

Conference Policy, Procedure and Employee Manual

(Employee Handbook)

Approved by the
Conference Executive Council
on January 15, 2015

**South Carolina Conference of the International
Pentecostal Holiness Church, Inc.**

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ABOUT THIS MANUAL

“Conference”, “we”, “us” “our” are terms that represent the SOUTH CAROLINA CONFERENCE OF THE PENTECOSTAL HOLINESS CHURCH, INC.

This Conference Policy, Procedure and Employee Manual is designed to acquaint you (employee) with our Conference and provide policy, various procedures and basic information about working conditions, employee benefits, philosophies and some of the policies affecting you in your employment relationship.

Obviously, no manual can anticipate every circumstance or question about policy. As we continue to grow, business conditions and needs will arise to change some of the policies described in this manual.

In order to retain the necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise or eliminate any policy and/or benefits described in this manual.

This manual is not a contract, express or implied, guaranteeing employment for any specific duration. Employment at The Conference is “at will.” That is, either you or the Conference may terminate the employment relationship at any time, with or without cause. The “at-will” relationship remains in full force and effect notwithstanding any statements to the contrary made by the Conference personnel or set forth in any documents. Should you have any questions concerning the material in this manual, you are urged to discuss them with your supervisor or Conference Administrator.

INTRODUCTION

One of the most significant developments in recent Christianity is the appearance of many Pentecostal denominations throughout the world during the past century. Beginning in the United States and spreading rapidly to most nations of the world, they now comprise a major “third force” in Christendom whose phenomenal growth has commanded the world’s attention.

One of the first groups to designate itself officially as a member of the Pentecostal movement was the Pentecostal Holiness Church. With roots in the mid-western and southeastern United States, the Pentecostal Holiness Church has played a significant role within the movement from the beginning.

The character of the church is to be seen in its name, which places it astride two major revival movements: the holiness revival of the late nineteenth century and the Pentecostal revival of the twentieth century. As its distinctive contribution to contemporary Christianity, this church has attempted to preserve the Wesleyan tradition while perpetuating the Pentecostal tradition.

The fundamental faith of the church is that God’s power to redeem man and society is resident in Jesus Christ, Son of the Father, who sent the Holy Spirit into the world as the Agent of salvation. It is this faith—that God’s power is directly available to everyone to save, cleanse, empower, and heal—that gave the Pentecostal Holiness Church its birth.

At Anderson, South Carolina, during the month of August 1898, the Fire-Baptized Holiness Association was born. In 1902 the name was changed from the Fire-Baptized Association to the Fire-Baptized Holiness Church.

On January 30, 1911, in the octagon-shaped Pentecostal Holiness Church building at Falcon, North Carolina, duly elected delegates' from the Fire-Baptized Holiness Church met for the purpose of effecting a consolidation of the two bodies. The name "Pentecostal Holiness Church" was adopted for the consolidated organization. Rev. G.F. Taylor, Rev. F.M. Britton, and J.A. Culbreth served as the committee to draw up the Discipline, which became the basis upon which the consolidation was made.

From the beginning, the Pentecostal Holiness Church has played its part in the unfolding drama of this third spiritual reformation of the church. Organized as a holiness denomination in 1898, the church officially incorporated the theology of the Pentecostal Reformation in its Articles of Faith in 1908.

From the HISTORY OF THE PENTECOSTAL HOLINESS CHURCH written by Dr. Joseph E. "Pappy" Campbell, we were able to determine that the first session of the Lower South Carolina Conference of the Pentecostal Holiness Church was held in 1910 with Rev. J. J. Carter serving as the first Conference Superintendent.

Since that early beginning in 1910 until the present date, 2014, we have had 14 men that have led this Conference with the title of Conference Superintendent or Conference Bishop. These men through the leadership of the Holy Spirit have brought the South Carolina Conference to where it is today.

It is interesting to note that the name of this conference, The Lower South Carolina Conference of the Pentecostal Holiness Church was changed to The South Carolina

Conference of the Pentecostal Holiness Church, dropping the word "Lower" in the 33rd Conference Session held on September 18, 1943. Bishop Dan T. Muse presided over this session. In 1943, the Conference had 87 ministers, 71 churches and 1,810 members.

The earliest recollection of a listing of the South Carolina Conference Board in the early 1910 and 1911 included: State Superintendent - Rev. J. J. Carter, Assistant Superintendent - Rev. A. J. Page, Secretary - Sarah M. Payne, Treasurer - Rev. M. H. Israel and Board Members - Rev. E. D. Cannon and Rev. A. M. Gappins. In this early session of the Conference, there were 30 preachers who were members of the Conference and 23 existing churches.

