



Employee Handbook

Your guide to workplace policies and benefits

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Welcome and Introduction

The statements contained in the Employee Handbook are intended to serve as general information concerning The Florida Annual Conference of The United Methodist Church (hereafter referred to as "Conference") with respect to existing policies, procedures, practices of employment, and employee benefits. These policies are subject to change at the sole discretion of Council on Finance and Administration.

Nothing contained in the Employee Handbook is intended to create, nor shall the handbook be construed as creating an expressed or implied contract or guarantee of employment for a definite or indefinite term. Although we hope that your employment relationship with the Conference will be spiritually fulfilling, self-rewarding, and long lasting, either the employee or the Conference may terminate this relationship at any time. Please understand that no member of the Conference staff has the authority to enter into any agreement with the employee for employment for any specified period or to make any promises or commitments contrary to the foregoing outside of established Conference policy.

We hope this Employee Handbook will make your employment with the Conference easier, more fulfilling and enjoyable. We wish you the best success in your position and hope that your employment with the Conference will be rewarding.

About This Handbook

This handbook sets forth policies and benefits for the following:

- Clergy and lay employees located in the Episcopal Office and Conference Center, Lakeland, Florida
- District Superintendents and district office staffs
- Warren W. Willis Camp (WWW) and the Life Enrichment Center (LEC), Leesburg, Florida
- Riverside Retreat, LaBelle, Florida
- Centenary Camp, Gadsden County, Florida
- Campus Ministers
- Other deployed employees

The statements contained in this Employee Handbook are intended to serve as general information concerning the employees of the Conference. You should familiarize yourself with the contents of this handbook for it will answer many common questions concerning employment with the Conference. But, this handbook should not be considered your only source of information. Most departments also have specific guidelines for their own areas. It is your duty to familiarize yourself with all departmental policies and practices.

The Conference and its employees are subject to church law, as well as federal, state, and local regulations—not all of which are listed in this handbook. Church law is set forth in the current *Book of Discipline*, “Conference Standing Rules” (published in the *Journal*), and policies approved at the Annual Conference.

Handbook Updates

The Human Resources Office is responsible for periodic review of all benefits and employment policies and will update this handbook accordingly. The information contained in this handbook may change from time to time. You will receive updated information as changes occur. None of the information in this handbook is a guarantee that conditions of employment may not change (See, for example, “Employment at Will” later in this handbook). Questions should be referred to the Human Resources Office.

Who We Are

The Florida Conference is part of The United Methodist Church, one of 64 Conferences, Comprised of:

- 700+ churches and missions within the state of Florida
- 1,000+ active and retired clergy
- 9 districts, with 50-80 churches in each district
- 300,000+ local church members

Brief History of the Florida Conference

Methodism first came to Florida in 1822 when the South Carolina Conference of the Methodist Episcopal Church appointed the Reverend Elijah Sinclair as the first minister to East Florida at Amelia Island, near Jacksonville. Within months of Florida being ceded to the United States by Spain, a church was erected nearby in Fernandina Beach and completed in 1851. Called the Memorial United Methodist Church, it is the oldest United Methodist congregation in The Florida Conference. The Methodist community soon expanded with the influx of “circuit riders.”

Conference Established

Methodist ministers' appointments to Florida and their religious work continued here under the auspices of other conferences until February 6, 1845 when The Florida Conference was officially organized in Tallahassee as part of the Methodist Episcopal Church. The organizing session of The Florida Conference was presided over by Bishop Joshua Soule, primary author of the founding constitution of the Methodist Episcopal Church and considered one of its great bishops. In 1845, he was the senior bishop of the church, having served 21 years in the episcopacy. He was probably the most influential interpreter of Methodist law the church had ever known.

North-South Split

There was heated debate at the General Conference of 1844 over the propriety of a direct Episcopal connection to slaveholding. It led to an impasse with the southern conferences and the final result was a Plan of Separation that provided for two Methodist Episcopal Churches, North and South. Delegates from the southern conferences (including Florida) met at a convention at the Fourth Street Church in Louisville, Kentucky, May 1-19, 1845 and organized the Methodist Episcopal Church South.

Impact of the Civil War

The Civil War dealt an especially harsh blow to the Methodist Episcopal Church South. Its membership fell to two-thirds its pre-war strength. Many of its churches lay in ruins or were seriously damaged. A number of its clergy had been killed or wounded in the conflict. Its educational, publishing, and missionary programs had been disrupted. Yet new vitality stirred among southern Methodists, and over the next fifty years its membership grew fourfold.

Our Multicultural Roots

The issues of race and ethnic diversity have shaped the Methodist movement in the United States from its earliest days. Beginning as a racially-integrated revival movement in the colonies, the United Methodist Church has both struggled with and striven to reach out to all cultures, heritages, and races. The Florida Conference itself has been closely tied to the Cuban Methodist Church for over 60 years. For over 25 years, the Conference had a ministry of presence at the Seminole Indian Reservation at Brighton.

In recent years, the United Methodist Church has actively promoted more inclusiveness and diversity in its institutions and leadership. As a result, one of the United Methodist Church's greatest strengths today is in its multiculturalism.

Today, the Conference includes Afro-American churches, as well as churches and faith communities of Hispanic, Caribbean Islander, Haitian, Korean, Vietnamese, Filipino, Micronesian and Russian immigrant populations. Many Anglo congregations are becoming more integrated as well. The Conference strongly encourages the development of faith communities that reach out to all persons with diverse language and cultural heritages.

Mission and Vision Statements

To be successful, it is important for all of us to understand our purpose and goals for the future.

Vision Statement

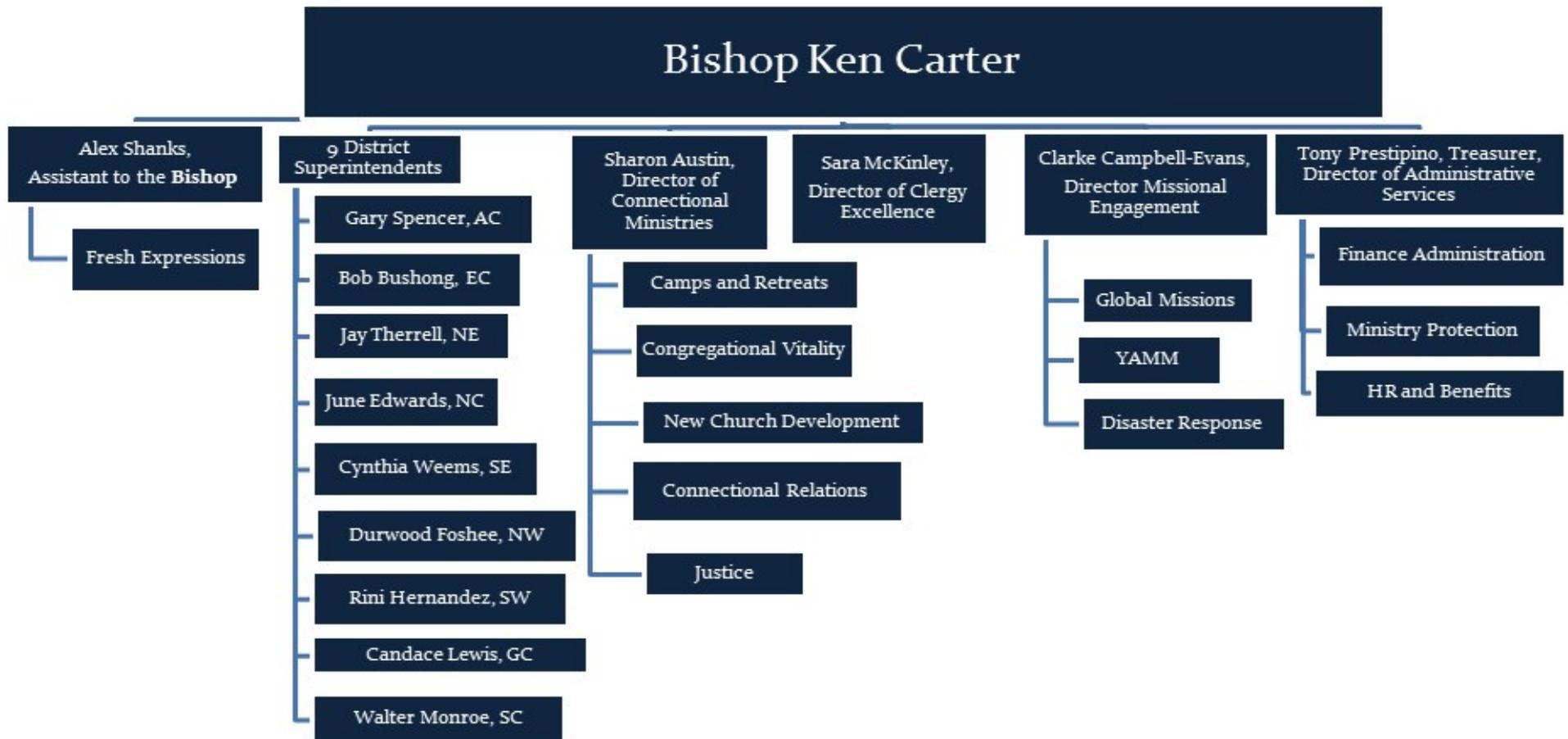
God's transforming grace in Jesus Christ calls us to become one dynamic church with diverse people in many settings, offering a new life of Christian discipleship to the world.

Mission Statement

The mission of the Conference is to be a vital connection that is part of God's transformation of the world by:

- equipping congregations for the task of making disciples of Jesus Christ;
- transforming existing congregations from a life of institutional maintenance to a life of transformational mission in their diverse communities and the world;
- reproducing vital congregations in new settings;
- calling, training, and supporting lay and clergy leaders for the church; and
- engaging in shared ministries that fulfill the vision of the Kingdom of God.

The Florida United Methodist Conference Organizational Chart



For a list of current Conference staff and their positions, please visit our website:
<http://www.flumc.org/conferencestaff>

For District staff, please see <http://www.flumc.org/districts>

Policies and Procedures

Team Philosophy

It is the Conference's intention to encourage a working environment that will provide opportunities for individual effort and reward. Every employee is considered a team member. Our success is built on the recognition of the skills and efforts that each employee makes. The Conference's objective is to work together with all employees for the benefit of those we serve—our customers. For example:

- Members and pastors of local churches
- A guest or group of guests using the facilities at the Camps/LEC
- The people who carry out the mission of the Conference through our various programs and churches

Overall, the Conference expects everyone to devote his or her best efforts to provide high quality customer services.

Employee Relations

All of us, at times, have questions relative to our employment. There is likely no one more concerned with your well-being than your supervisor. You are encouraged to talk with your supervisor or manager any time you have a question about our employment policies, or when you have an idea that would benefit other Conference employees and/or customers.

If you have difficulty talking with your supervisor or manager, or you are not satisfied with his or her response, you should contact the Director of Human Resources to discuss the matter. Camp/retreat center employees should contact their Director, Camps and Retreat Centers or the Conference Human Resource office. Regardless of the nature of the issue, we are always willing to listen.

Customer Relations

Developing customer relations is about building long-term relationships with the people the Conference serves. All Conference employees are responsible for good customer relations—you play an essential role in customer satisfaction. See "Team Philosophy" above for examples of our customers.

As a representative of the Conference it is your job to:

- learn about the people we serve
- foster goodwill
- encourage others to express their needs and concerns
- work with the Conference to solve problems quickly and efficiently
- exceed customers' expectations

Complaint Handling

If customers express complaints or ideas, you should:

- **Log the complaint/suggestion:** Note the date a complaint (or suggestion) is received. Record all pertinent information.
- **Acknowledge:** If possible, tell customers how long it will take to satisfy a complaint or provide them with any feedback or information they request.
- **Investigate and formulate a solution:** Seek help from the Human Resources Office. (Camp/retreat center employees should contact their respective camp directors.)
- **Respond:** Make sure your response is clear and appropriate. Avoid “stock” or technical jargon. A respectful explanation of even an adverse decision can preserve goodwill.
- **Follow-up:** After your response, re-contact customers to make sure they are satisfied that the matter has been satisfactorily resolved.

Employment Practices

Conference Hiring Policies

The Conference will consider for employment all candidates who meet our qualifications. When an opening occurs, the most skilled and talented individual(s) will be sought to fill them.

Application for Employment

All candidates for employment must complete, date, and sign the standard Conference Employment Application form. The form is available in the Human Resources Office or at *inside.flumc.org*. A résumé may accompany the employment application. The completed application will be made part of the personnel file of those applicants selected for employment.

Confirmation of Previous Employment

The Conference Human Resources Office will verify the accuracy and completeness of previous employment and personal information contained in the application. The Conference will refuse to hire or may terminate the employment of anyone giving false or incomplete information.

Background Checks

The Conference desires to provide a work environment that is safe and secure. Therefore, the Conference will conduct a background check to determine or verify background information. This is to ensure that individuals who join the Conference are well qualified, have a strong potential to be productive and successful, and have honestly presented their background and qualifications.

The Conference pays costs associated with conducting background checks. Applicants are asked to sign a release form authorizing the background check and the release of information by former employers, educational institutions, or other organizations as part of the reference and background checking process. A refusal to sign such a release form eliminates the applicant from further consideration for employment. You will find an Authorization for Pre-Employment Screening form in the Human Resources Director's Office (Camp/retreat center employees should contact their respective camp directors.)

To assure confidentiality of all applicant information, the Conference Human Resources Office coordinates the background investigation process. Results of the background check are sent directly to the Director of Human Resources.

In our ongoing effort to maintain a safe and secure work environment, the Conference will reinitiate background checks on current employees every three years after hire.

Drug Testing

All applicants considered to be final candidates for a position may be tested for the presence of drugs as part of the application process. Applicants will be asked to sign a Drug Testing Consent form when application is made. If an applicant refuses, he or she will not be considered for employment. If an applicant's test is confirmed positive, the applicant will not be considered for employment and will be informed that he or she has failed to meet employment standards. For further details, please see "Drug- and Alcohol-free Work Environment" which includes Information about what employment candidates may do if they want to dispute the drug test results and information about the random testing program for current employees.

Employment of Relatives and Minors

Relatives

Spouses or other relatives may work for the Conference. However, close relatives should not report to the same supervisor. Close relatives are defined as spouses, children, brothers/sisters, parents, grandparents, aunts/uncles, in-laws, and first cousins. Any deviation from this policy will require the approval of the Director of Human Resources.

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord and scheduling conflicts that work to the disadvantage of both the Conference and its employees.

However, the Florida Conference will permit the employment of *qualified* relatives of employees, or immediate family members as long as such employment does not, in the opinion of the Personnel Committee, create actual conflicts of interest.

For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household.

This policy must also be considered when assigning, transferring, or promoting an employee. The Conference will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Conference, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

- Conference employment policies permit spouses or relatives of other employees to work for the Florida Conference but not in the same District Office. In addition, immediate family members of Clergy shall not be employed in the District Office.
- An external review by the Personnel Committee is required when a supervisor is considering extending an offer of employment to a relative of an employee. The Personnel Committee must complete its review and render an opinion on the hiring decision before an offer of employment is made to the applicant.

