointly by the employer and the employee. This third opinion shall be binding.
4. The employer may require the employee to obtain subsequent recertifications on a reasonable basis.
5. It is not beneficial to the school, the local conference, or the employee to delay the resolution of employment disputes. Thus, when a medical opinion sets for that an employee will be medically unable to attend an employment hearing or appeal within 60 days, the local conference may conduct the hearing or appeal and require the attendance of a representative of the employee. This representative may not be an attorney. The employee or representative will be given a 30 day notice of the hearing or appeal in order to properly prepare. If the employee fails or refuses to designate a representative, the proposed status change may be acted upon without the hearing or appeal.

# EMPLOYMENT POLICIES

## Non-Exempt Classified Personnel – E21

### E21-104 General Provisions for Non-exempt Classified Personnel

The general provisions, Sections E18-104 to E18-152, are applicable to Non-exempt Classified Personnel.

### E21-108 Definition of Non-exempt Classified Employment Status

A non-exempt classified employee is an “at-will” employee who is employed in a position that does not require a certificate, is paid an hourly rate and is eligible for overtime under Fair Labor Standards Act and applicable state laws. “At-will” means that either the employer or employee can terminate the employment without requirement of cause or advance notice. [See Section A22-104.]

This includes positions such as, but not necessarily limited to those listed in Section F12-112. [See Sections A22-108 and A22-112.]

### E21-112 Employment Plan for Non-exempt Classified Employees

A non-exempt classified employee is employed on one of the following plans.

#### A. Full-time employment

A full-time non-exempt classified employee is one who is regularly scheduled for a minimum of 38 hours per week.

#### B. Part-time Employment

A part-time non-exempt classified employee is one who is regularly scheduled less than 38 hours per week.

To be eligible for prorated benefits, an employee must work a minimum of 20 hours per week.

### E21-114 Local Employees [New Policy 5/2013; Revised 4/2015]

Conferences have locally funded school personnel on payroll with costs funded by the local school. These employees are eligible to earn denominational service credit and to participate in all benefits for which they are eligible.

# EMPLOYMENT POLICIES

## E21-116 Remuneration for Non-exempt Classified Employees

Remuneration for a non-exempt classified employee consists of the wages and allowances or benefits for which the employee qualifies.

### A. Wages

The wages for a non-exempt classified employee are based on the hourly wage-step placement adopted by the union. [See Section F12-112.] The wage-step placement is to be determined annually after consideration of the following factors:

1. The job classification.
2. The years of experience.
3. The wage rate determined by either (a) or (b): [See Section F12-112.]
  - a. The wage rates for the classification based on the 12 month rate.
  - b. The prevailing community rate for a comparable position unless the community rate exceeds the maximum on the wage scale.
4. The number of working hours per week.
5. Overtime eligibility.

### B. Authorization for Overtime

An employee is to receive authorization from the immediate supervisor for any work beyond the 40 hours during any work week or 8 hours in one day.

### C. Allowances and Benefits

In addition to the wages certain allowances and benefits are granted when a non-exempt employee qualifies. Details regarding allowances and eligibility requirements are provided in the citation listed following each item.

#### 1. Full-time Employment

<u>Allowance or Benefit</u>	<u>Education Code Section</u>
a. Adoption Assistance	F18-108
b. Employee Basic Life Insurance	F16-104
c. Employee Disability Income Plan	F16-116
d. Holiday Gift	F22-152
e. Housing-Rental of Academy-owned	F13-108
f. Leaves	E21-124
g. Medical and Dental Expense Assistance Plan	F18-104
h. Retirement Allowance	F15-120
i. Service Credit	E18-136
j. Social Security	F15-108
k. Surviving Spouse Temporary Benefit	F16-112
l. Retirement Plan NAD	E18-128, F15-104
m. Termination Settlement	E18-140
n. Transfer and Retirement Gifts-Guidelines	F15-116
o. Vacations and Paid Holidays	E21-120

# EMPLOYMENT POLICIES

E21-116 Remuneration for Non-exempt Classified Employees (Cont'd)

2. Part-time employment

<u>Allowance or Benefit</u>	<u>Education Code Section</u>
a. Service credit if employed more than 1,000 hours per year	E18-136
b. Leaves based on prorated hours of employment	E21-124
c. Holidays based on the prorated hours when the holiday falls within the normal working time	E21-120
d. Vacation time based on prorated hours of employment	E21-120
e. Social Security	F15-108
f. Holiday gift based on the prorated hours worked	F22-152

E21-120 Vacation and Paid Holidays [Revised 5/2013]

A. An annual vacation entitlement for non-exempt classified employees shall be provided. The entitlement is accrued and calculated on the following basis:

1. Full-time employee

<u>Years of Service</u>	<u>Vacation entitlement per year of full-time service</u>	<u>Vacation entitlement accrued per 38-hour week</u>
During first four year period	2 weeks	1.4575 hours
During next five year period	3 weeks	2.1863 hours
After nine years	4 weeks	2.9151 hours

- a. Example: An employee with 12 years of service receives 2.1863 hours vacation for each 38 hour week, times the number of weeks worked.
- b. For the purpose of facilitating vacation records, the vacation is to be based on a fiscal year (July 1 to June 30). Vacation time accrues on a prorated basis for a period less than a full year.
- c. Vacation time should generally be taken in the year of accrual. A formal accounting system must be in place. The maximum accrual is up to 150 percent of vacation entitlement including current year accruals.
- d. Vacation may be used at such time or times when requested by the employee, approved by the principal or superintendent of schools and authorized by the appropriate authority.
- e. Vacation must be used during the Family and Medical Leave of Absence according to local conference policy.

# EMPLOYMENT POLICIES

## E21-120 Vacation and Paid Holidays (Cont'd)

- f. When an employee is transferred from one denominational organization to another, or discontinues denominational employment, accrued vacation time of up to 150 percent of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer or discontinuance of employment. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or discontinuance of employment begins.
- g. Individuals who become exempt denominational employees after several years of experience in work outside of a denominational employment that professionally advanced their ability to more effectively perform their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.

### 2. Part-time Employee

<u>Years of Service</u>	<u>Vacation entitlement accrued per year 38-hour week</u>	<u>Vacation entitlement accrued per each hour worked</u>
During first four year period	1.4575 hrs	.038355 hrs
During next five year period	2.1863 hrs	.057534 hrs
After nine years	2.9151 hrs	.076713 hrs

#### Example:

An employee with eight years of service who works 18 hours per week for 40 weeks. 18 hours per week x 40 is a total of 720 hours x .057534 (the accrual for each hour worked) = 41.42 or 41 1/2 hours of vacation for that year.

### B. Paid Holidays are Granted to Non-exempt Classified Personnel [Revised 11/2014]

#### 1. Full-time Employees

Paid holidays and office closings are at individual employer's discretion and are generally influenced by the respective organization's needs, climatic conditions, as well as national and local laws.

#### 2. Part-time Employees

Paid holidays may be granted at the discretion of the conference office of education if a holiday falls on a regularly scheduled working day for the part-time employee. The amount granted is to be the amount the employee would earn if on duty.

## E21-124 Leaves for Non-exempt Classified Employees

A non-exempt classified employee may be granted a leave for a reasonable period of time. Any leave for an extended period of time requires prior approval in writing by the local school board and/or local conference office of education. A leave may be granted for the following based on the provisions of local conference policy.

- A. Bereavement
- B. Family and Medical
- C. Illness
- D. Jury Duty
- E. Military Duty
- F. Personal.

# EMPLOYMENT POLICIES

## E21-128 Status Change [Revised 3/2012]

The following categories represent the changes in status possible for a non-exempt classified employee:

- A. Resignation. [See Section E21-132.]
- B. Administrative Leave. [See Section E21-136.]
- C. Termination. [See Section E21-140.]
- D. Retirement. [See Section E21-144.]
- E. Post-retirement Employment. [See Section E21-148.]

## E21-132 Resignation of a Non-exempt Classified Employee

### A. Definition

The voluntary termination of “at-will” employment initiated by an employee without requirement of cause.