The South Carolina Conference has been instrumental in beginning many "firsts" in the Pentecostal Holiness Church which have been adopted and has become a part of the International Pentecostal Holiness Church today. Among those include what is known today as the Global Outreach Offering, having its beginning under then Conference Superintendent, Rev. T. O. Evans back in 1952. The Ministers Wives Fellowship had its beginning in the South Carolina Conference as well as the Mobile Feeding Kitchen and Disaster Relief USA.

The South Carolina Conference has made a dynamic impact on the International Pentecostal Holiness Church and the International Pentecostal Holiness Church has impacted the South Carolina Conference.

1. TERMS AND DEFINITIONS

“Conference”, “we”, “us” “our” Terms that represent the SOUTH CAROLINA CONFERENCE OF THE PENTECOSTAL HOLINESS CHURCH, INC

“Employee Handbook” Terms that represent the Conference Policy, Procedure and Employee Manual.

“Full-time Employee” Any non-temporary employee who normally works 37 hours or more per week.

“Part-time Employee” Any non-temporary employee who normally works less than 37 hours per week.

“Temporary Employee” Any employee, regardless of work schedule, hours worked, who has been designated a temporary employee and is working as needed with no expectation of continued employment.

“Pay Period” The period from the first of the month to the last day of the month.

“Probationary Period” The first 90 day period after hire.

“Pay Week” Any seven day period (168 consecutive hours) beginning on Saturday at midnight and ending on the following Saturday at midnight.

“Hourly Employee” An employee whose pay is based on the hours worked.

“Salaried Employee” An employee whose pay is the same each pay period regardless of the hours worked.

“Conference Official” Employees of the Conference who are elected by the delegates of the Quadrennial Conference Session.

“Conference Staff” All hired employees. All Conference Staff are hired by the Conference Bishop and are amenable to him no matter what capacity or department they serve.

“Supervisor” Person in the first-line management who monitors and regulates staff in their performance of assigned or delegated tasks. Supervisors are authorized to recommend and/or effect hiring, disciplining, promoting, rewarding, and other associated activities regarding the staff in their departments. All Conference Officials and the Conference Secretary/Treasurer may serve as supervisors. Sentence case

2. EQUAL EMPLOYMENT OPPORTUNITY

The Conference provides equal employment opportunity in all matters concerning hiring, promotion, compensation, training and all other items and conditions of employment without regard to race, color, creed, sex, age, national origin, disability or veteran status.

Reasonable accommodation are made available to an employee with a disability when the disability affects the performance of that employees job duties and responsibilities as documented in the applicable job description. Employment decisions are only made based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

3. YOUR PERSONNEL FILE

For your benefit, the Conference keeps information about you on file. Although your file is retained as confidential material, you may review your own file at any time during office hours. Personnel information that relates to payroll is filed with the Conference Treasurer; other personnel information may be filed with the Conference Secretary/Treasurer.

If there is a change in any of the following information concerning you, please update your personnel file immediately by contacting, or submitting changes in writing to the Conference Secretary/Treasurer:

- Legal name
- Number of children
- Home Address
- W-4 information
- Telephone number(s)
- Insurance beneficiary
- Social Security Number
- Insurance status
- Marital status
- Selective Service status
- Spouse's name
- Items listed in COBRA notification
- Person to notify in case of an emergency
- Education or Training

4. GENERAL EMPLOYMENT

4.1 Selection

All applications for employment should be made with the Conference Bishop.

4.2 Selection of applicant

Selections will be determined by such factors as character, skill, experience, training, and ability for the job requirement.

4.3 Background and Reference Checks

To ensure that individuals who join the Conference are well qualified and to ensure that we maintain a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment.

Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Conference. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead us to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The Conference also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above

4.4 Nepotism (Relatives)

The Conference discourages the hiring of relatives of current employees. However, in the event an exception is made by the Bishop, relatives may be hired by the Conference if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety or morale.

For the purposes of this policy, relatives are defined as spouses, children, sisters, brothers, mothers or fathers. Current employees who marry will be permitted to continue employment with the Conference provided they don't work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale.

If employees who marry or live in same household work in a supervisory relationship with one another, the conference will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees may be required to leave the Conference.

4.5 Age

Sixteen is the minimum age for employment.

4.6 Re-employment

If an employee terminates for any reason other than layoff, and later desires to be re-employed, his or her previous service record will go back to zero for benefit purposes unless it is within three months of their termination.

4.7 Outside Employment

You may work at another job after hours as long as it does not compete with the Conference or interfere with your job performance or work scheduling with the Conference.

5. ACCOUNTING FOR TIME WORKED

Depending on whether you are paid on an hourly or salaried basis, different methods are used to document your time worked. You should clock in or log in when you begin work each day. If you leave work for any reason other than business, including departure for lunch, you should clock out or log out. Also, if you stay at your desk or on the premises and stop performing your job duties for more than 15 minutes to handle personal business, you should clock out or log out while not performing work duties.