Immediate family may not be hired, however, if employment would:

- (a) Create a supervisor/subordinate relationship with a family member;
- (b) Have the potential for creating an adverse impact on work performance; or
- (c) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy also applies to romantic relationships. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Conference will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Personnel Committee will decide in its sole discretion who will remain employed.

This policy will be upheld regardless of the sex of the parties involved and will be equally applied to both males and females.

We recognize that from time-to-time exceptions may be necessary to provide for effective ministry. Any exceptions to this policy must be approved in writing, in advance of any hiring decisions, by the Personnel Committee of The Florida Conference.

Minors

The Conference discourages the employment of individuals younger than age 18. However, minors 16 years of age and older may be employed on a temporary basis if approved by the Director of Human Resources Office.

Complying with Federal Laws

Equal Employment Opportunity

The Conference is committed to a policy of equal treatment for everyone. Such treatment will be given regardless of age, race, color, gender, sexual orientation (unless otherwise defined by the current *Book of Discipline*), national origin, disability, marital status, citizenship status, religion (except where religion is a bona fide occupational qualification), or other unlawful discriminatory characteristics.

The Conference will make every effort to ensure that actions affecting your employment are administered fairly and in the spirit of equal opportunity employment. These actions include but are not limited to hiring, placement, training, promotion, performance evaluation, compensation, fringe benefits, working conditions, special programs, transfers, leaves of absence, termination, social, recreational programs, educational reimbursement, and separations.

You and your coworkers hold the keys to our success. The Conference recognizes this and accordingly believes that direct, open communication among employees, consistent and fair personnel policies, and competitive pay practices are essential.

Immigration and Naturalization

The U.S. Department of Homeland Security requires that all Conference employees provide specific information within three days of the date of hire. Employees must complete Form I-9. Specific documents, listed on the form, are required to establish his or her identity and employment eligibility. Employees will be terminated for failure to provide required identification documents.

Americans With Disabilities Act Amendments Act

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the Conference endeavors to provide a workplace free from discrimination against persons with disabilities. The ADAAA expressly prohibits discrimination with regard to job application procedures, hiring, discharges, compensation, advancement, job training, and other terms and conditions and privileges of employment.

The Conference will make every effort to accommodate persons with disabilities. The Conference continues to make accommodations for our disabled customers, including specially equipped guestrooms, and providing barrier-free entrances to our retreat centers and camps. Please contact Human Resources and request an accommodation if needed.

Uniformed Services Employment and Reemployment Rights Act

Uniformed Services

The purpose of the uniformed services leave policy is to insure employee rights to job protection when serving with the military, National Guard, or Reserve. [Organization] supports and complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

Active, Full-Time Uniformed Services Duty

Any staff person, who leaves [Organization] to perform full-time active duty in the armed forces for a period not to exceed five (5) years, is considered to be on “active full-time military duty.”

Staff ordered to active full-time military duty shall be entitled to payment of the differential between their military pay and their salary for a period up to 20 (twenty) working days, said payment to be made only where military pay is less than the salary, to commence at such time as the staff person becomes eligible for payment for his/her active full-time military duty.

In order to qualify for reemployment, a staff person must meet the following requirements (this is only a general summary of the requirements set forth by the relevant federal statute – different situations may be subject to different requirements):

- Advance notice is given of the service;
- Service must not exceed five years;
- The employment was not “for a brief, non recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period;”

- Application for reemployment is made within the appropriate time period; and
- Satisfactory completion of the period of active duty, and presentation of certificate to that effect.

Reserve/National Guard

- A. Initial Active Duty** - Staff who become members of the military Reserve or National Guard will be considered to be on military leave of absence during their “initial period of active duty training”. This initial training period is normally of a 3 to 6 month duration.

Any staff person who meets the requirements set forth will be reinstated to his or her former position or to a position of similar seniority, status and pay, except a Reservist or National Guard member on initial active duty for training must apply for reemployment within 31 days after release from training or discharge from hospitalization not exceeding one year.

- B. Short-term Military Training** – Staff who are Reservists or National Guard members must request a military leave of absence to perform short-term training such as weekly drills, summer encampments, or similar types of training. This request will be granted by the organization.

When possible, thirty days prior notice of such absences should be given to the supervisor and to [list position]. Staff on military leave for short-term training are required to report back to work for the next regularly scheduled work period after training ends, with a reasonable time allowed for travel.

The [organization] is required to accommodate the employee’s Reserve and National Guard obligations by scheduling his/her work around periods of short term training.

- C. Other Provisions** - The following provisions are applicable to all persons on military leave of absence:

- Staff on military leave will not receive a regular agency salary except as otherwise noted.
- Regular pension contributions will be made on the staff person’s behalf on any wages paid by the agency during the time of leave;
- Staff are not required to take paid vacation time during their period of active duty or short-term training; and
- Staff returning to work in accordance with other provisions of the policy will resume accrual of vacation and sick time at the normally scheduled rates although no leave had occurred.

Once You Are Hired

Employment at Will

We want you to enjoy working here, and we hope you will stay with us for many years of productive service. However, employment with the Conference is not offered, contracted, or promised for any specific length of time. You have the right to leave your employment with us at any time, and we have the right to terminate your employment at any time. The right of the

employee or the Conference to terminate the employment relationship “at will” is recognized and affirmed as a condition of employment.

Introductory Period for Training and Evaluation

The Conference will make every effort to match your skills, education, experience, and interests with the requirements of your job. However, employment screening is never completely conclusive, and only performance on the job itself is evidence that proper placement has been made. Therefore, the first 90 days of your employment are considered an introductory period to be used for training and evaluation. During this time, your supervisor(s) will evaluate your performance to ensure that you fulfill the requirements of the job assigned to you, as well as discuss the future job-related goals you are expected to accomplish. A supervisor may extend the length of the initial introductory period up to an additional 90 days if he or she determines that ample opportunity has not been given to the employee to demonstrate performance capabilities.

Employment Categories

Clergy

Clergy, as defined by the current *Book of Discipline*, are appointed by the Bishop.

Laity

Laity/lay persons are defined as “everybody else,” as distinguished from clergy.

Full-time Employee

Once you have successfully completed your introductory period and you are scheduled to work 30 or more hours per week, you will be considered a full-time employee. This classification entitles you to full Conference benefits. Clergy are exempt from the introductory period.

Part-time Employee

Once you have successfully completed your introductory period and average 20 or fewer hours per week, you are considered a part-time employee. Part-time employees are not eligible for Conference benefits. If you are regularly scheduled 20 hours or more per week you may be eligible for some benefits.

Temporary Employee

If you are hired for short periods of employment (i.e., seasonal, peak periods, replacements, specific projects, vacations, summer, internship, etc.), you are classified as a temporary employee. Other than Workers’ Compensation, you are not entitled to Conference benefits.

Employment Status

All positions are classified as either “exempt” or “nonexempt.” To be classified as “exempt”, position duties must meet the U.S. Department of Labor tests and also meet minimum salary requirements. Classifications will be stated in the job description.

Nonexempt

Nonexempt employees are expected to work the normal workday and workweek, unless their manager authorizes overtime **in advance**. Nonexempt employees will be paid overtime for all

hours worked in excess of 40 in a workweek and must maintain a true and accurate record of hours worked. For further details, refer to the “Overtime Policy” section later in this handbook.

Exempt

Exempt employees (including all clergy) do not receive overtime pay. To qualify for exemption, all of the following tests must be met:

Executive Exemption: The employee must be compensated on a **salary basis** at a rate not less than the federal mandate. The employee’s **primary duty** must be **managing** a customarily **recognized department or subdivision** of the enterprise. The employee must **customarily and regularly** direct the work of at least **two or more** full-time employees or their equivalent. The employee must have the authority to hire or fire other employees, or the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given **particular weight**.

Administrative Exemption: The employee must be compensated on a **salary or fee basis** at a rate not less than the federal mandate. The employee’s **primary duty** must be the performance of office or non-manual work directly related to the **management or general business operations** of the employer or **employer’s customers**. The employee’s **primary duty** includes the exercise of **discretion and independent judgment** with respect to matters of significance.

Professional Exemption: The employee must be compensated on a **salary or fee basis** at a rate not less than the federal mandate. The employee’s primary duty must be the performance of work requiring **advanced knowledge** defined as work that is predominately intellectual in character and that includes work requiring the consistent exercise of discretion and judgment. The advanced knowledge must be in a **field of science or learning**. The advanced knowledge must be **customarily** acquired by a **prolonged course of specialized intellectual instruction**.

Pay Class

At the Florida Conference, all positions are classified for pay type as either salary or hourly.

Hourly

Hourly employees are always non-exempt and responsible for time tracking.

Not all employees who earn less than the federal mandate must be “hourly”. An employee may be paid on a salary basis and still qualify for overtime. They would be classified as **salary nonexempt**.

Salary Nonexempt

Nonexempt employees are expected to work the normal workday and workweek, as scheduled, unless their manager authorizes overtime **in advance**.

Nonexempt employees will be paid overtime for all hours worked in excess of 40 in a workweek and must maintain a true and accurate record of hours worked. Hours must be tracked by in our timekeeping system to calculate all hours worked including any overtime pay for over 40 hours in a work week. Overtime is calculated on

actual hours physically worked over 40 in a weekly pay period - not including holidays or vacation days.

Off-site Employees/Telecommuting

Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege that may be granted under appropriate circumstances to exempt employees whose job responsibilities are suited to such an arrangement. Each request to telecommute will be decided on an individual basis under the guidelines set forth below. In certain cases, telecommuting may be a requirement of the position, and employees will be so notified at the time of hire.

Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements, both qualitative and quantitative, may be cause for disciplinary action or termination of employment.

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the Conference at any time, for any reason. In addition, an employee may discontinue participation in telecommuting at any time (except in those circumstances noted earlier where telecommuting is required of the position).

In making telecommuting arrangements, both the department and the employee must be mindful that the policy is designed to provide a relatively long-term working arrangement, and it should not be used as a constant series of short-term arrangements.

Telecommuting Guidelines

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including workdays and hours, must be agreed upon in advance.
- Employees must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.
- Employees who are unable to work due to illness must use salary continuation or sick leave, and must report their absence to their supervisor.
- Employees who wish to be relieved of telecommuting responsibility for work on a particular day or days must either come to the office or use vacation or a personal day.
- Employees are responsible for the safety and security of all Conference property and proprietary information.
- Conference property, such as computers, printers, fax machines, and other equipment loaned to an employee is the employee's responsibility while it is not on Conference premises.
- Income taxes will be withheld based on the location of the employee's administrative unit, not on the location from which the employee telecommutes. Employees may wish to consult their tax advisor with respect to other tax consequences.
- Equipment and services may be provided by and paid for by the employee's department at the department's sole discretion. In many cases, employees will be expected to provide their own equipment, such as computers and telephone lines, if they wish to telecommute.
- Equipment such as computers, printers, software, and services such as fax lines provided on loan by the Conference remain the property of the Conference while on loan, and must be returned upon termination of the telecommuting arrangement.

- If Conference equipment is provided, each piece of equipment must be listed with its serial number when the employee takes possession.
- Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.
- The Conference assumes no liability for injuries occurring in the employee's home workspace outside of work hours.
- Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. For employees' protection, employees should have their homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home. Employees who live in rented property should be aware that their lease might not permit business use of the premises.

Work Schedules

Regular Workday

Conference Center regular office hours are 8:30 a.m. to 5 p.m. each day, Monday through Friday. Each department may establish its own flexible work schedule provided that good customer service is made available from 8:30 a.m. to 5 p.m. daily, Monday through Friday.

The respective directors of the Camps and Retreat Centers determine each employee's working hours at the Warren W. Willis Camp, Life Enrichment Center, Centenary Camp, and Riverside Camp, due to their specific business needs.

Breaks and Lunch Periods

Lunch or meal periods will be scheduled for up to one hour and are not included as part of the paid workday. All employees are expected to take a 30 minute lunch break daily. A paid 15-minute break or rest period for both the first half and the second half of the workday will be scheduled at the supervisor's discretion.

Determination for Hours Worked

Hours worked, in general, means the period between the times an employee begins and ends his/her principal activity(s). It includes all the time during which the employee is necessarily required to be on the employer's premises or at a prescribed place of work. Bona fide meal periods are not work time. Attendance at lectures or training required by the employer or given by the employer is considered hours worked.

Whether or not time spent in travel is working time depends upon the kind of travel involved. Normal travel from home to work is not work time. Travel performed to another city or work site is not considered ordinary home-to-work travel. It would qualify as an integral part of the employee's principal activity(s), and thus be work time. The time counted would be travel and work that occurs during normal working hours. The time traveling to and from the airport, for example, is not counted as work time.

Travel that keeps an employee away from home overnight is travel away from home, and is clearly work time when it cuts across the employee's workday. That is time away during normal work hours. Travel time on Saturday and Sunday is work time during normal work hours. Time spent away from home outside of regular work hours is not considered work time.

Overtime

Overtime is sometimes necessary and is determined by the supervisor.

At Employee's Request

While the Conference appreciates the efforts of employees who work beyond their normal schedules, all employees are expected to accomplish their work during normal Conference hours. We recognize, however, that circumstances do occur from time to time making it necessary for employees to work after hours or on weekends or holidays. Therefore, the Conference may authorize overtime work beyond an employee's normal workweek. Nonexempt employees must obtain approval from their supervisor before overtime work is undertaken.

Nonexempt employees may be required to work overtime. If overtime is required, the supervisor will make every effort to notify the employee of the requirement as soon as possible. Employees may be scheduled to work weekends and holidays.

Exempt employees are not eligible for overtime pay.

Nonexempt employees who work more than 40 hours during the week will be paid overtime or given time off during the work week in which the overtime is earned.

Computing Overtime

- All overtime is to be reported on your time card, time sheet or into the electronic timekeeping system.
- Pay for the first 40 hours of work in any one workweek will be computed at the regular pay scale.
- The hours worked in addition to 40 hours in any given workweek will be computed on a time and one-half basis for all nonexempt employees.
- Hours not worked—paid time off, personal time off, holidays, sick days, jury duty, and bereavement leave—are not included in overtime computation. *For example*, if you work 32 hours and take nine hours of vacation in one week, you will not receive overtime pay for that week.

Electronic Communications and Nonexempt Staff

Employees of the Florida Conference may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cell phones, computers or hand-held computers.

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked. The time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by your supervisor. This includes all types of work related communication.

Nonexempt employees should not check for, read, send or respond to work-related emails outside their normal work schedules unless specifically directed by their supervisor. Nonexempt employees using electronic communications for work-related correspondence during unauthorized times are violating this policy.

Supervisors requiring nonexempt employees to use electronic communications for work-related correspondence during unauthorized times are also in violation of this policy.

If the supervisor requests or authorizes an employee to work on electronic communications for work-related correspondence after hours, it is the supervisor's responsibility to ensure the employee is accurately compensated for that work time.

Attendance and Punctuality

Our commitment to quality customer service and our ability to operate efficiently depends on having adequate staff available during normal work hours. You are expected to be at work as scheduled and be ready to begin work promptly at the established time.