### B. Procedures

1. The employee is requested to submit written notice of the intent to resign to the principal.
2. The employee is to repay money owed to the employer such as but not limited to unamortized moving and other expenses before release from the employment agreement is given or reimburse the employer for any unamortized allowance(s).

## E21-136 Administrative Leave of a Non-exempt Classified Employee [Revised 3/2012; 11/2012; 5/2014]

### A. Definition

The immediate temporary removal from duties for a reasonable period of time pending investigation of serious charges related to reasons for termination.

### B. Remuneration During the Administrative Leave [Revised 5/2014]

Pay and benefits may be discontinued at any time during the leave at the discretion of the local conference office of education.

### C. Procedures [Revised 5/2014]

1. The principal or local school board chair shall notify the superintendent of schools of the proposed administrative leave of a non-exempt classified employee.
2. The principal or superintendent of schools/designee shall give written notice, including the reason to the employee.
3. The principal or superintendent of schools/designee shall make reasonable effort to complete the investigation as soon as possible.
4. An administrative leave beyond three working days shall require the approval of the superintendent of schools/designee.



## EMPLOYMENT POLICIES

### E21-136 Administrative Leave of a Non-exempt Classified Employee (Cont'd)

- D. The administrative leave continues until:
1. The employee is reinstated to active status, with or without disciplinary action; or,
  2. The employee resigns; or,
  3. The employment is discontinued by termination.

### E21-140 Termination of a Non-exempt Classified Employee

A. Definition

The ending of employment of an employee without requirement of cause or prior notice by the employer.

B. Procedure

1. The principal or local school board chair shall notify the superintendent of schools of the proposed action to terminate the non-exempt classified employee.
2. The personnel committee acts on the recommendation for termination of the employee.
3. The local school board acts on the personnel committee's recommendation.
4. The principal or local school board chair notifies the employee in writing of the school board action. If the decision is for termination, the notice shall indicate the effective date of termination and discontinuance of wages.

### E21-144 Retirement of a Non-exempt Classified Employee

A. Definition

The voluntary discontinuance of employment initiated by an employee.

B. Procedure

The employee shall submit in writing the intent to retire and the proposed date for retirement to the superintendent of schools and the local conference executive secretary.

### E21-148 Post-Retirement Employment of a Non-exempt Classified Employee

A. Definition

That status which results when a person on denominational retirement benefits is employed either full-time or part-time.

B. Remuneration

Remuneration for a non-exempt classified employee on Post-Retirement Employment status is based on the provisions of Section F11-146.



**PERSONNEL  
POLICIES  
AND  
BENEFITS**

# PERSONNEL POLICIES AND BENEFITS

## Classified TK-12 Employees Outline of Benefits

The following is a general outline of employee benefits. Some benefits may vary according to employment status. Contact the Human Resources Department for more information.

BENEFITS	DESCRIPTION	ADMINISTERED BY	ELIGIBILITY	AVAILABLE
Family Care & Medical Leave	Yellow Book p. 47-50, Exempt Yellow Book 54-57, Nonexempt	Office of Education & Human Resource	Worked at least 1,250 hrs in prior year	After 12 months
Illness Leave Plan	Yellow Book p. 59-60	OE/Human Resource	Less than 20 hrs.	After 30 days
Long Term Disability (LTD)	Yellow Book pp. 45-46, Exempt Yellow Book p. 58, Nonexempt	Human Resource	Three quarter or more required	After 90 days
Medical & Mental Coverage (Employee only. Buy-in option for family)	Yellow Book pp. 39-40	Human Resource	Full time	Immediately
Paid Leave	Yellow Book pp. 42-50, Exempt Yellow Book pp. 51-59, Nonexempt Yellow Book pp. 59-60, PT Non-Benefit Eligible	Office of Education	Half time or more Less than 20 hrs.	Immediately 30 days in one year
Retirement Plan	Yellow Book p. 36 Nonexempt Yellow Book p. 25-26 Exempt	Human Resource	Half time or more	Age 65 or termination
Survivors Benefits	Yellow Book p. 64	Human Resource	Full time	Immediately
Tuition Discount for Dependents	Yellow Book pp. 64-65	Office of Education	Full time - Hourly	Immediately
Tuition Assistance for Dependents	Yellow Book p. 65	Office of Education	Full time - Salaried	Immediately
Vacation	Yellow Book p. 22, 60-61 Exempt Yellow Book p. 33-34 Nonexempt	Office of Education	Half time or more	After 90 days
Workers' Compensation	Yellow Book p. 40	Human Resource	All employees	Immediately

Full time for hourly employees are full time if they work the same as 10 month contract 42 weeks at 38hrs/week 1596 hours)

# PERSONNEL POLICIES AND BENEFITS

## CONFLICT OF INTEREST

It is expected for every employee to review the Conflict of Interest policy and submit the completed Statement of Acceptance. This form will be sent to you on an annual basis while employed with SECC for your signature and disclosure of any possible conflict(s) of interest which have occurred during the previous year.

The signed and dated Statement of Acceptance must include any conflicts of interest, whether they are financial or other form of personal interest. Keep in mind that possible conflicts may be present, potential, direct, or indirect. Conflicts may be influenced or appear to be influenced by any motive or desire for personal advantage; other than the success and well-being of the denomination.

Signing the Statement of Acceptance affirms your declaration of compliance and resolve to remain in compliance with the Conflict of Interest policy. The signed and dated statement should be returned to SECC Human Resources Department for recordkeeping each calendar year.

Conflicts of interest may include, but are not limited to:

1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full service of its employees even though there may be no other conflict. Also engaging in business with or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
2. Using one's connections within the organization to secure favors for one's family or relatives.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests. This includes making use of, or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Accepting, lending, or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
7. Using denominational personnel, property, equipment, supplies, or goodwill for anything other than approved activities, programs, and purposes.
8. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.

# PERSONNEL POLICIES AND BENEFITS

## 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) Accelerate or Access Plan or Kaiser (HMO) for their medical, chiropractic, and mental health care. The premium cost for the medical plan is borne entirely by the employer. There may be shared costs for dependents if the spouse earns more than 67% of the employee's wage zone. Employees may buy-in for non-eligible dependents. Children are covered to age 26 years old for medical benefits only.

The Health Care Assistance Plan (HCAP) self-funded plan covers vision and is available as an employee benefit to all full-time employees. Dependent children are covered to age 24 years old.

The Delta Dental PPO Plan covers dental and orthodontics and is available as an employee benefit to all full-time employees. Dependent children are covered to age 24 years old.

New employee enrollment forms must be submitted, as soon as the contract is signed. **Returning** employees must complete an eligibility form. An identification card will be issued when the enrollment form is completed. **Enrollment form, 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.

Eligible employees who opt out of all medical coverage are given a \$150 per month. (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

- 2. Long-Term Disability** - A program of long term disability protection is provided for employees, at 66 <sup>2</sup>/<sub>3</sub>% 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.

## PERSONNEL POLICIES AND BENEFITS

3. **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

VOYA Supplemental Group Universal (Life Insurance)

VOYA Accidental Death and Dismemberment (AD&D)

4. **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.

### 5. **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.**

# PERSONNEL POLICIES AND BENEFITS

## 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



# PERSONNEL POLICIES AND BENEFITS

## LEAVE POLICY (P-1)

## LEAVE POLICY (P-1)

**The Leave Policy applies to all exempt, non-exempt and non-benefit eligible employees.**

### **Exempt Employee**

This leave policy applies to all exempt employees in the Department of Education field. This policy does not include vacation or holidays. It is expected that the employee will be on time and present for the duration of each assigned work day, including non-student contact days. If the employee is not present at work, the absence must be in accordance with vacation leave and/or one or more of the leave provisions described below (or another leave provided by law) and should fall within the employee's allotted leave days. Failure to do so may result in disciplinary action. Prior to denying leave requests that come outside of the policies/procedures described below, the school administrator should contact the Office of Education to confirm ineligibility.

Unless otherwise specifically noted or stipulated by law/policy, a "day" under this policy means a day upon which the employee is scheduled to work.

All leave days, including those during pre-session, post-session or other non-student contact days, should be documented by the school administrator or designee on the employee's attendance record. Employees must notify, or request if stipulated, their school administrator of leave days taken. Leave is recorded in day or ½ day (4-hour intervals) increments only, unless otherwise required by applicable law. If the employee does not work at all on a given work day, it is recorded as a day of leave, regardless of the length of the specific day in question.