If you perform work in a location where you cannot clock in or log in, you should keep a record of your time worked and turn it in to be added to your time record. If you make an incorrect entry into the time clock or time recording software, ask personnel in accounts payable to make a corrections.

5.1 Time Cards

NOTE: Because time records are legal documentation of time worked, you should not make a practice of clocking in or out or logging in or out for another employee(s). Time card information is documented and filed by Accounts Payable.

If it is necessary for you to be absent, notify your supervisor and Accounts Payable as soon as possible on the day of absence. If you know in advance that you will be absent, you should notify them as far in advance as possible. In addition to reporting any change to your supervisor and Accounts Payable regarding your absence you must also report any foreseen changes in your schedule to your supervisor.

5.2 Attendance and Punctuality

Our main purpose is to provide support, resources and respond to the needs of our Conference. Standard office hours will be 8:00 a.m. until 5 p.m., Monday through Thursday, and 8:00 a.m. until 1:00p.m. on Friday's. Individual hours of work may be changed when necessary to better meet our Conference requirements and the needs of those whom we serve. Changes in work schedules will be announced as far in advance as possible.

You are expected to report for work on time and on a regular basis according to your designated work schedule. Unnecessary absenteeism and lateness are expensive and disruptive, place an unfair burden on other employees, and warrant disciplinary action. If you are absent more than 24 work hours in a calendar year without approval from your supervisor, you will be considered to have resigned from your position.

5.2.1 Standard office closings

During the week of Camp Meeting, the office is closed from 12:00PM to 2:00PM.

The office will close at 12 noon the day before the Thanksgiving, Christmas and New Year's Holiday period begins. See "Holidays" for additional closings and information.

5.3 Out-Of-Town Work

If you are scheduled to work out of town, time traveling to and from the designated location is counted as time worked. Once you arrive at your destination, only time spent performing job-related duties will be considered work time unless you are required to be available for work at the discretion of your supervisor. You will not be paid for sleeping, eating, or other personal activities while out of town. The Conference will provide your accommodations while out of town. Out-of-town is defined as an unreasonable distance to return home each day of work as determined by your supervisor.

5.4 Breaks

You have a non-paid lunch break designated according to your work day schedule. If you're scheduled to work more than five but fewer than eight hours in a day, you must take at least a 30-minute lunch break reasonably close to the middle of your scheduled work time. If you're scheduled to work eight or more hours in a day, you must take at least a 1 hour lunch break reasonably close to the middle of your scheduled work time. You also have two or three paid breaks during the day depending on the length of your scheduled workday. The breaks cannot be accumulated. If you are unable to take a break when scheduled and do not take it within a reasonable time thereafter, that break is forfeited; therefore, breaks cannot be accumulated and used for early leave at the end of the day.

5.5 Salary

Starting salaries are discussed and negotiated between the employee and the Conference Bishop. There may be a "ceiling" with regard to a particular job. Salary reviews are conducted annually by the Bishop and Conference Executive Council based upon the employees performance and the financial position of the Conference.

5.6 Pay Rates and Pay Periods

Your hourly pay rate or salary is determined by the Conference Bishop.

You are paid on a monthly basis with paydays falling on the 1st of each month for that month. If the 1st falls on a weekend, then the payday is the first Monday.

You are given a statement (pay stub) that indicates your earnings and deductions for each pay period. Please review this statement and report any errors to the Conference Treasurer immediately; they will assist you in taking the steps necessary to correct the error.

The federal government and the state of South Carolina require that income tax be withheld from your paycheck. The amount changes with the number of exemptions you claim. Any change in the number of exemptions you wish to claim should be reported to the Conference Treasurer immediately.

South Carolina income tax generally must be withheld from wages paid to resident employees for services performed either within or without the state and from wages paid to nonresident employees for services performed in the state. However, a resident employee's wages are not subject to withholding if the wages are earned in another state that requires withholding.

South Carolina does not have a state withholding exemption certificate. However, Federal Form W-4, which must be completed by each employee annually to determine the appropriate level of federal income tax to withhold from earnings, also should be used for state withholding purposes.

The Federal Insurance Contribution Act (FICA) also requires that a certain amount of your earnings be deducted and forwarded to the federal government, together with an equal amount contributed by the Conference, for Social Security and Medicare.

Because the conference is a non-profit organization, all employees are ineligible for unemployment benefits.

5.7 Overtime (Hourly Employees Only)

We try to maintain a 37 hour workweek for each full-time hourly employee. However, at times it may be necessary for you to work more than 37 hours in a workweek or to work outside your regular schedule to meet The Conference needs. In these situations, you have a responsibility to The Conference to work extra hours unless there is a compelling reason that you are unable to do so.