You are expected to notify your supervisor in advance if:

- you are unable to report to work due to illness, injury, or any other reason;
- you expect to arrive late to work; and
- you need to leave early.

For additional details, refer to the section, "Time Off from Work."

Compensation and Pay

Time and Attendance Reporting

All non-exempt Conference employees must report time and attendance as noted below.

Camps and Retreat Centers

Nonexempt employees at the Camps and Retreat Centers are required to properly document their starting and ending times by following established procedures provided by their supervisors.

Conference Center

Hourly nonexempt employees at the Conference Center must record their time accurately each workday by using our electronic timekeeping system. Record all hours worked: your starting time and ending time, and time off for lunch. Lunch or meal periods are not included as part of the workday and are unpaid. Staff is expected to take a 30 minute lunch break. Recorded time must reflect the actual time worked. Falsification of your time record is a basis for immediate dismissal.

Salary nonexempt employees must record their daily total hours worked.

Pay Period and Payment

Employees are paid semi-monthly.

Pay for Partial Pay Period

If you are employed for less than a full pay period (i.e.: you take leave without pay or resign at a date other than the beginning or end of the pay period), your pay is computed on actual time worked.

Garnishment Policy

Wage garnishment occurs when a court orders the Conference to withhold a certain amount of your earnings for payment of a debt. Federal law also provides for an administrative fee to be charged when a garnishment occurs. The law prohibits the Conference from discharging you because your earnings have been subject to garnishment for any one debt.

Payroll Deductions

As required by law, the Conference will make the following deductions (if applicable) from an employee's gross pay: federal withholding taxes, Social Security and Medicare taxes, and garnishments. Employees must authorize any other deductions made to their pay, including health insurance premiums. Questions regarding payroll deductions should be directed to the Human Resources Office.

Whom to Contact if There Is an Error in Pay

Errors in pay may occur. We encourage you to regularly review your pay vouchers. If you believe there is an error in your pay, you should notify the Office of Financial Services within five business days. The Payroll Administrator will make every attempt to adjust the error immediately, or no later than your next pay period.

Camp and retreat center employees must contact their respective camp directors regarding these matters.

Housing

Clergy

The Conference will provide housing or a housing allowance for elders, in accordance with the current *Book of Discipline*. Deacons may negotiate housing in the form of a parsonage or paid staff housing as part of the compensation package, but the Conference is not obligated to provide either.

Lay

At its discretion, the Conference may negotiate housing in the form of a parsonage or a paid housing allowance, but the Conference is not obligated to provide either. The value of the parsonage or paid compensation is considered income for federal income tax, Social Security, and Medicare tax purposes.

Camps and Retreat Centers

Certain lay employees at the camps and retreat centers are furnished housing on the Camp and Retreat Center premises. The Conference may require this arrangement for some employees. Employees who are required to reside on the premises enjoy the value of no cost housing but should not include the value of the lodging provided in their income.

Job Postings

The Conference will notify employees of internal employment opportunities via postings on Conference bulletin boards, FLUMC website, electronic mail, or other means. Contact the Director of Human Resources if you are interested in applying for a posted position.

Transfer of Positions or Duties

To meet Conference requirements, you may be required to temporarily perform duties not specifically included in your job description or you may be asked to transfer to another department. Your supervisor will notify you if you must take on extra duties or be transferred. If you decline to take on the requested extra duties or transfer, your employment may be terminated.

If an employee should wish to take on extra duties or transfer to another work location (including telecommuting), he or she should submit a request to the director of his or her department (not the supervisor). Forms may be obtained in the Human Resources Office or on the intranet, *inside.flumc.org*.

Educational Assistance Program

Financial assistance may be available to eligible full-time employees to further their education. Eligibility is based upon an employee's job description and length of service, and availability of funding within the Conference budget. You may obtain information regarding the application process from the Human Resources Office.

Employee Performance Reviews

To assist you in performing your work to the best of your abilities, it is important that you be recognized for your performance and that you receive appropriate suggestions for improvements. Consistent with this goal, your supervisor will conduct periodic written evaluations of your job performance. Written performance evaluations will be based on your overall performance in relation to your job responsibilities as defined in your job description. Evaluations will also take into account your conduct, demeanor, and your contribution to the Conference Mission and Vision.

If you are a nonexempt employee, performance evaluations will occur after you have been employed from three to six months, again on your first anniversary date, and at a minimum, annually thereafter. If you are promoted or transferred to a new position, your performance will be evaluated after you have been in your new position for at least three months.

The Conference endeavors to conduct annual written performance reviews of each exempt employee. Forms are available in the Human Resources Office or on the intranet, *inside.flumc.org*. Your supervisor will prepare and sign the performance evaluation. You should examine the evaluation, make comments, if you wish, and sign it. The original will be placed in your personnel file. A copy will be provided to you. In addition to the regular performance evaluations described above, the Conference may conduct interim written performance evaluations at any time to inform an employee of performance or disciplinary problems.

Personnel Files

The Conference maintains a confidential personnel file for each employee at the Conference Center in Lakeland, Florida. These files contain documentation regarding all aspects of the employee's employment with the Conference such as performance reviews, beneficiary designation forms, etc. Personnel files are the property of the Conference.

Requests to Review

Due to the confidential nature of the information in personnel files, access to them is regulated. The Human Resources Office maintains a list of documents open to inspection.

Employee's Request

You have the right to inspect certain portions of your personnel file. Requests must be submitted in writing to the Human Resources Office, with approval of your supervisor. The Human Resources Office will schedule an appointment within seven working days.

You may review your personnel file on reasonable notice as follows:

- The Director of Human Resources will have the responsibility of coordinating the review of your personnel record with your immediate supervisor. (Camps and Retreat Center employees should make requests to the Executive Director, Camps and Retreat Ministries, and may review their files at the LEC.)
- A member of the Human Resources Office must be present when you view your personnel file. You may take notes, but you cannot remove, make copies, or make notations on the documents in your personnel file. You have the right to request in writing that a correction be made or that certain portions of your file be deleted; or, you may write a statement of disagreement with any item (open to inspection) contained in your file.
- Former employees are not permitted to access personnel files.

Others' Request

Personal information in your personnel file will remain strictly confidential. If someone inquires about your employment, the Director of Human Resources at the Conference Center in Lakeland (or the Executive Director, Camps and Retreat Ministries for camp and retreat center personnel) will be the only offices authorized to release the information. The Director of Human Resources will verify your position and hire date only. Should you wish other information released, please submit a written request to the Human Resources Office.

Keep Us Informed About You

When hired, you completed various forms that contained important information. Keeping this information correct and up-to-date is your responsibility. Accurate data enables us to reach you in an emergency, forward your mail and W-2 forms, compute your payroll deductions, etc. Notify the Human Resources Office promptly of any changes in the following:

- name
- address or telephone number (notify supervisor or manager as well)
- marital status
- number of dependents
- formal education or courses completed
- beneficiary or dependent designated on insurance as applicable

Open Communication/Conflict Resolution

The Conference encourages open, two-way communication. Your ideas and suggestions can help improve the way we serve our customers. Regular conversations with your supervisor are the best way to communicate. These conversations offer a frequent exchange of ideas and provide opportunities for your supervisor to give you coaching and guidance you may need to continue doing your job successfully.

Employee programs, wages, and working relationships are intended to help you achieve genuine personal satisfaction and professional growth. However, as with any group working together, honest differences of opinion will arise from time-to-time.

Conflict Resolution Process

The conflict resolution process is available to help you resolve work-related problems.

1. If you have a concern, you should discuss it first with your supervisor. You will be entitled to and receive fair and courteous consideration and a prompt reply.

2. A Conflict Resolution Request form is available on the intranet, *inside.flumc.org*. You may print out a copy, complete it, and submit it to your supervisor or to Human Resources for a reply/investigation.
3. Your supervisor's response will be to ensure justice for and reconciliation between all parties. This may be done with a trained neutral third party mediator or mediation team.
4. If the supervisor's response does not achieve the desired results, the matter may be referred as a complaint to the Human Resources Office. The Director of Human Resources will investigate the matter and make a final decision.

Safe and Secure Workplace

The Conference is committed to providing all employees a safe workplace. This includes:

- having safety rules for employees, property, and equipment and procedures to remedy any infractions.
- supporting a work environment free of any conditions that may be injurious to your physical well-being, including on-site substance abuse, and providing measures to act upon these conditions; and
- putting in place standards of conduct and disciplinary procedures.

The Conference places responsibility on each supervisor to make certain their employees have safe working conditions and that all safety regulations are observed. Each employee is responsible to:

- abide by the safety regulations;
- use common sense to protect themselves and others;
- report any personal injury immediately; and
- report any dangerous conditions and/or practices to the appropriate supervisor or to the Director of Human Resources.

These issues are covered in detail in the paragraphs following.

Where to Report Safety Issues

- **Security Concerns:** Any concerns about security should be directed to the Human Resources Office.
- **Lost Items:** Lost keys or security cards must be reported immediately to the Human Resources Office.
- **Accidents, Injuries, and Illnesses:** Employees must advise Ministry Protection of any and all accidents, injuries, and illnesses that occur while at work.
- **Vehicle Accidents:** Any vehicular accident while in a Conference-owned vehicle or while on Conference business should be reported immediately to your supervisor. For further information regarding this policy, refer to the "Transportation and Travel" section under "Day-to-Day Work Practices."

Equipment/Property Safety Rules

The Conference will provide employees with safety equipment, if needed. You must wear safety equipment on the job, as safety requires. Equipment will be replaced if it is shown to be defective. You must:

- wear safety glasses when needed
- wear hearing protection for jobs that require such devices
- wear identification badges or cards when required in certain areas or for special projects
- wear clothing suited for the job

- Securely lock all doors, files, desks, and gates at the end of each day as well as when not in direct use. Locks should be checked regularly to determine that they are operating properly. Conference vehicles should be kept locked at all times.
- Learn where first aid supply kits are located (It is the supervisor's responsibility to see that the kits remain stocked.)
- learn where the fire extinguishers are located and how to use them
- bring all defective materials or tools to your supervisor's attention
- Practice good housekeeping by keeping work areas clean and free from hazards. Do not allow trash, equipment, or other material to accumulate in aisles or stairways that may create a hazard.
- Learn to lift the correct way—bend your knees and keep your back erect. Get help for heavy loads. Use carts when possible.
- not engage in scuffling or horseplay on the job
- not run within the work area
- Make certain his or her actions do not endanger other employees, or damage Conference or personal property.
- Keep safety guards and protective devices in place at all times.
- Not attempt to operate special machinery or equipment without permission and instructions.
- Not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
- Be sensitive to proper ergonomics and potential for carpal tunnel syndrome.

Hazardous Waste Disposal

The Environmental Protection Agency has classified certain chemicals and chemical groups as toxic. This means that they can be hazardous to human health. The Conference endeavors to protect the environment and people's health. The Conference will choose non-hazardous materials and properly dispose of hazardous materials, whenever possible.

Disease Prevention

If you contract a disease that limits your ability to successfully perform your job duties or threatens the health or safety of others at work, you may be placed on medical leave. A doctor's statement is required before you may return to work. The doctor's statement must indicate that you are able to return to your job duties satisfactorily and does not pose a threat to the health and safety of others.

Drug- and Alcohol-Free Work Environment

The Florida Conference is a drug and alcohol-free workplace.

Drug and alcohol abuse in the workplace leads to decreased productivity, increased risk of accidents, high turnover, and decreased morale. In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, the Conference has established a Substance Abuse Policy. You, as a condition of employment, are required to abide by the guidelines outlined in the policy.

Substance Abuse Policy

The Conference will not tolerate the use of illegal drugs on or off the job, or the use of alcohol on the job. If you witness the use or possession of illegal drugs or alcohol on Conference premises, you must report it to the Human Resources Office. The Conference may test, at its own expense, job applicants and active employees for drug or alcohol use as outlined in this policy.

Any employee in possession of or using illegal drugs or alcohol on Conference premises during working hours will be subject to immediate dismissal. Further, illegal drug possession will be reported to law enforcement agencies.

The Conference wishes to make every effort to rehabilitate its employees who may be experiencing drug or alcohol problems. Employees will be given the names, addresses, and telephone numbers of approved drug and alcohol rehabilitation programs. A list of providers is available in the Human Resources Office.

Employees will be tested when there is a reasonable suspicion that he or she is using or has used drugs after a work-related injury. All employees who have completed a drug/alcohol rehabilitation program during their employment will be subject to unannounced follow-up drug tests. Additional testing may also be conducted, as the Conference deems necessary.

Reporting Drug Convictions

Employees will report any drug conviction to the Conference within five days from the date of conviction or risk immediate termination. The Human Resource Office will determine if the employee needs to be referred to a drug treatment program upon notification of the conviction.

Active Employee Drug Testing

The Conference reserves the right to ask any employee to submit to drug or alcohol testing under any of the following conditions:

- When an employee is involved in an accident that causes injury to him/herself or to any other person or damage to any property. If, because of the accident, an employee is unable to submit to drug testing immediately, the employee will authorize the release to the medical review officer (MRO) at the approved drug-testing laboratory of any medical reports or documentation regarding the presence or absence of illegal drugs or alcohol in the employee's body at the time of the accident. Refusal to agree to this release will result in the employee's termination.
- If, in the opinion of two supervisors, or a supervisor and a competent coworker, a reasonable suspicion exists that an employee may be abusing or under the influence of illegal drugs or alcohol, both will document in writing the basis for their reasonable suspicion. If another person reports the reasonable suspicion, a supervisor must confirm the report.
- If, in the opinion of two supervisors, or a supervisor and a competent coworker, an employee has sold or otherwise solicited illegal drugs or alcohol to someone during working hours, the supervisor will document in writing the basis for their reasonable suspicion. If another person reports the reasonable suspicion, a supervisor must confirm the report. Nothing herein will prevent the Conference from immediately terminating an employee determined to be selling or otherwise soliciting illegal drugs or providing or selling alcohol to someone during working hours.
- Upon return from any extended absence, defined as a continuous absence of three or more months.
- Following an employee's arrest for a drug or alcohol offense and his or her return to work.
- As a follow-up to any referral to or enrollment in a drug or alcohol abuse program. This follow-up testing will continue at random for two years after referral to or enrollment in a drug or alcohol abuse program. The Conference reserves the right to waive follow-up testing if an employee voluntarily submits to a substance abuse program.

Refusal to Cooperate

Any job applicant receiving a conditional offer of employment who refuses to submit to drug and alcohol testing, or who alters, adulterates, or otherwise interferes with drug-testing collection, samples, or analysis is immediately disqualified from employment with the Conference.

Any active employee who refuses to submit to drug and alcohol testing when requested, or who alters, adulterates, or otherwise interferes with drug-testing collection, samples, or analysis will be immediately terminated.

Refusal to Accept Treatment or Failure to Rehabilitate

Any employee who rejects a treatment program or who leaves a treatment program before being properly discharged will be immediately terminated from employment with the Conference. This sanction applies regardless of whether the Conference referred the employee to the treatment program or whether the employee voluntarily sought treatment.