Elective medical, dental or surgical appointments should be scheduled, when possible, so that they do not interfere with the employee's regular work schedule.

The leave days described below are calculated for fulltime exempt employees paid at 100% of a ten-month or twelve-month employment plan. Fulltime employees who start after the annual contract begins or leave prior to the contract ending will have their personal leave, short-term illness leave and long-term illness leave days prorated accordingly. Part-time exempt employees who work at least 50% of fulltime may qualify for the leave days described below. For the qualifying leave, part-time employees receive the number of leave days comparable to the percentage of fulltime they work, and leave days are deducted using the same percentage. Exempt employees who work less than 50% are still eligible for up to 3 short-term illness leave days per year.

Unpaid leave is taken any time an employee takes more leave days than are allotted/permitted or more than are in his/her illness leave banks. Unpaid leave is calculated on the employee's daily pay rate and must be taken in full day increments. The cost of substitute teachers for unpaid leave absences is not subsidized by the Office of Education. The school administrator must report unpaid leave absences by/within that corresponding payroll period in order for

# PERSONNEL POLICIES AND BENEFITS

the school to receive salary loss credit. Employees may take a total of 3 unpaid leave days with local approval. Any additional unpaid leave days would need the approval of the Office of Education. Failure to obtain this approval may result in disciplinary action. This unpaid leave provision does not apply to leave taken as part of FMLA/CFRA.

## A. Leaves

### 1. Bereavement

A leave of up to 5 days per incident with no loss of salary may be granted to employees in case of death in the immediate family. In unusual circumstances, additional time may be granted at the discretion of the school administrator; however, these days are not subsidized by the Office of Education. These days are not charged to any of the employee's leave banks.

For bereavement purposes, immediate family means spouse OR parents, brothers, sisters, grandparents, children and grandchildren of the employee or spouse. Cases involving other near kin may require special consideration. The school administrator will evaluate those cases on an individual basis; however, these days if granted are not subsidized by the Office of Education. The employee may be required to present reasonable written verification of the need for leave.

### 2. Jury Duty

Employees selected for jury duty will be paid their normal salary for up to 10 workdays. Additional days may be granted by request. These days are not charged to any of the employee's leave banks.

#### 2.B Court Order Subpeona

Employees subpoenaed by court order shall notify their supervisor/principal of the required absence. Regular remuneration will continue during the absence from work provided the subpoena is turned into the supervisor/principal.

### 3. Personal Leave

By approval of the school administrator and with adequate notice, an employee may request leave for personal reasons. Two (2) days maximum, per contract year, will be permitted with pay. These are not intended to extend a regular holiday or vacation. These days are not charged to any of the employee's leave banks. The school administrator may grant up to 3 additional paid personal leave days in special circumstances; however, these days are not subsidized by the Office of Education. The school administrator should notify the Office of Education of the additional paid personal leave days granted. The Office of Education, acting upon a request of the school administrator, must approve paid personal leave days beyond the first 5 days outlined above. Other than as noted above, paid personal leave may not exceed 2 days in any given contract year. In addition, these days will not be convertible to paid leave or illness/disability leave.

In addition to the 2 days paid personal leave, 3 days per contract year may be allowed for unpaid personal leave. As with paid personal leave days, the employee is to obtain approval from the school administrator for these unpaid personal leave days. The school administrator should notify the Office of Education of the approval granted.

## PERSONNEL POLICIES AND BENEFITS

The Office of Education, acting upon a request of the employee made through his/her school administrator, must approve unpaid personal leave days beyond the first 3 days outlined above. Failure to obtain this approval may result in disciplinary action.

### 4. Adoption Leave

Paid leave of up to 5 days may be granted for the adoption of a child. This is available to both males and females. These days are not charged to any of the employee's leave banks and must be taken within 12 months of the adoption. Adoption Leave is coordinated with FMLA/CFRA leave (see B). This leave does not extend FMLA/CFRA leave. Additional days may be granted by the Office of Education upon request. Contact Human Resource Office for possible additional financial benefits.

### 5. Professional Leave

When the conference calls an employee to a meeting or the school requests an employee attend professional activities, these absences are recorded as professional leave days. In addition, the conference or school may approve an employee's request to attend a professional growth activity. Again, this is considered professional leave. These days are not charged to any of the employee's leave banks.

### 6. Illness/Disability Leave

#### a. Definitions

1. Short-term illness leave:  
Short-term illness leave is an absence from school due to an illness, issue of wellbeing, or injury that lasts from 1 to 3 consecutive days.
2. Long-term illness leave:  
Long-term illness leave is an absence from school due to an illness or injury that lasts more than 3 consecutive days.
3. Unpaid illness leave:  
Unpaid illness leave is leave taken after the employee has used the days of paid illness leave.
4. Extended financial benefits:  
Extended financial benefits are benefits which may be approved by the Office of Education for unusual circumstances that could create hardships for the employee.
5. Pregnancy disability leave:  
Pregnancy disability leave is leave taken because of a pregnancy. It is part of the long-term illness leave available to employees.
6. Day:  
A "day" under this policy means a day upon which the employee is scheduled to work, unless otherwise specifically noted or stipulated by law/policy.

## PERSONNEL POLICIES AND BENEFITS

7. Permissible use of illness leave:  
Employees may utilize short-term and long-term illness leave for the diagnosis, care or treatment of an existing health condition of, or preventative care, for an employee or an employee's "family member" (see definition of family member below). Illness leave may also be used for an employee who is a victim of domestic violence, sexual assault or stalking as set forth in the California Labor Code.

### **b. Short-term Illness Leave**

1. Short-term illness leave is an absence from school due to an illness, issue of wellbeing or injury that lasts from 1 to 3 consecutive days.
2. Employees may use up to 10 days for short-term illness leave during each contract year with no loss in salary (exception, see A.6.b.7).
3. Employees may use these days for personal illness/issue of wellbeing/injury (as defined in 6.a.7). In addition, employees may use up to 6 of the allotted short-term illness leave days each contract year for the illness/injury of a family member. Family member means 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), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents and grandchildren.
4. Short-term illness leave taken after exhaustion of the 10 days will be taken as unpaid illness leave (exception, see A.6.b.7).
5. Short-term illness leave will not be convertible to personal leave, paid leave or be considered as credit payable at the end of the employee's service.
6. The Office of Education will not count bereavement leave, personal leave, adoption leave, professional leave and jury duty leave as part of any illness leave.
7. An employee, whose short-term illness leave has been exhausted, may receive up to a total of 2 donated days (days are donated in full day increments) per contract year. These days can only be received from other exempt education employees' short-term illness leaves. An employee who receives donated days may not also donate days to another employee in the same contract year. The donated day(s) must be received prior to the leave day taken or within the same payroll period to avoid taking an unpaid illness leave day(s). The donation is to be done in writing, and attached to both the donor's and recipient's attendance cards, and reported to the Office of Education at the time of the donation. An employee may only donate a total of up to 2 days to other exempt education employees each contract year. Short-term illness leave taken after the donated days have been exhausted will be taken as unpaid illness leave (in other words, the most paid short-term illness leave an employee may take in a contract year is 12 days). Once donated, the donation

## PERSONNEL POLICIES AND BENEFITS

is irrevocable.

8. Employees who are rehired within 1 year from the date of separation from the Office of Education may have any accrued and unused short-term illness leave reinstated, not to exceed 10 days per contract year.