You should work overtime only with the approval of your supervisor. Generally this approval will be given verbally. However, if your supervisor feels you are abusing the approval process, you may be required to get written approval before working any overtime. Overtime worked without approval may result in disciplinary action.

The workweek begins on Sunday and ends on Saturday. After 40 hours have been worked in a workweek (168 consecutive hours), any additional work is considered overtime. The pay rate for overtime is 1½ times your regular hourly rate. Any work done on a holiday is paid at the regular rate of pay plus the holiday pay. Leave benefit time, such as vacation, sick leave, holiday, etc., is not considered when calculating overtime. Unless you have been approved for overtime or time off, you should clock in within five minutes of your scheduled start time and clock out within five minutes of your scheduled stop time to avoid the accumulation of unauthorized overtime.

5.8 Compensatory Time

Employees can earn up to 24 hours of compensatory time per pay period at the option of the employee. If an employee is asked to work overtime they may choose to receive the normal time rate of compensation or compensatory time at a 1 1/2 rate. This is strictly the employee's option. Compensatory time should be taken before the end of the next pay period

5.9 Inclement Weather

When weather conditions are severe, the Conference will be closed. The Conference Bishop determines if we are closed due to weather, unless the local school district (Florence County District 3) suspends school, in such cases employees are free to leave work. Contact the Administrator for further instructions on office re-openings if the conference is closed due to severe weather.

If the Conference office is open but the school district in which you live cancels school because of inclement weather, you are not required to come to work. If you decide to stay home from work, you may choose to use vacation or take time off without pay.

If the Conference office is closed, you are not expected to report to work. When the Conference is closed for inclement weather, you will be credited for working your regular schedule during the closure.

When the Conference office is closed, traveling personnel performing duties outside the area of inclement weather will not be awarded compensatory time for their hours of work while the Conference office is closed.

5.10 Severance Pay

In consideration for executing and not revoking a Release Agreement specified by the employer, a full-time employee terminated involuntarily for the following reasons may be eligible for severance pay as provided below:

- Change in operations resulting in job elimination
- Lack of work
- Facility relocation or closing
- Termination because you have become unable to perform the essential job functions of your position
- Reduction in force

Circumstances in which severance pay is not available to an employee include but are not limited to:

- Employee's voluntary resignation
- Job abandonment
- Failure to return from an approved leave of absence
- Termination for cause
- Retirement (Retirement policy applies instead)

In consideration for executing and not revoking the specified Release Agreement, an eligible terminated employee may receive severance pay. Severance for in-house executives is based upon the policy of the Conference Executive Council. All staff severance agreements may be negotiated by the Bishop and Conference Executive Council.

5.11 Probationary Period

The first ninety days of employment are considered probationary and the employee or the employer can terminate without any reason. No benefits are accrued during this period.

6. TIME OFF WITHOUT PAY

Time off without pay must be requested in advance and will be granted only after all vacation and/or sick leave is exhausted. In the event that you are sent home because there is not enough work, you may choose to take time off without pay or use your vacation and/or sick leave. Also, as previously mentioned, if the school district in which you live cancels school because of inclement weather, you may choose to take time off without pay or use your vacation and/or sick leave. These are the only exceptions to the time off without pay policy. Approval for time off without pay will be granted only if your absence will not disrupt operations or it is an urgent or emergency situation.

6.1 Family Medical Leave

We provide up to 12 weeks of family and medical leave to eligible employees during any 12-month period in accordance with the Family and Medical Leave Act. The leave may be paid,

unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in the FMLA policy.

6.1.1 General Provisions

It is the policy of the Conference to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act of 1993 (“FMLA”). The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances and as specified in this policy at the discretion of the Conference.

To the extent that FMLA grants rights and benefits that are greater than the rights and benefits granted in this policy, the terms of the FMLA shall govern.

6.1.2 Eligibility

In order for an employee (“Employee”) to qualify to take family and medical leave under this policy, ALL of the following conditions must be met:

- Employee must have been employed by the Conference for at least 12 months.
- Employee must have been employed for at least 1,250 hours during the 12-month period immediately preceding commencement of the leave.
- The Conference must employ at least 50 employees within 75 miles of the office or worksite at which Employee works.

6.1.3 Type of Leave Covered

If eligible, an Employee can take up to 12 weeks of leave in a 12-month period. Each time Employee takes leave, the Conference will compute the amount of leave Employee has taken under this policy in the previous 12 months and subtract it from the 12 weeks of available leave; the balance remaining is the amount of leave Employee is entitled to take at that time.

In order to qualify for leave under this policy, Employee must take leave for one of the following reasons:

- The birth of a child of Employee and to care for the newborn child.
- The placement of a child with Employee for adoption or foster care.
- To care for Employee’s spouse, child or parent if such spouse, child or parent has a serious health condition.
- For a serious health condition that makes an Employee unable to perform the functions of Employee’s position.