Confidentiality Statement

All information the Conference receives as part of this drug testing program are confidential including interviews, reports, statement memoranda, and drug test results, written or otherwise. Unless state laws, rules, or regulations authorize it, the Human Resources Office will only release such information with a written consent form voluntarily signed by the person tested. An employee must give consent to release such information for any legal, administrative, or other proceeding for a workers' compensation claim or as law otherwise provides.

Legal Disclaimer

The Substance Abuse Policy is implemented pursuant to requirements under F.S.#440.102, F.A.C. 38 F.9.005 (2)(a), and the proposed rules of the Department of Labor and Employment Security, Division of Workers' Compensation.

Tobacco-free Work Environment

In keeping with our intent to provide a safe and healthful work environment, smoking is prohibited in all Conference buildings. If you would like to smoke outdoors, use a designated area.

Harassment

Definition

Employees are expected to conduct themselves in an appropriate manner as would be judged by a reasonable person. Employees have the right to conduct their work without disorderly or undue interference from other employees and the Conference prohibits employees from violating this right. It is our policy that employees maintain a professional working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence.

The term 'harassment' includes but is not limited to any unwelcome verbal, written, or physical act which would make an employee uncomfortable in the work environment and which could create a hostile, intimidating, or offensive work environment thereby interfering with the employee's ability to perform his or her job.

The Conference is committed to promoting and preserving an environment of open communication, supporting the development of one's faith, and encouraging productivity and development. This can only be accomplished in a work environment that is free of harassment,

intimidation, or coercion. Harassing behavior is inconsistent with the Conference's philosophy of mutual dignity and respect for all employees, and will not be tolerated.

This policy applies equally to all employees, supervisors, ordained clergy, volunteers, and non-employees admitted to Conference premises or in contact with Conference personnel in the normal course of their duties with the Conference. Any Conference employee who engages in harassment will be subject to appropriate disciplinary action, which may include termination or legal action.

Policy Guidelines

This policy prohibits harassment in any form including:

- offensive or abusive physical contact including touching, brushing up against, and cornering
- use of offensive nicknames or terms of endearment
- unwelcome comments about a person's clothing, body, or personal life
- any suggestion that race, gender, sexual orientation, religion, color, national origin, age, disability, or any other protected classification would affect one's job, promotion, performance evaluation, or working conditions
- sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature to employees or customers of the conference when one or more of the following occurs:
- submission to such conduct is made a term or condition of an individual's job performance
- submission to or rejection of such conduct is used as a basis of an employment decision such as a promotion, demotion, termination, or pay
- such condition interferes with an employee's work performance or creates a hostile, intimidating, or offensive work environment
- threatening, abusive, or inappropriate language (verbal abuse, kidding, or innuendo that is considered unwelcome or tasteless)
- displaying offensive objects or pictures
- using e-mail, voice mail, or the Internet to transmit or receive messages containing ethnic slurs, racial epithets, sexually explicit messages, or using Conference equipment or property in any way to promote behavior that may violate this policy
- other conduct referring to race, gender, religion, color, national origin, age, disability, veteran status, sexual orientation, or any other protected classification if it creates a working environment that others may reasonably find hostile or offensive

Harassment Complaint Procedures

If you believe you are being harassed or discriminated against, or you witness or become aware of conduct that you believe to be harassment or discrimination, you should:

- Consider speaking to the offending person about his or her offensive conduct, and to explain that you do not like the behavior.
- If you have spoken with the offender and had no success resolving the situation, report such facts immediately to your supervisor so that appropriate action can be taken. If you are uncomfortable approaching your supervisor or if you still feel that the matter has not been adequately addressed, address it with the Director of Human Resources.

What You Can Expect From the Conference

If a harassment complaint is made, or if suspected harassment is brought to the Conference's attention, the Conference will conduct an immediate, complete and confidential investigation, take appropriate disciplinary action if merited, and advise you of the findings and conclusion. You will be asked to participate in an investigation. An employee must maintain confidentiality

and the Conference will also maintain confidentiality to the extent possible so as not to jeopardize the investigation.

Firearms, Weapons, and Threats of Violence

The Conference prohibits the possession, carrying, and/or use of any type of firearms or weapons on its property. For purposes of this policy, Conference property is defined as:

- all land/grounds and facilities of the Conference
- conference vehicles, including personal vehicles being used for Conference business; and
- all other locations where employees of Conference are conducting business within the scope of their employment.

To ensure the well-being of all employees, visitors, vendors, and customers, the Conference will not tolerate any form of violence or threat of violence. Any employee engaging in a violent act or threatening such an act will be subject to disciplinary action, up to and including termination of employment. Employees who have threats made against them or who are aware of threats to others should report this information to their supervisor and/or the Director of Human Resources.

An employee who violates the Conference's policy against firearms, weapons, and threats of violence will be subject to immediate termination. Furthermore, carrying a weapon onto Conference property will be considered an act of criminal trespass and will be grounds for immediate removal from Conference property and termination of employment.

Emergency Action Plan

See Page 64 for the complete action plan.

Standards of Conduct

The Conference expects all employees to follow standards of conduct that will protect the interest and safety of all employees. Appropriate conduct is expected at all times.

Employee Conduct Policy

Upon hire date, employees are given the employee conduct policy and must sign the policy stating they have received and read the policy. Once per year all employees of the Conference will be required to read and sign the employee conduct policy stating they have reviewed the policy.

Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media as it relates to the workplace. This policy applies to all associates who work for the Conference.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or

diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Conference, as well as any other form of electronic communication. For all intents and purposes, we consider Facebook, Twitter, YouTube, WordPress, MySpace, Wikis and Blogger as social media outlets. The same principles and guidelines found in the Conference policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Conference, legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines, as well as the Conference Confidentiality Policy, Discrimination & Harassment Prevention Policy and our Employee Handbook and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of the Conference. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Conference policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Conference, fellow associates, members, customers, suppliers, people working on behalf of the Conference, or competitors.

Post only appropriate and respectful content:

- Maintain the confidentiality of the Conference's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Employees may not use or disclose any client/patient identifiable information of any kind on any social media without the express written permission of the client/patient. Even if an individual is not identified by name within the information you wish to use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) or an individual's Protected Health Information (PHI). Detailed information on HIPAA and PHI is contained at length in this handbook.
- Do not create a link from your blog, website or other social networking site to the Conference website without identifying yourself as a Conference associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Conference. If the Conference is a subject of the content you are creating, be clear

and open about the fact that you are an associate and make it clear that your views do not represent those of the Conference's fellow associates, members, customers, suppliers or people working on behalf of the Conference. If you do publish a blog or post online related to the work you do or subjects associated with the Conference, make it clear that you are not speaking on behalf of the Conference. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The Florida Conference of The United Methodist Church."

- **Press Pause:** If you are about to publish something that makes you the slightest bit uncomfortable, then don't. Take a break and come back to it later.

Using social media at work. Refrain from using social media while on work time or on Conference provided equipment, unless it is work-related as authorized by your manager or consistent with the Conference Equipment Policy. Do not use the Conference's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited. The Conference prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts. Associates should not speak to the media on the Conference's behalf without contacting our Communications or Risk Management departments. All media inquiries should be directed to them.

General and Gross Misconduct

Any violation of good conduct or deviation from Conference standards may warrant disciplinary action. We have provided examples below of general and gross misconduct that may result in disciplinary action, including suspension and termination, depending on the seriousness of the offense and the employee's work record. If general misconduct occurs, the employee will be counseled and expected to change his or her behavior. Gross misconduct will NOT be tolerated.

General Misconduct

- unprofessional conduct such as failing to give a high degree of service and courtesy to customers, or soliciting gratuities from a customer
- boisterous or disruptive activity in the workplace
- tobacco use in prohibited areas
- offensive language, behavior, or action
- excessive absenteeism or any absence from work without notice
- inappropriate use of Conference telephones, mail system, computer equipment, machinery or other property
- unsatisfactory performance or conduct
- soliciting, distributing, or collecting unauthorized or inappropriate non-work related papers, materials, or contributions during work time
- continued unauthorized absence from your workstation during the day or sleeping while on duty
- performing unauthorized work during work hours or violating timekeeping procedures
- failure to immediately report an accident which has resulted in personal injury or property damage

- insulting, arguing, being discourteous, or using profane language
- unauthorized presence in guestrooms or offices
- violation of safety or health rules
- leaving keys in doors or leaving doors unlocked in guest rooms or meeting rooms at camps/retreat centers
- leaving keys in unattended Conference vehicles

Gross Misconduct

Violation of any of the following examples—because of their seriousness—may result in suspension or termination without warning or notice:

- falsification of information on employment applications
- falsification of timekeeping records, medical, or insurance reports and records
- theft or inappropriate removal or possession of property of the Conference, customers, or employees
- dishonesty, or failure to disclose the known dishonesty of others including failure to cooperate in internal investigations of dishonesty, safety violations, and drug- and alcohol-free workplace regulations
- substance abuse, harassment or firearm violations
- possession, distribution, sale, or use of alcohol or illegal drugs in the workplace
- fighting, threatening, or provoking violence in the workplace
- negligence or improper conduct leading to the damage of Conference or customer-owned property, data, machinery, equipment, and/or information
- possession of dangerous materials in the workplace such as firearms or explosives
- unauthorized disclosure of confidential material
- gambling on Conference premises
- unauthorized use of Conference property, data, equipment, machinery, or information
- use of computers for the purpose of accessing pornography, sexually explicit or sexually erotic material or any internet site considered to be immoral or against the law.
- altering an invoice, check, voucher, document, record, or statement
- making unwelcome advances, requests for sexual favors, and other verbal or physical expressions of a sexual nature to employees or customers of the Conference
- insubordination or disrespectful conduct toward coworkers or customers, including leaving a work assignment without proper relief or walking off the job
- conducting unauthorized commercial activities that are not related to Conference business on Conference premises

Disciplinary Action

The Conference has procedures in place to reduce disciplinary action problems. Disciplinary action may be initiated for various reasons including but not limited to:

- violations of Conference standards and policies
- poor job performance
- poor attendance

The severity of the disciplinary action depends on the nature of the offense and your past record, and may range from verbal counseling to immediate dismissal.

The disciplinary action procedure for *general misconduct* consists first of verbal counseling from your manager, documented with a note to your file stating the date and subject of the conversation or violation. If a second instance of general misconduct occurs, the employee will receive another verbal counseling session accompanied by a written warning. Further incidents may result in a final warning and termination.

Receipt of written warnings for the same general misconduct over a period of time may also result in an employee's termination.

If an employee commits an act of *gross misconduct*, suspension without pay or termination may be made immediately. All incidents of gross misconduct will be fully investigated.

An employee who feels that a warning or disciplinary action is unjust or unwarranted may confer with the Director of Human Resources or your Director of Camps and Retreat Ministries.

Special Work Issues

Conflicts of Interest

A conflict of interest can arise in dealings with anyone with whom the Conference transacts business including customers, owners, buyers, vendors, suppliers, banks, insurance companies, and people in other organizations with whom the Conference makes agreements or contracts.

No employee should seek gifts, payments, fees, special privileges, or other favors from any person or business organization that does or seeks to do business with the Conference.

Employees should not receive gifts that have a value in excess of \$25.00. Conflicts of interest to avoid include working for any of the groups mentioned above for personal gain, or borrowing from or lending money to individuals representing organizations with which Conference business is conducted.

Bribes, kickbacks and other illegal payments to or from any person with whom we conduct business in any form and for any purpose are prohibited.

Any situation involving a possible conflict of interest that arises in relation to the above outlined policies must be brought to the attention of the employee's supervisor and the Director of Human Resources. (Camp and retreat center employees should contact their respective camp directors as well as the conference Director of Human Resources).

Solicitation and/or distribution should be kept to a minimum and must have the approval of the Director of Human Resources. If the process of distributing materials, goods, promotions, requests for donations or any other solicitation and/or distribution interferes with the work of employees, it will be prohibited. No employee should ever feel pressured into participating in any promotional effort.

Confidentiality

Your knowledge of confidential information about people in the Conference and those with whom we do business places you in a special position of trust and confidence. Safeguarding this information is critical. Any employee who compromises confidential information may be subject to disciplinary action, termination or legal action, if laws have been violated.

Actions to avoid include (but are not limited to) the following:

- storing Conference information outside of Conference property in any form
- dissemination of confidential information outside the Conference
- dissemination of confidential information within the Conference

- dissemination of contact information without proper authorization
- idle gossip

Outside Employment

The Conference has no objection to employees holding other jobs as long as they can effectively meet the performance standards for their positions with the Conference. Outside employment will present a conflict of interest if it has an actual or potential for adverse impact on the Conference. We ask you to consider the effects such extra work may have—such as whether it may limit your effectiveness on your job with the Conference. The Conference will hold all employees to the same standards of performance as others in their position and cannot make exceptions for those who also hold outside jobs.

Honoraria/Fees to Conference Employees

Conference employees are compensated to provide support, leadership, and service to local churches, districts, conference programs, and ministries. As such, Conference employees should not accept honoraria, or fees, or payment for preaching, teaching, leading workshops, consulting, training, or other services to Florida Conference churches, districts, or other Conference-related entities.

Payments for other than business reimbursements to Conference employees must be treated, by IRS rules, as salary. The Office of Financial Services will not transmit, or forward, or pay honoraria or fees to anyone on the Conference payroll, unless prior approval is obtained and arrangements have been made with the Office of Financial Services.

Day-to-Day Work Practices

We must make sure that we project an image that lives up to our customers' expectations and to our own quality standards. This includes the cleanliness of the facilities, eye appeal, and the food we serve, our own appearances, providing friendly helpful service to our customers, and upholding Christian ethics.

A clean and orderly work environment everywhere in the Conference is essential. All employees working on any Conference properties are expected to maintain them in a neat, clean, and orderly workplace condition at all times.

An adequate parking area is provided for employees. Employees may park in any space that is not marked "reserved" or "no parking." Please cooperate by not blocking gates, driveways, or the shipping and receiving dock areas. The Conference assumes no responsibility for employees' vehicles or their content while on Conference property.

Personal appearance, proper hygiene, and appropriate attire are important. You are expected to report to work wearing clean clothing appropriate to your position or activity of the day, and maintain a neat, well-groomed appearance. You may be required to wear uniform clothing appropriate to your place of work.

The Conference recognizes an employee's desire to display family mementos or other personal items. While the Conference can take no responsibility for their safekeeping, we welcome you to personalize your work area for added comfort. However, several guidelines must be observed:

- Nothing can be displayed that is derogatory to any person or system of beliefs.
- Objects that are inappropriate or hinder work efforts will not be allowed.
- Safety comes first. No object can interfere with job safety.

The Conference maintains physical and electronic bulletin boards to keep employees informed of current items of general interest. Employees should regularly check them for information.

Internet/Intranet and E-mail Policies

The Conference owns all software, computers, voice mail, data and equipment provided to employees, and will provide employees with access to e-mail and the Internet/intranet at its own discretion. The Conference reserves the right to access all information stored on computers, in filing cabinets, and voice mail. Any violations of the following rules may result in disciplinary action.