### c. Long-term Illness Leave

1. Long-term illness leave is an absence from school due to an illness or injury that lasts more than 3 consecutive days. An employee must be eligible for FMLA/CFRA leave and have available FMLA/CFRA days to access this leave bank.
2. Long-term illness leave generally requires that the employee/family member be under the care of a health care provider, and the employee must present a satisfactory certificate from the health care provider indicating the employee/family member was under his/her care upon return to work to qualify for salary payment. The Physician Certification form must be submitted for leaves longer than seven days. Where the leave is due to the employee's injury or illness, the certificate should also confirm the employee's fitness for duty (see FMLA section (B) for more information on appropriate forms). Family member is defined as the employee's child (biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, regardless of age), spouse, parent (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild or a sibling. (see B).
3. An employee has 6 weeks (30 days) of long-term illness leave each contract year. Three (3) weeks (15 days) of this 6-week leave is available each contract year to care for a family member. Long-term illness leave taken after the exhaustion of available long-term illness leave days will be unpaid illness leave. If an employee's illness is serious or life-threatening and the employee exhausts the 6 weeks (30 days), the employee may request extended financial benefits leave from the Office of Education. Application for extended financial benefits leave is made in writing to the Superintendent, detailing the reasons for this request.
4. Notwithstanding the immediately preceding provision, if an employee does not use all 10 days of short-term illness leave, the employee may transfer the remainder into his/her long-term illness leave bank at the end of the contract year (for the upcoming contract year) up to a maximum accrual of 13 weeks (65 days) of long-term illness leave. The employee may not transfer any donated short-term illness leave days. Long-term illness leave taken after the exhaustion of available long-term illness leave days will be unpaid illness leave. If an employee's illness is serious or life-threatening and the employee exhausts the long-term illness leave bank, the employee may request extended financial benefits leave from the Office of Education. Application for extended financial benefits leave is made in writing to the Superintendent, detailing the reasons for this request.

## PERSONNEL POLICIES AND BENEFITS

5. Long-term illness leave will not be convertible to personal leave, paid leave or be considered as credit payable at the end of the employee's service.
6. The Office of Education will not count bereavement leave, personal leave, adoption leave, professional leave and jury duty leave as part of any illness leave.
7. An employee's injury or illness which keeps employee off work for more than 90 calendar days may be covered after this 90 day elimination period by long term disability (LTD) insurance for qualifying employees. SECC Human Resources department should be contacted and an application for LTD should be completed as close to the onset of this elimination period as possible. Payments from the long-term illness leave bank, if eligible, end at the conclusion of this elimination period, even if employees may not have exhausted their long-term illness leave bank.
8. Employees may not donate days from or receive donated days into their long-term illness leave banks.
9. Employees who transfer from other denominational employment and have been eligible for long-term illness leave will be given the amount actually accrued and unused, up to the maximum of 13 weeks (65 days). If that is not ascertainable, 5 days for each year worked fulltime in other denominational organization(s) will be given, up to the maximum of 13 weeks (65 days). A transferring part-time employee would be given the percentage of 5 days equal to the percentage of fulltime they have worked. An employee who has a break in denominational employment and is eligible to count pre-break years of service toward retirement is also eligible to retain long-term illness leave before the break in service.

### d. Worker's Compensation

For injury or illness that is covered by worker's compensation, the Office of Education coordinates benefits. The employee is advanced full pay from any days in the applicable illness leave bank until worker's compensation status is established. When the worker's compensation payment is received the employee will need to return the advance payments and the appropriate illness leave bank will be credited accordingly. (Worker's compensation cannot pay the worker's compensation benefit to the employer.)

### e. Procedure

1. Any leave under this section (Illness/Disability Leave) must be coordinated with FMLA/CFRA leave. Employee must be eligible for FMLA/CFRA leave and have available FMLA/CFRA days, in order to access this leave bank.
2. The procedure for requesting FMLA/CFRA leave below will be followed when requesting disability leave.
3. Employees need not report the first 3 days of illness leave as disability leave. However, if the illness/disability continues, the entire period of disability will be charged to the long-term illness leave bank.

## PERSONNEL POLICIES AND BENEFITS

### B. Family, Medical, and Military-related Leaves Policy

This Family and Medical Leave Act (FMLA) policy outlines the conditions under which denominational employees, who meet the eligibility requirements, may request time off with or without pay for a limited period with job and accrued benefits protection. Certain terms that appear in this policy are taken from the FMLA and have the same meaning as under the FMLA. This policy should be interpreted consistently with the FMLA and its implementing regulations.

1. **Definition**-- A family or medical leave of absence is defined as an approved absence available to eligible employees for up to either 12 or 26 weeks of paid (as defined below) or unpaid leave per year under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:
  - a. Birth of an employee's child and to care for a newborn. (up to 12 weeks)
  - b. Placement of a child with an employee for adoption or foster care. (up to 12 weeks)
  - c. Need for an employee to care for a child, spouse, or parent (or person who stood in loco parentis to the employee) who has a serious health condition. (up to 12 weeks) (CFRA may apply for additional family members)
  - d. When an employee, because of the employee's own serious health condition (pregnancy disability, illness, injury, impairment or condition that involves inpatient care or continuous treatment or supervision by a health care provider, etc.) is unable to perform the functions of his/her position. (up to 12 weeks)
  - e. For specified military-related leave as stipulated (E 83 05) and described in (NADWP E 83). (up to 26 weeks)

For purposes of this policy, "year" is defined as the twelve-month period measured forward from the date an employee's first FMLA leave begins.

2. **Scope**-- The provisions of this section apply to all family and medical leaves of absence except to the extent leaves are covered under other paid employment benefit plans or policies for any part of either the 12 or 26 weeks of leave to which employees may be entitled under this policy. For example, employees with accrued time for any of the following paid leaves must use paid leave first and take the remainder, if any, of the twelve weeks as unpaid leave:
  - a. Vacations
  - b. Disability leave
  - c. Illness leave
  - d. Worker's compensation
3. **Eligibility**-- To be eligible for leave under this section, employees must have been employed for at least twelve months in total and must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.

## PERSONNEL POLICIES AND BENEFITS

### 4. Basic Policies and Conditions of Leave:

- a. Medical certification (contact SECC for the appropriate form) is required for leave for the employee's own serious health condition or to care for a seriously ill child, spouse, or parent. Copies of the medical certification form may be secured from the school or SECC.
- b. A second medical opinion and periodic recertification may be required at the expense of the employing organization. If the first and second opinions differ, the employing organization, at its expense, may require a binding opinion from a third health care provider, approved jointly by the employing organization and the employee.
- c. SECC has an obligation to reasonably accommodate a qualifying disability (such as allowing more frequent breaks).
- d. If medically necessary, leave may be granted on an intermittent or reduced-schedule basis. However, in such cases, the employing organization may require employees to transfer temporarily to an alternative (but equivalent in pay and benefits) position that will better accommodate recurring periods of absence or a reduced schedule.
- e. Under FMLA, employees are entitled to up to 12 weeks (60 work days) of paid or unpaid leave for the birth, adoption or placement of a child for foster care or to care for a newborn child. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less that amount previously used. Once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, any paid long-term illness leave will be stopped. This leave is available to both male and female employees. (See B for more details, as well as A.4.)
- f. Spouses who are both employed by the denomination and request leave for the same qualifying event may be entitled to a total of 12 weeks of combined leave (not 12 weeks each) per year, depending on the qualifying event. In the case of the birth of a child, once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, any paid long-term illness leave will be stopped.
- g. With respect to intermittent leave, leave on a reduced schedule, or leave near the conclusion of an academic term, the employing organization may utilize the special rules applicable to instructional employees that appear in the FMLA.
- h. As with all medical leaves of 3 days or more, SECC will require that the returning employee provide a health care provider's medical release, for leave for the employee's own serious health condition.

- 5. Notification and Reporting Requirements--** When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide 30 days advance written notice to the school and to SECC and make efforts to schedule leave so as not to disrupt school operations (contact SECC for details on what to include in the notification process). If it is not possible to give 30 days' notice, the employee is expected to give as much notice as practicable. In cases of illness, employees on leave will be required to report periodically on their



## PERSONNEL POLICIES AND BENEFITS

status and intention to return to work.

If an employee fails to give 30 days' notice for foreseeable leave, the employee shall explain the reasons why such notice was not practicable upon a request from SECC for such information. If the employee has no reasonable excuse for the delay, SECC may deny the request for up to 30 days from the date the employee provides notice. (For leave due to a qualifying exigency (military related leave), the 30-day advance notice requirement does not apply. Instead the employee must provide notice as soon as practicable.)