Employees with questions about which conditions are covered under this policy are encouraged to consult with the Conference Secretary/Treasurer. The Conference requires employee to provide reasonable documentation of family relationship and certification of a serious health condition.

6.1.4 Reinstatement Rights

An employee returning from FMLA leave is entitled to be restored to the same position the employee held when FMLA leave began or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, subject to the limitations set forth in the FMLA. An employee returning from FMLA leave is not entitled to any greater rights than he

or she would have if he or she had not taken the leave. Therefore, the Conference may deny an employee returning from FMLA reinstatement if the employee would not otherwise have been employed at the time the employee requests reinstatement.

6.1.5 Procedure

Employee SHALL:

- Provide at least 30 days' advance written notice before FMLA leave is to begin, if possible. If not possible, notice must be given within two business days of when employee knows of need for leave.
- Complete FMLA leave request form.
- Provide certification issued by an authorized healthcare provider to support serious health conditions, if applicable.
- Consult with the Conference and make a reasonable effort to schedule the leave so as not to disrupt operations unduly and to consult prior to scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the Conference and the Employee.
- Provide statement of medical necessity for intermittent leave or leave on a reduced leave schedule, and state the expected duration of the intermittent leave or reduced leave schedule. This intermittent leave shall be counted toward the 12 weeks of FMLA entitlement. Employee must attempt to schedule leave so as not to disrupt Conference operations. The Conference may assign Employee to alternative position with equivalent pay and benefits that better accommodates the intermittent or reduced leave schedule.
- Continue to pay the Employee's share of health benefits for the duration of the leave.
- Repay any health insurance benefit premium paid by the Conference to maintain coverage for the Employee during any period of leave if the Employee fails to return to duty. This repayment may be waived under appropriate circumstances.
- Report on a monthly basis of status and intent to return to work.
- Provide return to work/fitness for duty certificate from authorized healthcare provider.
- Employee must first utilize all accrued vacation and accrued paid leave during FMLA leave. After the Employee's accrued paid leave is exhausted, any additional leave shall be unpaid. All paid leave during FMLA leave is applied toward the maximum 12 weeks of FMLA leave.
- FMLA leave shall run concurrently with worker's compensation absences.
- A husband and wife who both work for the Conference may both request leave because of the birth or adoption of a child, initial placement of a foster child, or to care for a child, spouse or parent with a serious health condition. Their combined leave for such purposes may not exceed 12 weeks during any 12-month period.

Conference SHALL:

- Designate leave as FMLA leave, and designate leave as paid or unpaid.
- Notify Employee whether leave is designated as FMLA leave. Notice may be given orally or in writing.
- Notify Employee of any requirements to furnish medical certification and consequences of failing to do so.

- Notify Employee of his or her right to substitute paid leave in accordance with the Conference's procedures, whether Conference will require substitution of paid leave, and the conditions related to any substitution.
- Notify Employee of requirement to make any premium payments to maintain health benefits, arrangements for making such payments, and possible consequences of failure to make such payments.
- Notify Employee of requirement to present a fitness-for-duty certificate to be restored to employment.
- Notify Employee if he or she is designated as a "key employee" and the potential consequence that restoration may be denied following FMLA leave under certain conditions.
- Notify Employee of Employee's right to restoration to same or equivalent job upon return from leave.
- Notify Employee of Employee's potential liability for payment of health insurance premiums paid by the Conference during the Employee's leave if Employee fails to return to work.

Conference MAY:

- Require that Employee obtain, at the Conference's expense, a second opinion of a health care provider designated or approved by the Conference if there is reason to doubt the validity of Employee's medical certification.
- Require that Employee obtain, at the Conference's expense, the opinion of a third health care provider if there is a conflict between the first and second opinions.
- Require Employee to obtain subsequent medical recertification(s).
- Require Employee on leave to report Employee's status and intention to return to work.

6.1.6 Definitions Of FMLA

"Twelve-Month Period" Rolling 12-month period measured backward from the date employee uses any FMLA leave.

"Serious Health Condition" An illness, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential care facility or continuing treatment by an authorized healthcare provider. The individual with a serious health condition is unable to work or perform required daily activities for more than three (3) days and requires continuing treatment. The Conference requires the employee to provide a certification of the serious health condition.

"Equivalent Position" Jobs that involve the same or substantially similar duties and responsibilities, which entail substantially equivalent skill, effort, responsibility and authority.

"Leave of Absence" A period of time in which the employee is temporarily unable to perform his/her job and must be absent from the work site.

"Intermittent Leave" Leave taken in separate blocks of time due to a single qualifying reason. The Conference will limit leave increments to one hour or more.

"Reduced Leave Schedule" A leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday to a number fewer than the employee's

normal work schedule. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.