E-mail

The following use of e-mail is prohibited:

- disseminating confidential information to unauthorized sources—this includes the transmission of documents containing financial information or Social Security numbers
- sending or forwarding harassing, abusive, intimidating, discriminatory, or other offensive e-mails
- unauthorized or inappropriate solicitation for any purpose
- forwarding messages containing defamatory, obscene, offensive, or harassing information, or forwarding chain-type messages and executable graphics files which can cause an overload on our computer system

Internet/intranet

The following use of the Internet/intranet is prohibited:

- spending time “surfing” on non-work related matters
- using the Internet for personal gain, entertainment purposes, to break the law, or to discredit the Conference
- accessing sites that contain pornography, sexually explicit or sexually erotic material or visiting any site for a purpose considered to be immoral or against the law
- sites that promote racism, gambling, or any illegal acts

Telephone Use/Cell Phones/Voice Mail

Phones

Conference telephones are primarily for business use. Personal use should be limited. If you bring a personal cellular phone with you to work, use it in a manner that will not disturb others.

Cell Phones

Cellular telephones (including personal digital assistants and mobile devices that combine data and voice technology) are a vital part of our operation. The policy below allows the Florida Conference to meet IRS regulations and its fiduciary responsibility to the denomination.

The Conference, as a condition of employment, may require certain employees to carry a cell phone or other mobile device. The phone or device is the employee’s personal property and does not belong to the Conference. Employees whose job requires a cell phone will receive a cell phone allowance to cover business-related costs. All other employees may submit infrequent business-related cell phone expenses to the Conference for individual reimbursement.

Nonexempt employees must track their time spent on work-related issues after regular work hours. This time is compensable and should be approved in advance and directed by the employee's supervisor.

The Conference requires the safe use of cell phones by employees while conducting business. Employees should not use the cell phones or any mobile devices while driving but should instead pull to the side of the road to make or receive telephone calls. If unable to pull over or stop prior to receiving a cell phone call, employees should utilize a hands-free device for increased safety and keep the business conversation brief until locating a safe area to park.

During work time, employees should limit the use of their cell phones for personal calls. Employees should set cell phones on the silent ring mode during work hours to avoid disturbing those working around them.

Voice Mail

The Conference may provide you with a voice mailbox that allows you to receive incoming call information when you are away from your office or on the phone frequently.

Please follow these guidelines:

- Personalize your voice mailbox greetings. Greetings should be polite, business-like, short, and informational. They should include, at a minimum, your name, office, date of the update, and availability. As a part of your greeting, give the name and extension of someone else in the office that can help the caller.
- Check for voice mail messages on a regular basis and reply promptly (normally within two hours of receipt).
- Consider business and security issues when determining how long messages should be retained on the system before erasing them.
- Do not rely on voice mail as a standard operating procedure. Answer the phone while at your workstation.

Equipment and Facilities

Care of Tools and Equipment

Most Conference employees use Conference tools and equipment in performing their jobs. When using our tools and equipment, you are expected to exercise care and follow all operating instructions, safety standards, and guidelines. It is the Conference's policy to hold the individual responsible for small tools and equipment lost, stolen, or damaged through negligence. A periodic inventory of tools and equipment may be made. When leaving a work area, all tools must be returned to designated storage areas. You must notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Use of Conference tools, data, information, computers, phones, machinery, and equipments for for-profit endeavors is prohibited.

Use of Facilities

Generally, employees are not authorized to use Conference facilities including swimming pools, sleeping rooms, or cabins at the camps/LEC. However, on special occasions and when approval has been obtained from the Office of Financial Services, the camps/LEC Executive Director, or camp/retreat center managers, certain facilities may be used. Any violation of this policy could result in disciplinary action up to and including termination.

Energy Preservation and Waste Prevention

Waste of energy and materials is costly to the Conference and ultimately results in expenses that must be paid through other cost reduction actions. Please conserve energy at every opportunity by keeping thermostats in moderate temperature ranges.

Scrap Materials, Furnishings, Equipment, and Parts

All scrap materials, furnishings, equipment, and parts remain Conference property. An employee should ask permission from his or her supervisor if he/she wishes to take for personal use any scrap materials and parts.

Transportation and Travel

Vehicle Use

Employees may use Conference vehicles in performing the responsibilities of their jobs. You are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Employees who drive Conference vehicles must provide the Human Resources Office with a valid driver's license. Conference employees must maintain good driving records based on a motor vehicle record check in order to drive Conference vehicles.

Motor Vehicle Record Review

An individual motor vehicle record will be obtained for Conference employees who drive our vehicles. These employees must have a valid Florida State driver's license and maintain an acceptable motor vehicle record, and will have their motor vehicle record reviewed on an annual basis.

The following infractions are considered unacceptable and will result in the cancellation of authority to use a Conference vehicle:

- more than two minor infractions in the past three years
- suspended or revoked license
- unverified driver's license
- reckless driving
- driving under the influence
- hit and run charges
- failure to wear seatbelts while driving or riding
- giving Conference vehicle keys to an unauthorized person
- allowing an unauthorized person to drive a Conference vehicle
- leaving keys in an unattended vehicle
- failure to notify your supervisor of any restriction, suspension, or revocation of your driver's license
- repeated negligence involving Conference vehicles whether or not an accident results
- use of a Conference vehicle for the benefit of a for-profit business

Using Conference-owned Vehicles

All travel in Conference vehicles on other than Conference business must have advance authorization from the Human Resources Office. This includes vehicles the Conference leases as well as those that are Conference-owned. The following guidelines must be observed:

- Daily logs must be kept.
- Conference-owned vehicles must be driven only as needed for Conference jobs.

- Conference-owned vehicles must be driven only for transportation to and from destinations.
- Conference-owned vehicles must not be driven for private use unless specified financial arrangements have been made with the Human Resources Office.
- All gas/oil/repair tickets must show the name and address of the vendor, prices, license tag number, and mileage.
- No alcoholic beverages or illegal drugs will be in a Conference vehicle at any time.

Vehicle Maintenance

You must notify your supervisor if any Conference vehicles appear to be damaged, defective, or in need of repair. Prompt reporting could prevent deterioration of equipment and possible injury to employees or others.

Accidents

Employees must report all information immediately to their supervisor if they are involved in a vehicular accident while in a Conference-owned or personal vehicle while on Conference business. You must also immediately complete a Conference Incident/Accident report (available in the Office of Financial Services or on the intranet, *inside.flumc.org*) and if the incident/accident occurs on public property, a police report must be obtained.

Do not take or express responsibility for an accident in any instance (or to anyone) until the Risk Management Office has been notified and permission has been obtained to make statements.

Employees involved in repeated accidents while on Conference business who are determined to be at fault may be subject to disciplinary action.

Using Personal Vehicles

Employees may use their personal vehicles on official Conference business. A mileage rate, set by the Conference Treasurer, based on acceptable and current IRS regulations will be paid to employees who use their personal vehicles on official Conference business. The employee's automobile insurance is *primary* when using personal vehicles for official Conference business.

Travel Expense Reimbursement

The Conference will reimburse employees for reasonable and documented expenses incurred when they are traveling on Conference business, including meals and lodging. In keeping with the spirit of good stewardship, expenses are to be kept to a minimum. In some situations the Conference may opt to pay a *per diem* allowance for these kinds of expenses.

Travel Time for Nonexempt Staff

As a general rule, assuming that the employee is performing no other work activities while commuting, travel time that is "*home to work*" and "*work to home*" is not work time. This is true even if the commute is longer than normal, to or from a different work site than normal, or the employee uses a company vehicle for the trips.

Travel time which is "*all in a day's work*" is work time. Usually this means that travel time is work time if it occurs between when the employee first arrives at the first work site and before the employee leaves the last work site at the end of the work day. The first work site is the place where the employee first performs work activities. Travel time that is spent working is compensable. Travel on weekends is compensable even if no work is performed so long as the work hours cut across the administrative workday for the employee. (ex: If the employee's

workday is 8:00 am to 5:00 pm and the employee travels on a weekend during those hours, the travel time is compensable.

Documenting Your Expenses

A clear, honest, well documented, and organized expense report is important. Any questions may be directed to the Office of Financial Services. Violations or any form of abuse in relation to these policies and standards can result in denial of reimbursement requests and can ultimately lead to termination.

Guidelines

The following guidelines must be observed:

- All expense records including gasoline credit card receipts must be turned in to the Office of Financial Services. Attach the receipts to the expense report.
- Any travel and/or business expenses must be submitted for reimbursement by providing receipts showing name(s), date(s), business discussed, amount(s), and the account to be charged. A Travel Expense Reimbursement form is available in the Office of Financial Services and on our intranet site, *inside.flumc.org*.
- The Conference will not provide reimbursements if covered by another party. If the employee has already received reimbursement from the Conference and is then reimbursed by a third party, the employee must return the money reimbursed by the Conference.

Time Off From Work

Conference policies regarding time off from work are explained in the following paragraphs. When arranging to take vacation, personal, extended sick leave, or any other types of leave, you must make a request to our supervisor and obtain his/her approval.

Health Care Appointments

When possible, routine medical, dental, and optical appointments should *not* be scheduled during working hours. When this is not practical, absences for such reasons will be charged to sick leave or vacation. Authorized sick leave will be paid, but the supervisor may ask for a copy of your receipt from the doctor's office.

Employees must record their time off for health care appointments or other approved absences in the electronic timekeeping system. Supervisors are expected to electronically review the submitted requests and approve for payroll processing.

Paid Time Off

Sick Leave

The sick leave policy provides Conference employees with sick pay for absence from work due to illness, including time off to care for the immediate family. (Immediate family is defined under "Bereavement Leave", page 45.)

Important Policy Notes

- *Proof of Illness*: If an employee calls in sick on a scheduled workday, the employee may be requested to provide a statement from the doctor.
- *Consequences of Sick Leave Misuse*: Employees who are *not* ill or who do not have to care for sick family members are *not* eligible to take sick leave (i.e., employees who

routinely call in “sick” on Mondays and Fridays are in violation of our sick leave policy). Two or more occurrences are grounds for discipline including suspension without pay or termination.

Accrual schedule for full-time Conference and District employees working 40 hours per week:

- Sick leave begins to accrue the day you begin work.
- *Full-time* employees (exempt or nonexempt) accrue sick leave at the rate of 3.69 hours for each pay period, up to a maximum of 90 working days.
- *Part-time and temporary* employees are not eligible for paid sick leave.
- Sick leave does not accrue during leave of absences.
- Accrued sick leave is not payable upon termination of employment.

Usage

- Sick leave is used at the rate of one day of sick leave for each working day of employee absence due to sickness or injury. Sick leave begins to accrue the day you begin work.
- Your supervisor may require a doctor’s statement after three days of absence due to sickness or injury.
- If you need to take leave for planned treatment of a serious medical condition, you are required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Conference.

Accrual schedule for Camp & Retreat staff employees working 30-40 hours per week:

- Sick leave begins to accrue the day you begin work.
- *Full-time* employees working 40 hours per week (exempt or nonexempt) accrue sick leave at the rate of 3.69 hours for each pay period, up to a maximum of 90 working days or 720 hours.
- *Full-time employees* working a schedule of 30 hours per week (exempt or nonexempt) accrue sick leave at the rate of 3.46 hours for each pay period, up to a maximum of 90 working days or 540 hours.
- *Part-time and temporary* employees are not eligible for paid sick leave.
- Sick leave does not accrue during leave of absences.
- Accrued sick leave is not payable upon termination of employment.

Usage

Sick leave for each working day of employee absence due to sickness or injury is used at the rate of:

- 6 hours for those working 30 hours per week
- 8 hours for those working 37.5 and 40 hours per week
- Your supervisor may require a doctor’s statement after three days of absence due to sickness or injury.
- If you need to take leave for planned treatment of a serious medical condition, you are required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Conference.

Sick Leave Bank

The Sick Leave Bank was designed to provide assistance for lay employees when they have exhausted all accrued paid sick leave. The Sick Leave Bank is funded through lay employee donations of their personal accrued sick time. The bank will act as a resource when employees exhaust their accrued paid sick time. The Sick Leave Bank became effective July 1, 2007. All requests for grants must occur on or after the Bank’s effective date. Lay employees can request a grant for additional paid sick time from the bank based on the following criteria.

This bank is available to all full time lay employees of the Conference (District Offices, Camps & Retreats and Conference Office). All full time lay employees are eligible to make donations and apply for grants from the Sick Leave Bank. Lay employees are eligible to submit a grant request regardless of whether or not they have made a donation to the bank. Clergy employed by Conference are not eligible to donate or make requests from the bank.

Employees can request a minimum of one day of pay from the Bank. Two weeks is the maximum grant from the Sick Leave Bank for any one individual each year (subject to the available balance in the bank. The maximum grant is limited to the available balance in the bank).

Lay employees must notify their Supervisors or Managers that you will be requesting a grant from the Sick Leave Bank and obtain their support for your grant request. Grant requests will be evaluated and awarded at the discretion of Conference Administration. All remaining unused hours in the bank will rollover into the next calendar year. The bank will open to accept donations twice each year (usually in January and again in July).

Making contributions to the Sick Leave Bank

Full time lay employees of the Conference (District Offices, Camps & Retreats, and Conference Office) are eligible to make donations and apply for grants from the Sick Leave Bank. Clergy employed by Conference are not eligible to donate sick time to the bank.

Employees must have at least one week of their personal sick time available to them in order to be eligible to make a donation to the Bank. And, employees must maintain at least one week in their personnel sick time bank.

Employee's donations must be made in increments of one work day. A minimum individual contribution is one work day and a maximum individual contribution is one week.

How to request a grant from the Sick Leave Bank

Written requests should be made to the Director of Human Resources. The request should include whether the leave is due to a personal illness or a family member and the amount of time (number of days or hours) requested from the bank.

Family Medical Leave Act criteria will be utilized to evaluate an employee's request due to a "serious medical condition" for themselves. Other situations warranting grants from the Sick Leave Bank include: The death of a spouse or other immediate family member such as (children, step-children, parents, step-parents, siblings, grandparents) or the serious illness of an immediate family member.

Vacation

Vacation is accrued each pay period based on length of employment as shown below. Available vacation balance is included on your pay voucher. A maximum of five days vacation time may be carried over into the next vacation year. Part-time and temporary employees are not eligible for vacation.

Eligibility for Accrued Vacation

Full-time employees are eligible for 10 days of vacation after one year of continuous service. Although vacation begins to accrue the day you begin work, no vacation may be taken for the first 90 days of employment, and accrued vacation is not payable upon termination of employment, if termination occurs during the introductory period.

Add a day of vacation for every year of continuous service, beginning January 1 of each succeeding year. So, you will earn 11 days after two years of continuous service, 12 days after three years of continuous service, etc. to a maximum of 20 days.