- 6. Status of Employee Benefits During a Leave of Absence--** While the employee is on FMLA, the employing organization will continue the employee's health-care benefits. The benefits will continue at the same level and under the same conditions as applied before the employee began the leave. The employing organization will continue to make payroll deductions for the employee contribution while the employee is on paid leave. While on unpaid leave, the employee must continue making this payment. Payment must be made in a timely manner.

Benefit entitlement based on an employee's length of service to the employing organization will be calculated based on the last paid day prior to the beginning of the unpaid leave of absence. Contact SECC for more information on the possible impact of the leave on seniority or benefits.

- 7. Procedures--** Employees must request family and medical leave paperwork from SECC. The forms must be completed and returned in accordance with the stated timetables.

### **ADDENDUM TO FAMILY CARE AND MEDICAL LEAVE (FMLA)**

To the extent required by applicable law, the Conference will also provide leave pursuant to the California Family Rights Act (CFRA). Similar to FMLA leave, this law provides up to 12 weeks of unpaid leave for eligible employees. During qualifying CFRA leave, eligible employees' health insurance benefits will be continued on the same basis as they were prior to the employee taking leave. CFRA leave generally runs concurrently with any other leaves (i.e., FMLA), with several exceptions, including Pregnancy Disability Leave. There are other technical differences between CFRA and FMLA leave. If you have any questions, please contact Human Resources.

### **LEAVE OF ABSENCE**

A benefit eligible employee may request an unpaid leave of absence. Leaves of absence may be granted for specific reasons such as study, medical, and personal leaves. During a leave the employee accrues no benefits, but may request to buy into the medical plan. Military leave will be handled in accordance with legal requirements.

Leaves must be requested in writing 30 days in advance. Requests should be submitted to the principal and Office of Education with a copy to the Human Resources Director. An employee may not begin a leave until Office of Education approval has been granted.

Except as required by law, Southeastern California Conference cannot guarantee that a position will be open at the end of the employee's leave.

*Voted: 2/2015 EMT & 3/2015 Education Board*

# PERSONNEL POLICIES AND BENEFITS

## 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.

### VACATION

The vacation policy is available for employees classified as working 20 hours per week or more. Full-time benefit eligible employees accrue vacation based on the years of denominational service. Part-time benefit eligible employees, working 20 hours per week or more, accrue vacation at a proportionate rate.

Years of Service	Vacation Accrued per Year	Accrual per Hour Worked	Max Accrual
During the first 4-year period	2 weeks or 76 hours	0.03836	114 hrs
During the next 5-year period	3 weeks or 114 hours	0.05753	171 hrs
After 9 years	4 weeks or 152 hours	0.07671	228 hrs

1. Vacation time begins to accrue from the date of hire and is available for use after successful completion of ninety days of employment.
2. Service for vacation accrual purposes shall include days worked, approved sick time, holidays, and vacation days.
3. The rate of vacation time accrual shall be on the basis of years of service. For employees hired with years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the conference may be granted one year of credit toward vacation accrual for each two years of such prior service.
4. Vacation time will be accumulated from year to year up to a maximum of 150% of the annual vacation accrual for years of service.

### Requesting Vacation

A request for use of vacation time should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor. Vacation time should always be prearranged with the Department Director or Supervisor in order to maintain continuity of service in the department. Vacation can be used as requested by the employee or as requested by the employer.

### Recording Vacation

Vacation hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Vacation hours may be used in full days or increments as requested and approved. Vacation time should be recorded on the timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken for vacation. Vacation time is not intended to be used to bring employees up to full time status and should not be used on a regular basis for such purpose.

## PERSONNEL POLICIES AND BENEFITS

### **Termination or Retirement**

At the time of termination from employment or retirement, all accrued, unused vacation time will be paid to the employee. The maximum pay out of vacation time will be up to 150% of the annual vacation accrual based on years of service.

### **PERSONAL BUSINESS DAY**

The Personal Business Day (PBD) benefit is available for employees classified as working 20 hours per week or more. This PBD is a paid day that is available once per year for personal reasons. The PBD does not accrue in any bank and may be used on request and approval of the supervisor. No payment will be made upon termination or retirement. The PBD must be taken as a full day and may not be used incrementally by the hour.

### **Recording Personal Business Day**

PBD time must be properly recorded on the timecard as a Personal Business Day. The hours for the PBD must be equivalent to and not to exceed the hours regularly scheduled for that day of work.

### **SICK LEAVE POLICY**

The Sick Leave Policy is available for non-exempt employees classified as working 20 hours per week or more based on the following two leave banks. Total sick leave time is accrued at a rate of 2.93 hours for a 76-hour (two-week) pay period for full-time employees. Part-time employees, working 20 hours per week or more, accrue at a proportionate rate.

The short-term sick bank will be credited with 24 hours for all benefit eligible employees upon the date of hire. Following the credit of 24 hours, the Short-term sick leave will accrue. The accrual is divided between a Short Term Sick Leave Bank and an Extended Sick Leave Bank. Sixty percent (60%) of sick time will accrue in the Short Term Sick Leave Bank. Forty percent (40%) of sick time will accrue in the Extended Sick Leave Bank.

### **Short Term Sick Leave Bank**

Non-Exempt benefit eligible employees, working 20 hours per week or more, accrue short term sick leave time. The accrual of short term sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave. The Short Term Sick Leave Bank reaches a cap at 76 hours.

The first 3 consecutive work days of any illness or time-off for medical/ dental appointments shall be charged to the Short Term Sick Leave Bank. The Short Term Sick Leave Bank will also be used in the case of the exhaustion of the Extended Sick Leave Bank. Extended Illnesses that are not accompanied by a recommendation from a treating healthcare provider will continue to be charged to the Short Term Sick Leave Bank and then to the vacation bank. The Short Term Sick Leave Bank is a non-vested bank, and upon termination or retirement no payment will be made from it.

Employees may use short term sick leave time for the diagnosis, care or treatment of an existing health condition or for preventative care. In addition, employees may use up to half of the short term sick leave time accrued each year for the similar care of a family member. Family member means the employee's spouse, children (biological, adopted or foster child,

## PERSONNEL POLICIES AND BENEFITS

stepchild, legal ward or a child to whom the employee stands in loco parentis, regardless of age), 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 and grandchildren. Short term sick leave time may also be used if the employee is a victim of domestic violence, sexual assault or stalking.

### **Recording Short Term Sick Leave Time**

Short term sick leave hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Short term sick leave hours may be used in full days or increments as requested and approved. Short term 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 for short term sick leave.

### **Extended Sick Leave Bank**

Non-Exempt benefit eligible employees working 20 hours per week or more accrue extended sick leave time. The accrual of extended sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave. The Extended Sick Leave Bank caps at 1000 hours. The Extended Sick Leave Bank is a non-vested bank, and upon termination or retirement no payment will be made from it.

Use of the Extended Sick Leave Bank is intended for illnesses that exceed 3 consecutive work days away from work, and access to this bank requires an off-work note from a treating healthcare provider. For cases where employee is hospitalized or has a medical procedure performed as an out-patient procedure, the use of the Extended Sick Leave Bank begins immediately with a note from the treating healthcare provider. Illnesses that are not accompanied by a recommendation from a treating healthcare provider will continue to be charged to the Short Term Sick Leave Bank and then to the vacation bank. Employees may use extended sick leave time for the diagnosis, care or treatment of an existing health condition or for preventative care. Extended sick leave time may also be used if the employee is a victim of domestic violence, sexual assault or stalking.

Use of extended sick leave time runs concurrent with the FMLA/CFRA and Long Term Disability policies. Refer to those policies for more details.

Extended sick leave time may not be used in place of short term sick leave time.

### **Return to Work Following Use of Extended Sick Leave Bank**

Return to work after an employee's extended illness or injury (beyond 3 consecutive work days) requires a release from a healthcare provider.

### **Birth/Adoption/Foster Care Placement**

Employees may be entitled to up to 12 weeks (60 days) of paid or unpaid leave for the birth, adoption or placement of a child for foster care. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less that amount previously used. Once the employee's health care provider has released the employee from his/her care (or available paid leave banks have been exhausted), if the employee wants to continue FMLA leave, any paid long-term illness leave will be stopped. This leave is available to both male and female employees. See FMLA policy for more details.