6.2 Maternity Leave

South Carolina does not have a state law that specifically requires employers to offer pregnancy leave.

The Conference supports the (South Carolina) state Human Affairs Law which prohibits employment practices that discriminate on the basis of sex, which includes discrimination based on pregnancy or any medical condition related to pregnancy or childbirth. This means that the Conference will provide leave for employees with temporary disabilities, including pregnancy disability, or not provide it at all, as long as all employees are treated the same in their requests for temporary disability leave. (*SC Stat. Sec. 4112.01*).

Depending on the number of employees at the time of maternity, two federal laws may protect your rights at work. The first law is the Pregnancy Discrimination Act of 1978 (PDA, 42 U.S.C. 2000e(k), which is an amendment to Title VII of the Civil Rights Act of 1964. Under the PDA, your employer cannot discriminate against you in the terms of your employment on the basis of your pregnancy. The second law is the Family and Medical Leave Act (FMLA). Under the FMLA, if you work for a business that employs at least 50 people, you are allowed to take up to 12 weeks of unpaid leave for certain family and medical reasons. State laws also protect you.

Under the PDA (Pregnancy Discrimination Act of 1978), an employer that allows temporarily disabled employees to take disability leave or leave without pay, must allow an employee who is temporarily disabled due to pregnancy to do the same.

State Human Affairs Law equally applies to both male and female employees.

6.3 Military

Leaves of absence without pay for regular or Reserve military duty are granted to full-time regular employees in accordance with applicable federal and state laws.

6.4 Leave of Absence

A personal leave of absence without pay may be granted to a full-time employee at the sole discretion of Conference Bishop. Requests for personal leave should be limited to unusual circumstances and should be submitted to the immediate supervisor and Conference Secretary/Treasurer. With the Bishop's approval, an employee may take any available sick leave or vacation leave concurrently with the approved period of leave. Any leave taken that qualifies under the Family and Medical Leave Act (FMLA) will be counted as such leave and applied against the 12-workweek entitlement, if applicable.

It is important for an employee to request any leave in writing as far in advance as possible and to give a prompt notice if there is any change in his or her return date. If an employee fails to report promptly at the expiration of the approved leave period, the Conference will assume the employee has resigned.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position if it is available or to a similar available position for which the employee is qualified. However, the Conference cannot guarantee reinstatement in all cases.

If you exceed two weeks of leave of absence during any calendar year, you must pay your health benefits for the entire amount of leave (for example, if you are out 81 hours, you must pay 81 hours of your health benefits). The Accounting Department will use your workweek, and not the pay period, to calculate the amount of leave you have taken. The appropriate amount will be withheld from your paycheck the following pay period.

7. FRINGE BENEFITS

7.1 Paid Holidays

The holidays listed below are considered Conference holidays. All full-time employees are paid for a normal workday per holiday at their normal pay rates. All part-time employees will be paid for their average workday per holiday at their normal pay rates. All temporary employees who work at least 120 hours during the 30 days preceding a holiday will be paid for their average workday for that holiday at their normal pay rates. If you work on a holiday, you will be paid for the hours worked as well as for the holiday.

If the holiday is on a weekday, you will be given that day off. If the holiday is on a Saturday, you will be given Friday off. If the holiday is on a Sunday, you will be given Monday off. The only exception is Christmas. If Christmas day is on a Saturday, you will be given Thursday and Friday off. If Christmas day is on a Sunday, you will be given Monday and Tuesday off. If Christmas day is on a Wednesday, you will be given Monday, Tuesday and Wednesday off.

The Conference recognizes the list of holidays below. The Conference does not expect you to work on these holidays except for circumstances that relate to your specific job description.

New Year's Day	Monday after Camp meeting
Labor Day	Martin Luther King Day
Good Friday	Thanksgiving (2 Days)
Memorial Day	Christmas (5 days)
Independence Day	

If a holiday falls within your vacation, you may have your choice, whether you want an extra day of vacation, or extra days pay.

7.2 Paid Vacation

7.2.1 Earning Vacation

Vacations are computed from the time of employment. Vacations are not only a reward for service, but also for the benefit the employee's health and for sake of the work which he or she does. No one, therefore, may receive vacation pay without taking actual time off from work (Except in case of emergencies, which must first have approval of the Conference Bishop.

Vacations are not accumulative. They must be taken before the end of their annual hire date.

Although the general practice shall be that vacations be taken in periods of not less than a week, employees may take 1 to 5 consecutive work days. Longer periods of time may have to

be negotiated due to over-load of other employees and seasonal activities. Vacation may be used only with the advance, written or verbal approval of your Supervisor.

If a holiday falls within your vacation, this day will not be charged as a vacation day. You will be paid holiday pay for that day.

When an employee terminates his or her service and is later re-employed, his or her vacation benefits are based upon years of service. (Provided they come back to work within a three month period.)