Vacation Accrual Schedule

Work Schedule	Length of Service	Hours earned per pay period	Maximum hours allowed for carryover
Full-time 40 hours	0 – 1 year	3.08	40 hours
	2 years	3.38	40 hours
	3 years	3.69	40 hours
	4 years	4.00	40 hours
	5 years	4.31	40 hours
	6 years	4.62	40 hours
	7 years	4.92	40 hours
	8 years	5.23	40 hours
	9 years	5.54	40 hours
	10 years	5.85	40 hours
	11 or more years	6.15	40 hours
Full-time 37.5 hours	0 – 1 year	2.88	37.5 hours
	2 years	3.17	37.5 hours
	3 years	3.46	37.5 hours
	4 years	3.75	37.5 hours
	5 years	4.04	37.5 hours
	6 years	4.33	37.5 hours
	7 years	4.62	37.5 hours
	8 years	4.90	37.5 hours
	9 years	5.19	37.5 hours
	10 years	5.48	37.5 hours
	11 or more years	5.77	37.5 hours
Full-time 30 hours	0 – 1 year	2.31	30 hours
	2 years	2.54	30 hours
	3 years	2.77	30 hours
	4 years	3.00	30 hours
	5 years	3.23	30 hours
	6 years	3.47	30 hours
	7 years	3.69	30 hours
	8 years	3.92	30 hours
	9 years	4.16	30 hours
	10 years	4.39	30 hours
	11 or more years	4.62	30 hours

Requests

Vacation requests should be made at least two weeks prior to the desired vacation time. Your supervisor must approve all vacation dates.

Pay

Pay for vacation time will be at the employee's regular rate of pay. An employee must work the regularly scheduled workdays before and after the paid vacation period to be eligible to receive vacation pay. A paid Conference holiday that falls during the vacation period will be considered as a paid holiday and not vacation time.

Clergy Paid Time Off

Time for vacation, continuing education and formational renewal are extremely important in the life of every person involved in professional ministry. There must be times for recreation, study

and re-centering in each clergy person's life. The Cabinet of the FLUMC adopts these guidelines for clergy and churches as a way of encouraging clergy to be living a balanced life in ministry. The guidelines that are listed below are for all full-time clergy.

Vacation

All full-time clergy shall have four weeks of vacation time in each annual conference year (July 1 through June 30). Unused vacation time does not accrue from year to year and is unpaid at separation.

Renewal Leave

In accordance with ¶351.3, a clergy person who has served at least six years in a full-time relationship may request a formational and spiritual growth leave of up to six months while continuing to hold an appointment. Such requests must be approved by your District Supervisor, SPRC and the Bishop.

Continuing Education

In accordance with ¶351.2 of the 2004 Book of Discipline, each full-time clergy shall have at least one week in each annual conference year for a program of continuing education and spiritual growth. And, once per quadrennium each full-time clergy shall have at least one month for a program of continuing education and spiritual growth. These times of continuing education are not to be considered as vacation time.

Other Time Commitments

Clergy are often asked to serve on various boards, agencies, committees and task forces of the Annual Conference. Involvement in such activities is part of being in connection together. Such involvements are not construed as vacation or continuing education. Clergy are often asked to be involved in various community groups or activities to build a bridge between the community and the church. These involvements are not considered as vacation or continuing education.

Holidays

The Conference will normally observe these **paid** holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve day and Christmas Day

Additionally, each employee receives one floating holiday (personal day). All full-time employees are eligible for holiday pay at the straight-time pay rate. If a nonexempt employee is asked to work on a holiday, they will be paid the holiday plus hours worked at the rate of time and one-half. If the Conference requires employees to work on a holiday, they can take another day of their choosing with approval from their supervisor.

Bereavement Pay

The Conference will grant an employee time off with pay not to exceed three days in the case of death in the employee's immediate family. Immediate family is defined as the employee's

spouse, children, parents, grandparents, brothers, sisters, father-in-law, mother-in-law, and other family members who are living in the employee's household.

Civic /Jury Duty Pay

Full-time employees called for jury duty will be paid full salary while fulfilling such obligations. Under normal circumstances, the Conference will not provide excuses for jury duty. You must notify the Conference upon receipt of your summons. If you are not selected for jury duty, or if the court dismisses the jury, you are expected to return to work.

Leave of Absence

The Conference recognizes that an employee may have a need to request a leave of absence. A leave of absence allows you to be granted approved time off from work without affecting your benefits or job.

You may be granted leave under certain limited conditions. The Conference cannot guarantee to hold any position except during an authorized leave under the Family and Medical Leave Act of 1993 (FMLA). Both your supervisor and Human Resources will evaluate requests for leave based on a number of factors including anticipated operational requirements and staffing considerations.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking a leave of absence may be denied if requirements are not met. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable," such as for the birth of a child. The Conference may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Family and Medical Leave (FMLA)

Policy

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Conference extends to eligible employees up to 12 weeks of leave for certain family and medical reasons. Ask your Human Resource office for certification forms to apply for FMLA.

Employee Eligibility

To be eligible for FMLA leave, employees must have been employed by the Conference for at least one year and worked at least 1,250 hours during the immediately preceding 12 months.

Leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, placement for adoption, or foster care;
- for a serious health condition of an employee's spouse, child, or parent; or
- for a serious health condition that makes the employee unable to perform the job.

The Conference requires employees to use their accrued sick and vacation time during their approved leave of absence. Sick time and vacation time will not accrue while on FMLA. Should all benefit hours be exhausted, the leave will be unpaid. The Conference will continue to pay for the employer's share of your health insurance. You will be responsible to pay your employee contribution.

The use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

General Medical/Personal Leave of Absence

Leave, when granted, should not exceed 30 calendar days. Under certain unusual circumstances, leave may be extended beyond the 30 calendar days provided the employee has good and sufficient reasons and the additional leave will not cause the department any hardship.

The following conditions for leave of absence apply:

- Eligibility includes only full-time employees.
- Leave requests must be made for a specific length of time.
- Employees with less than one year of service will normally not be granted a leave of absence.
- General medical leave of absence requires accrued sick and vacation time, if available be applied. If not available, pay will be suspended during the leave.
- Sick time cannot be used for a personal leave of absence. Accrued vacation time will be applied.
- Should all benefit hours be exhausted, the leave will be unpaid and accruals will be suspended. Accruals of vacation and sick leave time will resume upon return to active employment.
- If an employee does not return as scheduled from leave, it will be assumed that they have resigned their position effective the date of the scheduled return.
- Employees on leave will be automatically terminated should they accept employment elsewhere during the leave.
- During an unpaid leave, the Conference will continue to pay for the employer's share of your health insurance. The employee will be responsible to pay for their employee contribution. Payment should be made to The Florida Conference by the first day of each month that the employee is on unpaid leave.

Job Benefits and Protection

- If you return to work by the end of your approved leave period, you may be restored to your original position or an equivalent position with equivalent pay, benefits, and other employment terms.
- The Conference will maintain your health coverage providing you pay the employee contribution.
- If you do not return to work promptly at the end of the approved leave period, we will assume that you voluntarily resigned. You must provide medical certification in order for the leave of absence to be extended.

Military Leave

Leave without pay will be granted to any employee who enters any branch of the United States Armed Services upon presentation of satisfactory evidence that he or she must report for duty and/or training. Employees who are members of reserve units and are called to periods of active duty must notify their supervisor in writing. Employees on military leave are entitled to participate in benefit plans available to employees on other types of leaves. Please see the Uniform Services Employment and Reemployment Rights Act of 1994 for further details.

Voting

We encourage people to vote. Employees should make arrangements to vote prior to or following normal work hours.

If You Leave the Conference

Separation of Employment

Employees are separated from employment by voluntary resignation, termination, lack of work, or retirement.

If you decide to leave the Conference, you are expected to give at least two weeks written notice to your supervisor and the Human Resources Office. The notice should include the date of the resignation.

If the Conference terminates your employment, you will be told the reason(s) why. Human Resources will offer you counseling (except in the case of gross misconduct). Managers must contact Human Resources if considering termination of an employee.

Exit Interview

You may be asked to take part in an “exit interview” with the Human Resources Office. This meeting will give you the opportunity to discuss any problem areas and make suggestions, and to receive answers to your questions regarding continuation and conversion of specific benefit plans on an individual basis.

Pay and Benefits at Time of Separation

Property and Debts: The Human Resources Office will determine if the terminating employee has any outstanding debt owed the Conference. The employee’s supervisor will determine whether the individual has in his or her possession any Conference property (i.e., credit cards, uniforms, tools, keys, etc.) and collect these items from the employee prior to their last workday.

Final Paycheck: A final paycheck will be issued to the employee after the date of separation. The check will reflect only time actually worked, plus accrued vacation.

Vacation Pay: Employees who voluntarily resign will receive accrued unused vacation once introductory period has been completed. Employees terminated for cause will not receive accrued, unused vacation.

Sick Pay: Accrued sick leave is not paid upon termination.

Benefits: Prior to resignation or termination of employment, an employee should consult the Human Resources Office regarding pension, health, and other benefits.

Unemployment Insurance

Employees of the Conference are not eligible for unemployment compensation.

Employee Benefits

To help you effectively handle changes in work and personal circumstances, the Conference offers a variety of quality benefit options to eligible employees and retirees, and their families.

Conference benefits include:

- Health insurance—medical care, mental health coverage;
- Health Savings Account Options;

- Long-term disability and Life Insurance;
- Workers' compensation; and
- Pension benefits.

You and the Conference share in the cost of many of these benefits. What you pay depends upon the types of plans and levels of coverage you select at enrollment, and whether you use in-network or out-of-network providers. Any payroll deductions the Conference makes for your benefits will require your approval. This "Employee Benefits" section of the handbook highlights the plans available, so you can make the best choices and use your plans effectively. You will also receive specific plan materials that offer details about each of your plans. We encourage you to read all the materials you receive before making your enrollment decisions.

Lay Employee Benefit Eligibility

Benefit	When You Become Eligible for Coverage	Benefit Participation Requirements
Health Insurance Medical Insurance Mental Health Coverage	The first day of the month after 30-days of full-time employment.*	You must be eligible and enroll in this benefit within 30 days of eligibility
Voluntary Minnesota Life & AD&D Insurance	The first day of the month after 30-days of full-time employment*	You must be eligible and enroll in this benefit within 30 days of eligibility
Long-term Disability/Life Insurance (BPP)	The first day of the month after 90-days of full-time employment.*	You will be automatically enrolled in this benefit if you work 30 or more hours per week.
Workers' Compensation	On your date of hire.	You will be automatically enrolled in this benefit.
Conference Sick Leave Policy	Automatic and effective on your date of hire.	Full-time employees are eligible on date of hire. Benefits are earned and paid based on length of service.
Pension Benefits	The first day of the month after 90-days of employment	You must be working full time or part time with a minimum of 24 hours per week

* Full-time employment is defined as working a minimum of 30 hours worked per week to be eligible for conference health plans. You may enroll in the Personal Investment Plan immediately upon hire to begin making personal contributions.

Designating Beneficiaries

Our pension, disability, and life insurance plans require that you designate a beneficiary when you enroll. Doing so can help your family and estate avoid certain financial complications upon your death. If you have had a change in status (see examples in “Making Changes to Your Benefits” below), you should also complete a new beneficiary form for each plan that is affected. The most recently dated and completed form replaces all previous forms on file. Certain rules apply to beneficiary designation.

Pre-tax and Post-tax Insurance Benefits

Pre-tax: When you pay for certain benefits on a pre-tax basis, those benefit premiums are not subject to Social Security or federal income taxes. This means you save on taxes, and your take home pay is greater than if the premiums are deducted after-tax. Based on Internal Revenue Service (IRS) regulations, payments for the following benefits will be taken out of your paycheck before taxes are deducted:

- health insurance
- health savings account options
- pension contributions on a before-tax basis

Post-tax: In contrast, when you pay for other benefits on a post-tax basis, your benefits are subject to Social Security and federal income taxes. Payments are taken from your paycheck after taxes have been deducted for the following:

- pension contributions on an after-tax basis

Note: Paying for your benefits pre-tax will marginally reduce your Social Security benefits when you retire or if you become disabled. The exact amount of the reduction will depend on the length of time between now and when you draw your Social Security benefits. Studies have shown that the savings employees realize through reduced taxes during their career usually make up for any reduction in Social Security benefits.

Making Changes

Annual open enrollment is the only time you can change your benefits during the plan year— January 1 through December 31 — unless you experience a change in status as defined by the Internal Revenue Service (IRS) and Health Insurance Portability and Accountability Act (HIPAA). Examples of status changes include marriage, divorce, birth of a baby, and beginning or ending employment. You must notify the Conference within 31 days of the event to make changes to those benefits affected by the change. For example, if you have a baby, you must enroll him/her in your medical plan within 31 days of birth, or you will be unable to enroll him/her until the next open enrollment.

HEALTH INSURANCE

Our health insurance plan is provided through United Healthcare (UHC), offering medical, pharmacy and mental health coverage.

Medical Care

You are eligible for Conference medical benefits on the first day of the month after 30 days of full-time employment. Choice Plus is a Preferred Provider Organization (PPO) and provides an extensive network of physicians, hospitals and other health care providers, including specialists without designating a primary physician or obtaining a referral.

The Choice Plus plan allows the use of out-of-network doctors, but the amount of reimbursement is less than when using in-network providers. There are three levels of

coverage: employee, employee + 1 dependent, and family. Your employee contribution will be based on the level of coverage you select. Please refer to plan documents for a full comparison of medical insurance and benefits.

Pharmacy Benefits

Prescription drugs are subject to the deductible under the medical plan each year. Once the deductible has been satisfied, the plan begins to pay at 80% of the retail cost of the drug. The plan will pay at 100% for drugs that are listed as preventative without satisfying the deductible. Please refer to the preventative drug list to see if your prescriptions are covered at 100 percent. For more information you may access www.myuhc.com or call the customer service number located on your UHC I.D. card.

Mail Order Program

If you need to take medications on an ongoing basis, you can purchase a three-month supply of your medication through the mail order program. The mail order program covers medications that you take for periods of 90 days or longer for chronic conditions such as diabetes, ulcers, and arthritis, hypertension, and heart conditions. Information on how to sign up for the mail order program is available at www.myuhc.com.

Continuation of Coverage

If you leave the Conference for reasons other than gross misconduct, you may continue your health insurance coverage for up to 2 months at your own expense if you were enrolled in the plan for at least three months prior to termination.

If you intend to continue coverage, you must notify the Conference in writing and pay the applicable premiums. If your dependents become ineligible for coverage under your plan (i.e., if you should die or divorce), they may continue coverage up to 2 months at their own expense.

Mental Health Coverage

Mental health coverage is provided through United Behavioral Health (UBH). To use this coverage, you must first call UBH to receive pre-authorization. You can maximize your benefit by using an in-network provider. However, you may go out-of-network and still receive benefits but at a higher cost.

Retired Lay Health Insurance

When Conference lay employees who were hired prior to July 1, 2014 retire, the Conference may provide a retiree subsidy to help with your medical cost. The benefit is a Health Reimbursement Account (HRA) arrangement. The HRA is an account-based plan that provides an annual subsidy for the purchase of health insurance or medical purchases in retirement based upon total years of service at the time of retirement with the Florida Conference.