## PERSONNEL POLICIES AND BENEFITS

### are of Family Members

Employees may use half of the yearly accrued extended sick leave time to care for the diagnosis, care or treatment of an existing health condition or for preventative care of a family member, with a recommendation from a healthcare provider and approval of an FMLA/CFRA request (see FMLA policy for more details). Family member means 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), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents and grandchildren.

### Recording Extended Sick Leave Time

Extended sick leave hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Extended 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 for extended sick leave.

## FAMILY, MEDICAL, and MILITARY-RELATED LEAVES POLICY

This Family and Medical Leave Act (FMLA) policy outlines the conditions under which denominational employees, who meet the eligibility requirements, may request time off with or without pay for a limited period with job and accrued benefits protection. Certain terms that appear in this policy are taken from the FMLA and have the same meaning as under the FMLA. This policy should be interpreted consistently with the FMLA and its implementing regulations.

1. Definition-- A family or medical leave of absence is defined as an approved absence available to eligible employees for up to either 12 or 26 weeks of paid (as defined below) or unpaid leave per year under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:
  - a. Birth of an employee's child and to care for a newborn. (up to 12 weeks)
  - b. Placement of a child with an employee for adoption or foster care. (up to 12 weeks)
  - c. Need for an employee to care for a child, spouse, or parent (or person who stood in loco parentis to the employee) who has a serious health condition. (up to 12 weeks) (CFRA may apply fo additional family members)
  - d. When an employee, because of the employee's own serious health condition (pregnancy disability, illness, injury, impairment or condition that involves inpatient care or continuous treatment or supervision by a health care provider, etc.) is unable to perform the functions of his/her position. (up to 12 weeks)
  - e. For specified military-related leave as stipulated (E 83 05) and described in (NAD-WP E 83). (up to 26 weeks)

For purposes of this policy, "year" is defined as the twelve-month period measured forward from the date an employee's first FMLA leave begins.

2. Scope-- The provisions of this section apply to all family and medical leaves of absence except to the extent leaves are covered under other paid employment benefit plans or policies for any part of either the 12 or 26 weeks of leave to which employees may

## PERSONNEL POLICIES AND BENEFITS

be entitled under this policy. For example, employees with accrued time for any of the following paid leaves must use paid leave first and take the remainder, if any, of the twelve weeks as unpaid leave:

- a. Extended Sick Leave
  - b. Short-Term Sick Leave
  - c. Vacation
  - d. Worker's compensation
3. Eligibility-- To be eligible for leave under this section, employees must have been employed for at least twelve months in total and must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.
4. Basic Policies and Conditions of Leave:
- a. Medical certification (contact SECC Human Resources for the appropriate form) is required for leave for the employee's own serious health condition or to care for a seriously ill child, spouse, or parent. Copies of the medical certification form may be secured from the SECC Human Resources website.
  - b. A second medical opinion and periodic recertification may be required at the expense of the employing organization. If the first and second opinions differ, the employing organization, at its expense, may require a binding opinion from a third health care provider, approved jointly by the employing organization and the employee.
  - c. SECC has an obligation to reasonably accommodate a qualifying disability (such as allowing more frequent breaks).
  - d. If medically necessary, leave may be granted on an intermittent or reduced-schedule basis. However, in such cases, the employing organization may require employees to transfer temporarily to an alternative (but equivalent in pay and benefits) position that will better accommodate recurring periods of absence or a reduced schedule.
  - e. Under FMLA, employees are entitled to up to 12 weeks (60 work days) of paid or unpaid leave for the birth, adoption or placement of a child for foster care or to care for a newborn child. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less that amount previously used. Once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, sick pay will no longer be available and vacation time must be used. This leave is available to both male and female employees.
  - f. Spouses who are both employed by the denomination and request leave for the same qualifying event are entitled to a total of 12 weeks of combined leave (not 12 weeks each) per year. In the case of the birth of a child, once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, sick pay will no longer be available and vacation time must be used.

## PERSONNEL POLICIES AND BENEFITS

- g. With respect to intermittent leave, leave on a reduced schedule, or leave near the conclusion of an academic term, the employing organization may utilize the special rules applicable to instructional employees that appear in the FMLA.
  - h. As with all medical leaves of 3 days or more, SECC Human Resources will require that the returning employee provide a health care provider's medical release, for leave for the employee's own serious health condition.
5. Notification and Reporting Requirements-- When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide 30 days advance written notice to the supervisor and to SECC Human Resources (contact SECC Human Resources for details on what to include in the notification process). If it is not possible to give 30 days' notice, the employee is expected to give as much notice as practicable. In cases of illness, employees on leave will be required to report periodically on their status and intention to return to work.

If an employee fails to give 30 days' notice for foreseeable leave, the employee shall explain the reasons why such notice was not practicable upon a request from SECC Human Resources for such information. If the employee has no reasonable excuse for the delay, SECC Human Resources may deny the request for up to 30 days from the date the employee provides notice. (For leave due to a qualifying exigency (military related leave), the 30-day advance notice requirement does not apply. Instead the employee must provide notice as soon as practicable.)

6. Status of Employee Benefits During a Leave of Absence-- While the employee is on FMLA, the employing organization will continue the employee's health-care benefits. The benefits will continue at the same level and under the same conditions as applied before the employee began the leave. The employing organization will continue to make payroll deductions for the employee contribution while the employee is on paid leave. While on unpaid leave, the employee must continue making this payment. Payment is made to SECC Human Resources and must be made in a timely manner.

Benefit entitlement based on an employee's length of service to the employing organization will be calculated based on the last paid day prior to the beginning of the unpaid leave of absence. Contact SECC Human Resources for more information on the possible impact of the leave on seniority or benefits.

7. Procedures-- Employees must request family and medical leave paperwork from SECC Human Resources. The forms must be completed and returned in accordance with the stated timetables.

### **ADDENDUM TO FAMILY CARE AND MEDICAL LEAVE (FMLA)**

To the extent required by applicable law, the Conference will also provide leave pursuant to the California Family Rights Act (CFRA). Similar to FMLA leave, this law provides up to 12 weeks of unpaid leave for eligible employees. During qualifying CFRA leave, eligible employees' health insurance benefits will be continued on the same basis as they were prior to the employee taking leave. CFRA leave generally runs concurrently with any other leaves. While FMLA leave provides for up to 12 weeks of leave for any qualifying exigency

## **PERSONNEL POLICIES AND BENEFITS**

arising because of the spouse, son, daughter or parent of the employee being on active military duty, or having been notified of an impending call to active duty status in support of a contingency operation, CFRA leave does not apply to these situations. There are other technical differences between CFRA and FMLA leave. If you have any questions, please contact Human Resources.

### **FUNERAL LEAVE**

Benefit eligible employees are allowed up to five days with pay, according to distance and circumstances, to attend the funeral of an immediate family member. An immediate family member includes: spouse; child (stepchild and foster-child); parent; brother; sister; father-in-law; mother-in-law, and grandparents.

### **LEAVE OF ABSENCE**

After one year of continuous employment, a benefit eligible employee may request an unpaid leave of absence. Leaves of absences are granted for specific reasons such as study, medical, and personal leaves. During a leave the employee accrues no benefits, but may request to buy into the medical plan. Military leave will be handled in accordance with legal requirements.

Leaves must be requested in writing 30 days in advance. Requests should be submitted to the department director (principal/Office of Education) with a copy to the Human Resources Director. An employee may not begin a leave until committee approval has been granted.

Except as required by law, Southeastern California Conference cannot guarantee that a position will be open at the end of the employee's leave.

### **JURY DUTY**

Employees who are called to serve jury duty must notify the department director and the Human Resources Department as soon as notice is received. Employees will continue to receive pay for jury time served up to 10 workdays per calendar year. Because the State of California currently reimburses jurors only for mileage and meal expenses, this reimbursement need not be turned in to the conference office. Hourly paid employees need to note on their time card "jury duty".

### **COURT ORDERED SUBPOENA**

Employees subpoenaed by court order shall notify the director of their department and the Human Resources Department of the required absence. Regular remuneration will continue during the absence from work provided the subpoena is turned into the Human Resources Department.