VACATION TIME WILL BE AS FOLLOWS:

1 – 5 years:	5 days
6 – 10 years	10 days
11 – above:	15 days

NOTE: No employee will be eligible for vacation until they have worked at least one full year.

Elected in-house Executives vacation scale shall be based on recommended scale in the Conference minutes.

7.2.2 *Using Vacation*

Vacation is to be earned during an individual's fiscal employment year. Once a full-time employee has worked one year, he or she is qualified to receive one week of paid vacation time.

In some departments, vacations may not be allowed during peak workload times because absences will disrupt operations. If you are affected by these restrictions, you will be notified by your supervisor of the times when vacation is not allowed.

There is no requirement that you request vacation a certain length of time in advance. However, because of scheduling, the further in advance you request vacation, the greater the likelihood that the vacation will be approved for the time requested.

Although tentative approval may be given any time after vacation is requested, once final approval is given, the approval can be withdrawn only with your consent.

Except as explained below, vacation requests will be approved in the order received:

- You may request vacation for days before and after holidays. However, your supervisor will approve these requests in a manner that ensures that all employees have equal opportunity during the year to combine vacation and holidays.
- Regardless of seniority or the order in which requests are received, your supervisor may disallow or postpone requested vacations if operations would be seriously disrupted at a particular time by your absence. However, it is anticipated that this will occur only in extreme circumstances.

7.2.3 *Unused Vacation*

Vacations time is not accumulative, it must be taken before the end of employees annual hire date.

In rare occasions payment for any vacation used but unearned at the time of an employee's termination will be withheld from the employee's final paycheck. If the vacation pay to be

withheld exceeds the final paycheck, the former employee will NOT be required to pay the excess.

7.3 Sick Leave

7.3.1 Earning Sick Leave

Full-time employees earn ten (10) days of sick leave per year. Accrual of sick leave begins upon employment after probationary period, and continues at the rate of 6.67 hours per pay period. Sick leave may be accumulated until a maximum of thirty (30) days are accumulated. Once you have accumulated 30 days of sick leave, you will not accrue any additional sick leave until the accumulated balance is below 30 days. All unused sick time is not payable at the calendar year end.

7.3.2 Using Sick Leave

You may use sick leave when you must be absent for your own illness, injury, or doctor’s appointment or for the illness, injury or doctor’s appointment of your spouse, your children (in your household) or your dependent parents. (Dependent parents are defined as parents who are unable to care for their own needs, or transportation, but not necessarily living in the same household.)

If you must be absent, you should contact your supervisor as soon as you realize you will not be able to work so your work can be rescheduled.

The Conference reserves the right to request a physician’s verification for any sick leave greater than two days.

Abuse of sick leave is cause for disciplinary action—including termination.

7.3.3 Personal Days

Full-time employees will earn two days of personal time each year. It must be used in the calendar year. Personal Days will accrue as follows:

1 – 5 years:	2 days
6 – 10 years	3 days
11 – Above:	5 days

7.4 Make Up For Time Lost

In special situations, your supervisor may allow you to work ahead or make up for time lost due to sickness or the sickness of your spouse, your children (in your household) or your dependent parents. (Dependent parents are defined as parents who are unable to care for their own needs, or transportation, but not necessarily living in the same household). Time worked is restricted to time taken due to sickness only, and cannot exceed hours resulting in paid overtime.

7.5 Compensatory Time (Salaried Employees Only)

7.5.1 Earning Compensatory Time

Under the Fair Labor Standards Act of 1938 (FLSA), full-time salaried employees working in “administrative, executive, or professional” positions can earn up to 24 hours of compensatory time per pay period. If you work more than 40 hours during a workweek you accrue one hour of compensatory time for each hour worked in excess of 40 hours. Once you have accumulated 24 hours, you will not accrue any additional compensatory time until the accumulated balance is below 24 hours.

7.5.2 Using Compensatory Time

Compensatory time may be used only with the advance approval of the Bishop. The use of Compensatory time is not guaranteed, and can only be used if it does not interfere with the operation of your department. You can never be paid for any unused compensatory time.

7.6 Group Insurance

As a full-time employee of the Conference, you, your spouse and dependent children are eligible to participate in the Conference health insurance plan. Currently, The Conference pays 100% of the premium for employee-only health insurance coverage. Additional eligible family members may be covered and paid for through payroll withholding. The percentage of the premiums paid by the Conference is subject to change with 30 days’ notice. For more information regarding our insurance plans, consult your insurance plan document or Conference Secretary/Treasurer.

In accordance with federal law, you must notify your Conference Secretary/Treasurer within 30 days of the following occurrences:

Changes in your marital status	Changes in your dependents’ status
Reduction in hours	Termination

7.7 Life Insurance

The Conference currently pays the monthly premium for a life insurance policy for the employee. The policy is provided as a benefit to full time employees and all Conference in-house Executives.