Anyone not meeting the HRA Plan eligibility requirements as of 7-1-2014 is not eligible for a future HRA benefit from the Conference for the purchase of health insurance/medical expenses as a retiree. The employee must meet all the following eligibility criteria for retirement date after July 1, 2014:

- Must be hired prior to July 1, 2014
- is age 60 or older in order to participate in the HRA
- has been employed by the Conference for at least 10 years, and
- has been in the Conference health plan for five (5) continuous/uninterrupted years immediately prior to retirement.

Years of Service Schedule Effective July 1, 2014

Annual HRA Contribution* For Early Retirement						Traditional Retirement (eligible for Medicare)
Years of Service Schedule	Age 60	Age 61	Age 62	Age 63	Age 64	Medicare Retiree Age 65+
10-14	\$500	\$550	\$600	\$650	\$700	\$750
15-19	\$800	\$850	\$900	\$950	\$1,000	\$1,050
20-24	\$1,000	\$1,100	\$1,150	\$1,200	\$1,300	\$1,350
25-29	\$1,250	\$1,350	\$1,400	\$1,500	\$1,600	\$1,650
30-34	\$1,450	\$1,550	\$1,650	\$1,750	\$1,850	\$1,950
35-39	\$1,700	\$1,800	\$1,900	\$2,050	\$2,150	\$2,250
40+	\$1,800	\$1,900	\$2,050	\$2,150	\$2,300	\$2,400

Annual HRA contribution is reduced by approximately 5% each year prior to age 65 for early retirement. The HRA is not transferred to the surviving spouse of the retired employee upon their death.

Life Insurance

Minnesota Life Insurance Company

Minnesota Life Insurance Company offers participants the opportunity to purchase Life and Accidental Death and Dismemberment (AD&D) insurance. Coverage is available for active clergy and lay employees (working at least 30 hours per week) and their immediate family members. Coverage is available in \$50,000 increments up to a maximum of \$250,000. Child life coverage is available for \$5,000 or \$10,000. (Refer to the rate schedule on the Florida Conference website).

Long-Term Disability

No one expects to become disabled and unable to earn an income for a long period of time, but some recent statistics show that nearly one in five employees will become disabled for five years or more before age 65. You can protect your income through our long-term disability program.

UNUM Long-Term Disability Plan

Disability insurance is provided through the UNUM *Long-Term Disability and Life Insurance plan* administered by the General Board of Pension and Health Benefits of The United Methodist Church. Lay employees are eligible to participate in the plan the first day of the month after 90 days of fulltime employment if they work a minimum of 30 hours a week. The Conference pays the full plan premium. Participants may be required to complete a questionnaire about their general health and obtain approval from the insurance carrier before coverage is approved.

Disability Benefit

The plan provides a disability benefit equal to 60% of compensation. If an eligible employee has fewer than 12 months of compensation at the date of benefit determination, the compensation will be annualized.

Definition of Disability

You are considered disabled if medical evidence shows you will be unable to perform the usual and customary duties of your employment for at least six consecutive months due to an accident (bodily injury) or illness (disease, or mental or emotional disease or disorder). Certain exclusions apply; please see the plan document for details.

Benefits are paid the first day of the month following the date the administrator makes the determination that you are disabled. After 24 months of receiving benefits, you will continue to be considered disabled only if the administrator determines that you are unable to engage in employment for an occupation for which you are reasonably qualified through training, education, experience, or age. You will be required to submit medical evidence of your disability to continue receiving benefits.

Health insurance during disability period:

The Conference will continue providing health insurance to the employee up to six months from the last date worked. After the six months the employee will be terminated from the Conference health insurance plan. The employee will be responsible for their portion of the health insurance premium during the six month period.

Death Benefit

The plan also provides a death benefit if you die while still employed. The benefit is equal to 100% of your compensation rounded to the next highest \$10,000. The primary beneficiary must apply for benefits within two years after your death.

Comprehensive Protection Plan

The Comprehensive Protection Plan provides long-term disability, death, and other benefits for clergy and their families. You may participate if you are a clergy member of a Conference under full-time Episcopal appointment. (Other eligibility rules apply. Clergy should refer to their Summary Plan Description or contact their benefits officer for more information.) To participate, your plan compensation must generally be equal to or greater than 60% of either the Denominational Average Compensation or Conference Average Compensation, whichever is less.

Workers' Compensation

Insurance

Workers' compensation insurance coverage is provided to you effective on your date of hire. This coverage pays for medical expenses and lost wages that result from an on-the-job injury.

You are required to report an on-the-job injury within four days. Benefits are paid in accordance with Florida's Workers' Compensation laws.

Pension

Why it is Important to Save for Retirement

Just as farmers prepare for a harvest, we need to plant the financial seeds for our security in seasons to come. Saving for retirement may be a low priority when compared with paying for immediate needs like rent or mortgage, utilities and groceries. It is easy to postpone a decision to plan for retirement until a later date. But later may be here sooner than you think. Why should you think about retirement now? Here are two good reasons:

1. **Life expectancies are increasing**—without careful planning a longer life expectancy could adversely affect your standard of living.
2. **Inflation**—your cost of living keeps going up. Saving and investing can help you maintain your current standards of living during retirement.

Setting Goals

1. Determine your income-replacement goal. How much money will you need to have for the 20 or more years that you may live in retirement? Many financial experts advise that for each year you are retired, you will need to replace 70% to 80% of your pre-retirement salary.

2. Identify the sources of your retirement income, and estimate how much you can expect annually from each source. Of the total amount you will need, what portion will come from Social Security, pension, personal savings (i.e., bank account, personal investment plan), and part-time employment? Other possible sources of income may include rental property income, annuities, IRAs, and a trust fund or inheritance.

3. Make a plan for saving today to fund your retirement tomorrow. To reach your personal savings goal, how much do you need to invest each month in a personal investment plan?

The American Savings Education Council provides a worksheet to help you calculate what you may need for retirement (<http://www.asec.org/toolshsm.htm>), as does the General Board of Pension and Health Benefits (www.gbophb.org) through a Life Stage Investment Management service.

Our Plans

The General Board of Pension and Health Benefits administers two pension programs—the *Clergy Retirement Security Program* (CRSP), the *United Methodist Personal Investment Plan* (UMPIP). Lay employees are eligible for Conference pension benefits on the first day of the month after 3 months of full-time employment.

Clergy Retirement Security Program

General Conference approved a new pension plan for United Methodist clergy, known as the Clergy Retirement Security Program (CRSP). This new pension plan became effective January 1, 2007 and provides a core benefit at retirement made up of two components: a defined benefit plan and a defined contribution plan.

This combination defined benefit/defined contribution core program offers clergypersons financial security, flexibility and choice. It is designed to replace, after a career of 30 years, approximately 50% of the DAC. An additional 30% to 50% of the Denominational Average Compensation (DAC) is expected to be provided by Social Security, personal savings and other pension benefits.

A clergyperson is required to participate in CRSP if his or her employer or Conference participates and if he or she is a deacon, elder, or local pastor under Episcopal appointment. (Other eligibility rules apply. Clergy should refer to their CRSP Summary Plan Description or contact their benefits officer for more information.)

United Methodist Personal Investment Plan (UMPIP)

The Conference contributes 12% of an eligible lay employee's compensation to their personal UMPIP account each month.

Eligibility

You are automatically enrolled in the UMPIP when you have completed 3 months of full-time employment or part time 24 hours per week. Your participation begins on the first day of the month after you satisfy your eligibility requirements, as long as you are actively employed on that date.

Plan Provisions include but are not limited to the following:

- **Vesting:** Employer contributions are 100% vested following 12-months of continuous, uninterrupted service. Your personal contributions, including earnings, are fully vested
- **Calculation of Contributions:** The compensation used to calculate Conference contributions includes all cash compensation paid to you. This includes overtime, bonuses, and severance pay; any housing allowances you may receive, or an amount equal to the reasonable value of any lodging provided to you; plus any pre-tax contributions you make to any employer sponsored benefit or retirement plan. For your personal contributions, you decide whether to contribute a specific dollar amount or a percentage of your salary, up to maximum limits.
- **Where Contributions Go:** All of the contributions go into investment funds that have a target earning level. You can invest your contributions in one or more of seven funds in increments of 10%. If the funds perform better than the target, a special distribution is paid. This is calculated twice a year (in April and October). If the fund does not earn the target amount, reserves are used to bring the earnings up to the target level.
- **Collecting Your Pension:** You may begin collecting on your pension as early as age 59½. The latest you may begin collecting on your UMPIP is April 1 of the calendar year following the calendar year you reach age 70 ½.
- **Investment Funds:** You can choose from among a variety of fund selections to self-direct your investments to deposit contributions or choose a Lifestyle Fund based on the level of risk with which you're comfortable. Each fund takes a different approach to investment and has a different level of risk associated with it. The Investment Fund Option booklet describes the fund options available to you during active service and at termination or retirement. You may visit the General Board website www.gbophb.org, or call The Participant Response Center at (800) 851-2201.
- **Self-direct Your Investments:** You have the opportunity to select investment funds for, and self-direct the investment of, both personal and employer contributions.
- **LifeStyle Funds:** You choose a bundled grouping of investments based upon your personal comfort level of risk.
- **Contributing Pre-tax or Post-tax:** You decide whether to make your contributions on a pre- or post-federal income tax basis.
Pre-tax: With this option, you pay Social Security on your contributions now, but you don't pay federal income tax on your contribution until you withdraw it.
Post-tax: With this option, you pay federal income tax and Social Security on your contributions now. You will not pay taxes on these contributions at retirement, but you will owe taxes on the investment earnings.

You must decide which options are most feasible for you. Keep in mind, however, that your tax bracket is likely to be lower during your retirement, which means you will probably pay less in taxes with the pre-tax option. Your contribution choice will remain in effect until you change it by completing a new form and submitting it to Human Resources.

Why Invest in UMPIP?

- Today, the two primary retirement income sources (Social Security and pension) will probably be inadequate. You will almost certainly need additional income sources like UMPIP and perhaps part-time work during retirement.
- By investing in a UMPIP, you will pay no “sales loads” and other fees that you might have to pay when you invest in mutual funds outside the plan.
- Each of the plan’s investment fund options has a low expense ratio.
- Your investments are pre-screened for social responsibility, according to the Social Principles of The United Methodist Church.

Three Keys to Good Investing

1. Take advantage of time and the power of compound interest to grow your nest egg. The earlier you start, the more savings you’ll have.
2. Diversify your investments to take advantage of the different ways that asset classes respond to economic events and conditions.
3. Avoid drawing long-term conclusions based on short-term market fluctuations. You may jeopardize your long-term savings by shifting your investments too often (i.e., risk being in the wrong investments at the wrong time).

Hardship Loans and Withdrawals

PIP is primarily a retirement program, not an account to help you meet short-term needs. However, you can request a hardship loan, hardship withdrawal, or in-service withdrawal from your account in the case of severe financial hardship.

Hardship Loan

A hardship loan is when you borrow money from your UMPIP account. You are essentially borrowing from yourself and paying yourself back with interest. Rules that apply include but are not limited to the following:

- Only active participants can take hardship loans on their pension.
- “Hardships” include unreimbursed medical expenses; buying a principal or secondary residence; prevention of foreclosure or eviction from your principal residence; funeral burial expenses; catastrophic damage to primary residence; and tuition or educational fees for postsecondary education for yourself, your spouse, or your dependents.
- The minimum loan amount is \$1,000 with a minimum balance of \$2,000. The maximum loan amount depends upon your UMPIP account balance and other factors, and cannot exceed the amount needed to meet your financial hardship.
- You may have only one outstanding loan at any time.
- Withdrawals may be subject to mandatory 20% federal income tax withholding, and may also be subject to a 10% excise tax if received before age 59 ½. Loans are not subject to taxes unless you fail to make re-payment—refer to the summary plan description for further details such as loan repayment and default.

Hardship Withdrawal

Prior to attaining age 59 ½, separation from service, death or disability, you may take a hardship withdrawal. The withdrawal is immediately taxable and you must provide proof that your financial need cannot be met by any other sources, including but not limited to

UMPIP hardship loans, selling your personal assets, or loans from commercial sources. All UMPIP contributions will be suspended for the six months following the withdrawal.

In-service Withdrawal

Upon attaining age 59 ½, you may withdraw all or part of your UMPIP account balance.

Rollovers

In most cases, when you retire or leave your employer to pursue other career opportunities, you can roll your money into another tax-deferred savings plan. A direct rollover is a way to avoid immediate, mandatory federal income tax withholding on benefit plan payments. This is essentially a payment request to a third party, which entitles you to continued deferral of federal income taxes. Rollovers into UMPIP must occur within 60 days after you receive a distribution from your prior plan. At retirement, you also may be eligible to roll up to 25% of your MPP account or 100% of your UMPIP.

Transfers

Transfers are similar to rollovers. However, transfers are not considered plan distribution; therefore, they are not subject to spousal consent rules. Also, transfers are subject to certain terms of your previous plan, even after they are credited to your UMPIP account. Transfers can occur at any time as long as the previous plan does not restrict your ability to transfer funds from the plan. All transfers require approval of the General Board before being accepted by UMPIP.

Accessing Your Account Information

There are several ways you can gain information about your account:

- **Print** - Once a quarter, you will receive a paper copy of your account balances and activity from the General Board of Pension and Health Benefits of The United Methodist Church.
- **Telephone** - You can check your balances or change your investments by telephone using the interactive voice response (IVR) system. You will be prompted to enter your Social Security number and your personal identification number. You can change your PIN or request a new one through the system if you lose or forget the number. The IVR is available 24 hours a day, seven days a week except during temporary maintenance shutdowns. A Spanish option is available. The toll-free number is 1-888-851-2201.
- **Online** - You can check your account online at www.gbophb.org (select "Online Services"). You will be required to enter your Social Security number and your personal identification number.

Social Security (FICA) Withholding Tax

All employees are covered by the federal social security program. The prescribed percentage is withheld from the employee's wages and is matched by a like amount from the Conference in accordance with the existing law.

All employees are required to file a withholding allowance certificate (W-4 form). Federal income taxes will be withheld from monthly wages at a rate corresponding to the number of allowances claimed.

Plan Rights and Regulations

Economic Growth and Tax Relief Reconciliation Act

The federal Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) allows higher benefit levels under defined contribution retirement plans and introduces new savings vehicles for employees.

EGTRRA affects the Conference's plans in the following ways:

- Raises the annual compensation limit for defined contribution plans to \$265,000 in 2016. Increases in increments of \$5000 for subsequent years.
- Increases the maximum annual contribution to defined contribution plans to \$54,000 in 2016. Increases in increments of \$1,000 for subsequent years.
- Increases the annual individual percent of pay limit for defined contribution plans from 25% to 100%—a provision that may be especially attractive for families with two wage earners
- Introduces “catch-up” tax-deferred savings opportunities for employees age 50 and older to \$6,000 in 2016. Increases in increments of \$500 for subsequent years.
- Makes it easier to roll over account balances from one plan to another
- Provides that retirement planning services the Conference offers is not taxable to employees
- Cuts the suspension period following hardship distributions from 12 to six months

Outside of our plans, EGTRRA also offers:

- An increase in the income tax exclusion for adoption assistance programs
- A new tax credit for child care facilities
- An expanded dependent care tax credit

Further details can be found on several Web sites including a summary at <http://www.irs.gov> – search EGTRRA

Health Insurance Portability and Accountability Act

Continuation of Coverage

The Health Insurance Portability and Accountability Act (HIPAA) helps protect your rights to medical coverage during events such as changing or losing jobs, pregnancy and childbirth, or divorce.