### **LONG TERM DISABILITY (LTD)**

Benefit eligible (3/4-time or more) employees are covered under ING for Long-Term Disability (LTD) Insurance. This plan is provided by SECC as an employee benefit, at no cost to the employee. Coverages under such plan would provide salary continuation assistance where the qualifying disability exceeds 90 days. The plan provides for payment of 66 2/3% of basic monthly earnings, reduced by any deductible benefits, with a maximum of \$6,000.00. The minimum monthly benefit is the greater of \$300 or 10% of your gross disability payment. ING's LTD plan document is available on the HR Website: <http://secchr.adventistfaith.org>



## PERSONNEL POLICIES AND BENEFITS

Please note that:

**Employees are ineligible for State Disability Insurance for time worked because of SECC's religious status. No contributions to State disability are made.**

### **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*

# PERSONNEL POLICIES AND BENEFITS

## HEALTHY FAMILIES ILLNESS LEAVE POLICY

### 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.

#### 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.

#### 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.

# PERSONNEL POLICIES AND BENEFITS

## 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*

## EXEMPT EMPLOYEE VACATION POLICY

### Ten-Month Personnel

The ten-month employment plan makes provision for vacation time and holidays during the contract year. No additional time for vacation is provided, regardless of years of service or variations on local school board adopted calendars.

### Twelve-Month Exempt Personnel - Vacation Policy Implementation Criteria

#### 1. Basis for Vacation

Annual vacation with pay shall be provided for regular benefit eligible employees and may be accrued and calculated on the following basis:

<u>Years of Service Entitlement</u>	<u>Accrual Rate *</u>	
During first four year period	2 weeks	.833 day/mo
During next five year period	3 weeks	1.25 days/mo
After nine years	4 weeks	1.67 days/mo

- a) Vacation entitlement accrued per 38-hour week.
- b) Regular part-time employees (at least 50% of full-time salaried) shall accrue vacation time on a prorata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.
- c) Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.
- d) Individuals, who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church, may be granted one year of credit toward vacation accrual for each two years of such prior service.

## PERSONNEL POLICIES AND BENEFITS

e) The school shall keep an accurate employee attendance record for each employee, including the vacation record for twelve-month employees. The principal is responsible to keep her/his own attendance record. All employee attendance records are to be submitted to the Office of Education at the end of the school year.

### 2. Maximum Accrual

Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the year's accrual rate.

### 3. Termination or Retirement

At the time of termination (or resignation) from denominational employment or retirement all accrued and unused vacation time shall be cashed out.

### 4. Use of Vacation Time

Vacation time should generally be taken after it is earned. It may be used at such time or times when requested by the employee, approved by the supervisor and authorized by the Office of Education.

### 5. Vacation Request

A request for vacation should be made in advance on the vacation request form (form can be found on the Education website), except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstance should be reported immediately to the supervisor and the Office of Education. Employees who are expected to work the full year, may request vacation time in advance of having fully earned it.

## HOLIDAYS

SECC observes the following nine holidays per year:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 (12-month employees)
Labor Day	1st Monday in September
Thanksgiving Day* (2 days)	4th Thursday in November
Christmas Day	December 25

\*Days observed for Thanksgiving vary depending on whether the employee is on a regular work week, or an alternative work week schedule. For regular work week employees, the day of Thanksgiving and the following Friday are observed. For alternative work week schedules, Wednesday prior to Thanksgiving, and Thanksgiving Day are observed.

Holidays are to be recorded on the timecard for non-exempt employees.

# PERSONNEL POLICIES AND BENEFITS

## WAGE & HOUR SUMMARY NON-EXEMPT EMPLOYEES

### Regular Workweek

#### 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.

#### 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.

#### 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.

#### REPORTING REQUIREMENTS

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 pe-

riod 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.

### **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.

### **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.

### **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](http://www.secchr.adventistfaith.org).

## 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.

## 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***

## **TUITION ASSISTANCE for CHILDREN of SALARIED EMPLOYEES**

Tuition assistance for children of full-time employees is provided based on the following provisions:

1. Assistance is provided for attendance in an SDA school or college for grades K-16 and in some cases a fifth year college program.
2. The student must be under the age of 26, unmarried, and is eligible to be claimed as a dependent on the employee's income tax return. (SECC has a higher age limit than the NAD.)
3. The student must be born to or adopted by the employee or a stepchild receiving more than 50% of support from the employee's family.
4. Assistance in the amount of 35% of tuition and fees (70% for boarding students) is provided. When the student attends a foreign Adventist high school or college, the education allowance will be computed at 70% of tuition, fees, room and board, charged by the school. (This amount shall not exceed 70% of tuition at La Sierra University or Monterey Bay Academy.)
5. Assistance shall continue until an undergraduate course of studies is completed, or for a maximum of ten semesters or fifteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete work necessary to secure teaching credentials. Governing committees may also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.
6. Students who attend summer school sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters allowed.

For the complete policy, see the "***Pacific Union Education Code, F14-104***".



**FINANCIAL**

**POLICIES**



## **FINANCIAL POLICIES**

### **EARNING CONTINUATION IN CASE OF DEATH**

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

### **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.

### **PAYROLL DEDUCTIONS**

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

### **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.

# FINANCIAL POLICIES

## F12-112 Wage-Step Placement Schedule - Non-exempt Classified and Instructional Aides

### A. Wage-step Placement Schedule

The following wage-step placement schedule applies to non-exempt classified employees and para-professionals who serve as instructional aides not required to have a teaching certificate and are paid on an hourly rate. Step increases may be determined by performance evaluation and approved by the local school board. [See Notes 1-8.] See Section E21-116 for details regarding remuneration of non-exempt classified employees.

<b>PLACEMENT SCHEDULE NON-EXEMPT CLASSIFIED AND INSTRUCTIONAL SUPPORT PERSONNEL</b>						
Classification of Employee	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Accountants Accountant [Note 8a]	77%	80%	83%	86%	88%	91%
Accountant-Junior [Note 8b]	68%	71%	73%	76%	78%	81%
Accounting Clerk, Senior [Note 8c]	57%	61%	65%	69%	73%	77%
Accounting Clerk [Note 8d]	56%	59	63%	67%	71%	76%
Information Technology Services Support Specialist	77%	80%	83%	86%	88%	91%
Bus Driver	49%	53%	57%	61%	65%	69%
Custodian Regular	49%	53%	57%	61%	65%	69%
Supervisor	56%	59%	63%	67%	71%	76%
Instructional Aides [Note 5]	45%	48%	51%	54%	56%	59%
Food Service Employee Regular	45%	48%	51%	54%	56%	59%
Supervisor	52%	55%	57%	60%	63%	65%
Grounds Regular	49%	53%	57%	61%	65%	69%
Supervisor	55%	59%	63%	67%	71%	75%
Industrial Employee	55%	59%	63%	67%	71%	75%
Maintenance Regular	49%	53%	57%	61%	65%	69%
Journeyman Level	60%	64%	68%	72%	75%	80%
Night Watchman	49%	53%	57%	61%	65%	69%
Secretary Regular	56%	59%	63%	67%	71%	76%
Administrative	58%	62%	66%	70%	74%	78%
Receptionist	52%	55%	59%	63%	67%	72%
Clerk Typist	45%	49%	53%	57%	61%	65%
Registrar	74%	77%	80%	83%	86%	89%
Librarian	74%	77%	80%	83%	86%	89%

# FINANCIAL POLICIES

F12-112 Wage-Step Placement Schedule - Non-exempt Classified and Instructional Aides (Cont'd)

## B. NOTES

1. Refer to the cost-of-living remuneration factor adopted by the local conference executive committee to determine the hourly rate and monthly or annual remuneration for the applicable percentage on the accompanying Placement Schedule. The hourly rate is based on the 12-month salary scale.
2. The maximum rate for each step may be applied only to a competent, experienced employee. In the application of these rates, an administrator is advised not to exceed community hourly wage rates. The local conference board of education may grant authorization to a school to exceed the published rate when the community rate is higher for that category of employees and documentation is submitted on the community rate.
3. All hourly computations are based on 164.66 hours per month.
4. The allowances and benefits granted to non-exempt classified and related instructional personnel are listed in Section E21-116.
5. The instructional aides include such persons who serve as attendance clerks, library assistant, teacher aide, registrar clerk.
6. A person certificated as a librarian, and employed in this capacity, may be paid on the teacher's salary scale at the appropriate level according to years of experience and certificate held.
7. A person employed as a registrar with appropriate experience and teaching certificate may be paid on the teacher's salary scale if the position requires the person to serve in a bona fide administrative capacity.
8. The categories of accountants listed below are sufficiently varied as to permit governing boards to exercise judgment as to the abilities of the employee and the requirements of the position. It is not anticipated that an organization will have employees filling all categories or any specific category. Some organizations may not require anyone on the accountant level if the assistant treasurer or assistant business manager is also caring for this responsibility.
  - a. Accountant - An accountant is one who applies principles of accounting to install and/or maintain operation of the total accounting system. The accountant is knowledgeable as to the reasons for, and the effect of, various accounting procedures. Typically, this individual will have a BA/BS degree in accounting or business management, or a CPA.
  - b. Junior Accountant - A junior accountant is one who has elementary knowledge of accounting principles and is able to apply it to limited areas of accounting procedures. This individual will normally have an AA degree in business or accounting, or a minimum of 25 semester hours in accounting and/or business management.
  - c. Senior Accounting Clerk - Performs similar duties as an accounting clerk, but typically with minimal accounting or bookkeeping preparation such as an academy bookkeeping course or one semester in beginning accounting at the college/university level and/or five years of experience in similar work.

F12-112 Wage-Step Placement Schedule–Non-exempt Classified and Instructional Aides (Cont'd)

- d. Accounting Clerk - An accounting clerk is one who performs a variety of routine calculating, posting and typing duties to accomplish the accounting function. Typically, this person's education background in the area is limited to on-the-job training.

# FINANCIAL POLICIES

F11-128 Salary-Step Placement Schedule – Elementary and Secondary Certificated  
Administrative Personnel and Salaried Classified Administrative Personnel  
[Revised – 04-2010]

Position/ Degree	Certificate	Year of Experience and Percentage Factor					
		1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5th	6th or More
I. Principal	None or Conditional	77%	79%	79%	79%	79%	79%
	Standard				91%	93%	95%
	Professional				97%	99%	102%*
	Administrator				98%	100%	102%*
II. Other Certificated Administrators							
No Degree	Designated Subjects	68%	69%	70%	71%	72%	73%
Bachelors	None or Conditional	77%	79%	79%	79%	79%	79%
Bachelors	Designated Subjects	77%	80%	83%	86%	89%	93%
Bachelors	Basic	83%	85%	87%			
Bachelors	Standard				89%	92%	95%
5 <sup>th</sup> Year or 60 Qtr. Hours	None or Conditional	78%	80%	80%	80%	80%	80%
	Designated Subjects	78%	81%	84%	87%	90%	93%
	Basic	83%	85%	87%			
	Standard				89%	92%	95%
Masters	None or Conditional	77%	79%	79%	79%	79%	79%
	Designated Subjects	83%	86%	89%	92%	95%	99%
	Basic	84%	86%	88%			
	Standard				90%	93%	95%
EdS, PhD, EdD	None or Conditional	77%	79%	79%	79%	79%	79%
	Designated Subjects				92%	95%	99%
	Basic	85%	87%	89%			
	Standard				91%	93%	95%
III. Salaried Classified Administrators/ Managers	None or Conditional				97%	99%	102%*
	Administrator				97%	99%	102%*
	Professional				96%	98%	102%*
	Administrator				98%	100%	102%*
III. Salaried Classified Administrators/ Managers		68-80%	70-84%	72-88%	74-92%	77-96%	80-99%
	Professional Certificate/ Preparation				96%	98%	102%

\* Equivalent certification for the job where employed.

ZONE 0

February 14, 2021 - June 30, 2022

<b>% of Remuneration</b>	<b>Hourly</b>
49	14.01
50	14.30
51	14.59
52	14.88
53	15.16
54	15.45
55	15.74
56	16.03
57	16.30
58	16.59
59	16.88
60	17.17
61	17.45
62	17.74
63	18.03
64	18.30
65	18.59
66	18.88
67	19.17
68	19.45
69	19.74
70	20.03
71	20.32
72	20.59
73	20.88
74	21.17
75	21.46

<b>% of Remuneration</b>	<b>Hourly</b>
76	21.74
77	22.03
78	22.32
79	22.59
80	22.88
81	23.17
82	23.46
83	23.74
84	24.03
85	24.32
86	24.61
87	24.88
88	25.17
89	25.46
90	25.75
91	26.03
92	26.32
93	26.61
94	26.88
95	27.17
96	27.46
97	27.75
98	28.03
99	28.32
100	28.61
102	29.17





## PERTINENT PHONE NUMBERS

### OFFICE OF EDUCATION - SECC

P O Box 79990  
 Riverside CA 92513  
 Phone: \* (951) 509-2307  
 Fax: (951) 509-2392

\* Extensions can be reached directly by calling  
 (951) 509-2 + extension.

Don Dudley	306
Bill Arnold	314
Robert Smith	310
Datha Tickner	308
Stephen Zurek	315
Rachel Romero	307
Treva Osborn	320
Kathi Christenson	311
Rabel Ortiz	319
Cynthia Jaime	321
Teri Vasquez	313

#### SECC OFFICE NUMBERS

Office of the President	287
Office of the Secretary	290
Office of the Treasurer	243
Associate Treasurer	238
ABC Book Center	273
Accounts Receivable	303
Accounts Payable	303
Asian Ministry/Sabbath School	260
Auditing	373
Black Ministry - Inner City	298
Cashier	245
Church Membership	205
Church Receipting	304
Communication	258
Community Services	298
Education	307
General Services/Moving	233
Health/Legislative	296
Human Resources	352
Human Resources Medical Ins	355
Information Systems	241
Insurance - Property & Liability	232
Job Line	207
Ministerial	330
Payroll	301
Pine Springs Ranch (951) 659-4131	
Property & Trust Services	227
Service Records	353
Spanish	333
Youth/Young Adult Ministry	265

### PACIFIC UNION CONFERENCE

3686 Townsgate Road (P O Box 5005)  
 Westlake Village CA 91361  
 Phone: \*(805) 413-7100  
 Fax: (805) 497-3828

**Cherith Mundy, Registrar**  
**Cherith.Mundy@adventistfaith.com**

\* Extensions can be reached directly by calling  
 (805) 413-7 + extension.

Berit von Pohle	312
Teryl Loeffler	304
Martha Havens	300
Julie Yamada	344
Cherith Mundy	314
Stacey Flores	306
Kimberly Stubbart	316

#### TK-12 SCHOOLS IN SOUTHEASTERN

Calexico Mission School	(760) 357-3711
Desert Adventist School	(760) 779-1799
El Cajon SDA School	(619) 442-6544
Escondido Adventist Academy	(760) 746-1800
Laguna Niguel Jr. Academy	(949) 495-3428
La Sierra Academy	(951) 351-1445
La Sierra Elementary	(951) 351-1472
Loma Linda Academy	(909) 796-0161
Mesa Grande Academy	(909) 795-1112
Mentone SDA School	(909) 794-1610
Murrieta Springs Adven. School	(951) 461-2243
Needles SDA School	(760) 326-4406
Oceanside Adventist Elem School	(760) 722-6894
Orangewood Academy	(714) 534-4694
Redlands Adventist Academy	(909) 793-1000
San Antonio Christian School	(909) 982-2301
San Diego Academy	(619) 267-9550
Valley Adventist Christian School	(951) 242-3012
Victor Valley SDA School	(760) 243-4176

#### CHILD DEVELOPMENT CENTERS

Azure Hills Children's Center	(909) 825-7054
LLA Children's Center	(909) 796-0761 x 4010
LSA Children's Center	(951) 351-1445
MGA Children's Center	(909) 795-1112
Sunrise Christian Pre-School	(714) 638-5559

#### COLLEGES IN THE PACIFIC UNION

La Sierra University	(951) 785-2000
Loma Linda University	(909) 558-4300
Pacific Union College	(707) 965-6311