Depending upon your group health plan limitations, HIPAA may also make it possible for you to get and keep health coverage even if you have past or present (preexisting) medical conditions. If you were covered under a medical plan, you will receive a certificate of credible coverage upon termination.

Privacy Act Legislation

The Conference and your medical carrier are obligated to protect confidential health information that identifies you or could be used to identify you and relates to a physical or mental health condition or the payment of your health care expenses.

The Conference and your medical carrier are required to notify you and your beneficiaries about their policies and practices to protect the confidentiality of your health information. To comply proactively with this legislation, the benefit plans in which you are enrolled have provided you a detailed description of your plan's information privacy policy in your enrollment package.

Women's Health and Cancer Rights Act

The Women's Health and Cancer Rights Act of 1998 requires your health care plan to provide benefits for mastectomy-related services.

- These services include reconstruction and surgery to achieve symmetry between the breasts, prostheses, and complications resulting from a mastectomy (including lymph edemas).
- Coverage for these benefits or services will be provided in consultation with the participant's or beneficiary's attending physician.
- If you are receiving, or in the future receive benefits under a group medical contract in connection with a mastectomy, you are entitled to coverage for the benefits and services described above if you elect breast reconstruction.
- Your qualified dependents are also entitled to coverage for those benefits or services on the same terms.
- Coverage for the mastectomy-related services or benefits required under the Women's Health law are subject to the same deductibles and coinsurance or co-payment provisions that apply to other medical or surgical benefits your group medical contract provides.

Conference Acronyms and Abbreviations

ADA	Americans with Disabilities Act
BPP	Basic Protection Plan
Conference	Florida Conference of the United Methodist Church
DCA	Dependent Care Account
DIF	Diversified Investment Fund
EGTRRA	Economic Growth and Tax Relief Reconciliation Act of 2001
FMLA	Family and Medical Leave Act
General Board	General Board of Pension and Health Benefits of The United Methodist Church
HIPAA	Health Insurance Portability and Accountability Act
IRS	Internal Revenue Service
IVR	Interactive Voice Response
LEC	Life Enrichment Center
MRA	Medical Reimbursement Account
MRO	Medical Review Officer
PCP	Primary Care Physician
PIN	Personal Identification Number
PPO	Preferred Provider Organization
UMPIP	United Methodist Personal Investment Plan
WWW	Warren W. Willis United Methodist Youth Camp

Florida Annual Conference Contact Information

Florida Conference of The United Methodist Church

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Phone: 863-688-5563 *Fax:* 863-686-7363

E-mail: reception@flumc.org *Web Site:* <http://www.flumc.org>

Centenary Camp

Physical Address: 371 Centenary Camp Road, Quincy, FL 32352

Phone: 1-866-UMCAMPS, #6 or 850-856-9779

Life Enrichment Center & Family Campground

Physical Address: 4991 Picciola Road, Fruitland Park, FL 34731

Phone: 1-866-UMCAMPS, #2 or 352-787-0313 *Fax:* 352-360-1355

Riverside Retreat

Address: 7305 CR 78, Labelle, FL 33935

Phone: 1-866-UMCAMPS, #5 or 863-675-0334 *Fax:* 863-675-1411

Warren W. Willis United Methodist Youth Camp

Physical Address: 4990 Picciola Road, Fruitland Park, FL 34731

Phone: 1-866-UMCAMPS, #3 or 352-787-4345 *Fax:* 352-787-8650

WWW and LEC Executive Office

Physical Address: 4991 Picciola Road, Fruitland Park, FL 34731

Phone: 352-787-4654

Fax: 353-360-1355

Benefits

If you need help enrolling in or updating information for Conference plans, contact the Human Resources department.

Providers

Benefit	Provider	Web Site/Phone Number
<p>Health Insurance</p> <p>Pharmacy</p>	<p>United HealthCare</p> <p>Optum RX</p>	<p><i>www.myuhc.com</i> 1-866-734-7670 (Policy number 708678)</p> <p>1-866-734-7670 1-888-739-5820 (<i>specialty</i>)</p>
<p>Mental Health and Employee Assistance Program</p>	<p>United Behavioral Health</p>	<p><i>www.myuhc.com</i> 1-800-788-5614</p>
<p>Life Insurance</p>	<p>Minnesota Life</p>	<p>1-800-872-2214</p>
<p>Long-term Disability</p>	<p>General Board of Pension and Health Benefits</p>	<p><i>www.gbophb.org</i> 1-800-851-2201</p>
<p>Pension Benefits</p>	<p>General Board of Pension and Health Benefits</p>	<p><i>www.gbophb.org</i> 1-800-851-2201</p>
<p>Workers' Compensation</p>	<p>Through the Conference</p>	<p>Ministry Protection 1-800-282-8011, ext. 199</p>

Handbook Disclaimer

This employee handbook provides basic explanations of the Conference's policies, procedures, and benefit plans. Complete details of the benefit plans are set forth in the individual plan documents and/or certificates of insurance. The information contained herein does not constitute an insurance certificate or policy. If there is any conflict between the information in this handbook and an official legal/plan document, the official legal/plan document will control. The

Conference reserves the right, in its discretion, to amend, revise, or terminate any policy, procedure, or benefit program at any time. Please consult one of the references noted under "Contact Information" or your insurance carrier to obtain more detailed information.

FLUMC Employee Handbook Acknowledgment of Receipt and Understanding

Part 1 – Read Immediately. *To be completed by the employee.*

- **General Information.** The statements contained in the Employee Handbook are intended to serve as general information concerning Conference and its subsidiaries with respect to its existing procedures, practices of employment and employee benefits.
 - **No Contract Implied.** Nothing contained in the Employee Handbook is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term.
 - **Handbook Updates.** From time to time the Conference may need to clarify, change, delete, amend, and/or supplement the information contained in the Employee Handbook. This may occur without notice.
 - **Acknowledgment.** I have received a copy of the Conference's Employee Handbook and acknowledge that it is my responsibility to read and understand the information outlined in the handbook.
 - **Personal Copy.** I understand I may retain this copy of the Handbook in my possession while I am employed by the Conference or until requested to return it.
-

Part 2 – Sign Immediately. *To be completed by the employee who acknowledges understanding of statements in Part 1 above.*

Print Name

Employee's Signature

Date

Location

Part 3–Sign Immediately. *To be completed by an authorized witness.*

Authorized Witness



Emergency Action Plan

Florida Annual Conference of The United Methodist Church

**Conference Center
450 Martin Luther King, Jr. Avenue
Lakeland, FL 33815**



February 2016

OVERVIEW

In the interest of employee and guest safety, these procedures have been developed to provide a uniform basis for achieving a systematic and orderly evacuation plan, as well a coordinated response to other emergency situations.

Even though great care was devoted to the design and construction of our building, a well-planned and executed emergency program to prevent and respond to unsafe conditions must follow its systems. We must be prepared to cope with emergency situations.

When emergencies do occur, the ability to respond quickly with a coordinated effort by trained personnel operating as a team is vital to any emergency procedure. Prompt action will reduce, if not eliminate, the probability of personal injury and will minimize damage and disruption to our activities.

While this plan contemplates many of the emergencies that could be anticipated for a building of this size, occupancy, and location, the true strength of any emergency plan is the people themselves. It is the responsibility of each employee to familiarize themselves with the following:

- The entirety of this Emergency Action Plan
- Emergency stairwell location, fire exits
- Location of fire alarm pull stations
- Location of fire extinguishers

FIRE EMERGENCY

EMERGENCY ALARM AND FIRE DETECTION SYSTEM INFORMATION:

It is important that all employees are aware of the fire protection system of the Conference Center. The Center has the following fire emergency equipment:

- Pre-signal fire alarm system (fire alarm pull stations) located in every main corridor
- Smoke detectors, both interior and air conditioning duct based
- Automatic sprinkler system
- Fire extinguishers, located in the emergency stairwell on each floor
- Zone and general audible alarms
- Strobe lights

SHOULD A FIRE BE DETECTED:

- Sound alarm (alarm pull stations are located in all corridors). This will activate all fire alarms and warning strobes. The alarm monitoring company will be notified by the fire system, which will notify the Fire Department.
- Only attempt to extinguish a fire if you can safely do so, while leaving open access to the nearest emergency exit. Do not risk injury attempting to extinguish a fire.

EVACUATION PROCEDURE:

- If you occupy an enclosed office, close the door as you leave
- Do not delay evacuation by looking for personal items
- Exit building via closest emergency stairwell
- **DO NOT** use elevators. (When instructed, elevators can be used by handicapped and fire department personnel)
- Department supervisors will quickly check to ensure that their staff/visitors have evacuated

- Do not go to your automobile and attempt to remove it. This could hinder access by emergency vehicles
- Our meeting site in the event of an evacuation is the back parking furthest away from the building

EVACUATION ROUTES:

All persons should immediately go to the nearest stairwell on the floor they are on. Emergency stairwells are clearly marked and can be found on each floor at the east and west sides of the building. Evacuation procedures are to be implemented any time the alarm sounds.

EVACUATION MEETING SITE:

- Call 911
- Upon arrival at the exterior meeting site, do not mingle and socialize. Immediately locate your supervisor/department and remain quiet so that a headcount can be taken
- Leave the area directly in front of, and directly behind, the building clear for emergency vehicles
- Do not try to re-enter the building for any reason
- Department supervisors will perform a personnel head count to ensure all have evacuated. Remember the need to account for known visitors to the building

SECURITY / INTRUDER

BUILDING SECURITY INFORMATION:

The Conference Center is equipped with an integrated security protocol that combines exterior and interior security features. Exterior security features include building and grounds lighting, surveillance cameras and exterior entrance locks. Interior features include reception panic buttons, motion sensors and department entrance controls.

All employees should be aware that the most important security feature of the Conference Center are the exterior door locks. All exterior doors should remain closed and locked at all times, as they provide a physical deterrent to a potential intruder. The main Conference Center doors in the front are considered to be a “monitored” entrance and therefore can remain unlocked during normal business hours.

INTRUDER:

For non-hostile potential security situations in the lobby, if assistance is needed by the receptionist in dealing with a visitor, contractor or employee, the receptionist should immediately and discreetly attempt to summon assistance by contacting both Facility Management and Ministry Protection.

If the security situation becomes potentially hostile, the lockdown panic button at the reception desk should be pressed. This will send an audible alarm (alarms located on every floor) to the entire building that the lockdown protocol should begin immediately.

Note that the lockdown protocol may also be implemented due to a security situation in the immediate vicinity of the building.

LOCKDOWN PROTOCOL:

Should the alarm go off, thereby signaling a security threat, the following lockdown protocol should be implemented:

- Immediately stop what you are doing
- Lock all interior doors that access common areas and remain in departmental areas
- Remain out of sight from interior doors
- Keep quiet
- Supervisors will complete a headcount
- Release from lockdown only when appropriately notified

The construction of the Conference Center makes lockdown protocols for the third floor a challenge. Personnel on the third floor should lock themselves in an interior room, as possible.

During an active lockdown, personnel from Facility Management and Ministry Protection will respond to the situation in the lobby and determine the need to contact the police.

If the situation is obvious that the police should be immediately called, the Receptionist and/or Credit Union should notify the police without delay.

SEVERE WEATHER

Upon notification that a tornado or other threatening weather is imminent, all employees and guests should go to the nearest adequate shelter area immediately. Adequate shelter areas in an office building are interior offices or corridors without glass windows. Office doors should be closed to avoid danger of shattered glass.

The construction of the Conference Center makes sheltering from severe weather a challenge. The first floor has a small below ground level equipment room that is suited for an emergency shelter. Emergency stairwells and bathrooms are also acceptable areas.

Supervisors should complete a head count. Remain in the sheltered area until advised the danger period has ended.

HURRICANE

PREPARATION OF OFFICES:

- A supply of plastic bags or rolls of plastic to cover your monitor and computer equipment will be provided
- Each person is responsible for securing their work areas, especially if your office/workstation has a window exposure
- All valuable data is to be stored on a “network” drive, which is backed up daily by IT– remember your “local” drive is not backed up
- If you have a laptop, take it with you
- If you occupy an enclosed office, close the door as you leave

AFTER STORM PROCEDURES:

In the event of a catastrophe, please contact your direct supervisor to let them know your status. You will be provided with instructions for reporting to work, as you are able.

The Conference will also attempt to contact all employees to distribute relevant information. Further instructions will be given to all employees at that time based upon prevailing conditions.

MEDICAL EMERGENCY/ INJURY

Should an employee or visitor sustain a serious injury or have a medical emergency:

- Do not move the injured person
- Call 911
- Provide assistance, as possible
- Notify the Plan Coordinator(s)
- Isolate and secure the area

Non emergency medical situation or injury:

- Call 911 if necessary
- Provide first aid as needed (First aid kit located in the 1st floor mailroom)
- Notify Plan Coordinator(s)

BOMB THREAT

In the event of a bomb threat, please follow the instructions outlined below:

- Write down the exact words of the caller. Try to get as much information as possible. If the threat was left as a voice mail, do not delete it.
- Advise your department manager immediately
- Advise Ministry Protection immediately
- Advise the Facility Management immediately
- The police will be notified by a department supervisor. Upon arrival, they will recommend whether or not the building should be evacuated. Follow their instructions.
- Do not pull the fire alarm
- Be prepared to help the police search your offices
- If the building is evacuated by the police, take purses and/or briefcases with you
- If the building is evacuated, go to the evacuation meeting site. (back parking lot away from the building)

POWER FAILURE

Our offices are designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect an isolated area of the building or some larger portion of the surrounding geographic area.

All floors and public areas are equipped with independently powered exit signs and emergency lights. These will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed:

- Contact Facility Management
- Continue performing assignments as possible
- If you are instructed to evacuate, lock all areas
- If you are trapped in an elevator during a power failure, press the emergency button which automatically dials the emergency line and wait for assistance. Do not force the door or try to escape through the roof hatch.
- Facility Management will attempt to advise you regarding the length and cause of the power failure as soon as possible.

RESOURCES / GENERAL INFORMATION

Fire/Rescue Department	911
Police Department	911
Ambulance	911
Human Resources	Extension 194, 135, 129
Facility Management	Extension 120, 122
Ministry Protection	Extension 199, 175, 126
Poison Control Center	800-222-1222
Polk County Emergency Management	863-534-5600

First Aid/Medical: Located in the 1st floor mailroom

EMERGENCY ACTION PLAN COORDINATORS:

PRIMARY:	LaNita Battles, Director of Ministry Protection	Extension 199
SECONDARY:	Wayne Dziedzic, Facility Management	Extension 122
	Tony Prestipino, Treasurer	Extension 112