7.8 403(b) Tax Sheltered Annuity

After one year of continuous full-time service, the Conference contributes an amount equal to 2% of your base pay into a 403(b) tax sheltered annuity on behalf of the South Carolina Conference of the International Pentecostal Holiness Church, Inc. The Conference will only contribute an amount equal to an employee’s contribution based on the years employed chart, matching up to 5% after sixteen years of employment. You may contribute an additional amount to the plan equal to approximately 13% of your base pay. The money in your retirement account belongs to you. You control, within the provisions of the plan, how the funds are invested and disbursed. The percentage contributed by the Conference is discretionary and may be changed with 30 days’ notice.

Part-time employees are not eligible for employer contributions to the 403(b) plan. Full-time employees may make employee contributions to the 403(b) plan from the date they are hired.

For more information about the retirement plan, contact the Conference Secretary/Treasurer. The in-house Executive retirement contributions are handled in their annual pay package.

Conference contributions to your 403(B) plan is listed below:

1 – 5 years of employment	2%
6 – 10 years of employment	3%
11 – 15 years of employment	4%
16 + years of employment	5%

7.9 Bonus

You may receive bonuses from time to time in addition to your regular pay. These bonuses are discretionary and are based on our financial results and your job performance. A bonus is not limited to a monetary gift.

7.10 Jury Duty

If you are a full-time regular employee and have been called to jury duty, the Conference will continue your pay during your active period of jury duty. You are also permitted to retain any allowance you receive from the court for such service.

7.11 Voting

Full-time employees are allowed sufficient time off with pay for the purpose of voting in national, state, and local elections. Such time off for voting should be approved by the employee's supervisor.

7.12 Bereavement Benefits

Full-time employees are allowed up to three days of paid leave for a death in the family (spouse, parent, child, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle) to help with funeral arrangements, and/or travel to funeral services. Please advise your Supervisor immediately if you will need time off. Consideration will be made by the Conference Bishop for immediate family (the spouse or a child).

7.13 Social Security

The amount deducted from your pay for Social Security and Medicare plus our contribution of an equal amount is forwarded to the government and credited to your Social Security account. Other information required by local, state and federal law related to your earnings is regularly submitted so that you receive proper credit for your earnings and contributions.

When you reach the age of retirement, you may apply to the Federal Social Security Administration for benefits. If a qualified employee dies before reaching retirement age, the beneficiary may apply for death benefits.

If at any time you want to obtain further information about your Social Security, you may call the Social Security Administration.

7.14 Worker's Compensation

The Conference subscribes to and pays for Worker's Compensation insurance on your behalf. If you incur on-the-job injuries, you are entitled to medical benefits plus lost wages if the incident is reported in a timely manner. If you are injured on Conference property or in the performance of your duties while not on Conference property, you must report the injury to the Conference Administrator immediately and in writing.

IF YOU SUFFER ANY INJURY THAT YOU FEEL IMMEDIATELY THREATENS YOUR HEALTH OR A THREAT TO THE SAFETY OF YOURSELF OR OTHERS CALL 911 IMMEDIATELY!

7.15 Retirement Severance

You are eligible to receive a retirement award from the Conference if you retire after the age of 59½ and have completed 10 years of continuous full-time service. If you are under the age of 59½ and you retire, you will be eligible to receive the award if you have completed 25 years or more of continuous full-time service.

The severance is determined at the following rate: equal to one week's salary/wages for each five years of service. This is taxable income.

8. STANDARD OF EMPLOYEE EXCELLENCE

We must all maintain a standard of excellence that demonstrates our respect and concern for ourselves, for each other, and for the ministers and congregations we serve. Identified below are several types of behaviors that indicate a severe lack of judgment or disregard for the Conference, its employees, or its ministers and parishioners. The list contains examples of such behavior, but it is not intended to be an all-inclusive list.

8.1 Staff Values

It is the Conference's desire that its staff deal openly and directly with various departments and each other helping to create a positive and effective working environment. The conference's commitment to its staff members is demonstrated through timely and effective response to concerns, suggestions, and other input and feedback.

Additionally, to aid in the creation of a positive working environment, staff members should adhere to the following 11 "Staff Values" when relating to each other as co-workers and servants of Christ:

- Have fun together!
- Maintain healthy boundaries with the opposite sex.
- Not gossip and only speak positively about one another.
- Commit to having one another's back.
- Have no unresolved conflict.
- Seek, value, and apply feedback from one another.
- Consider all ministry areas with equal value.
- Work hard, but protect personal and family time.
- Pursue personal, professional, and spiritual growth.
- Pray for one another.

- Communicate with one another with grace, tact, and honesty.

8.2 Dishonesty

Dishonesty includes but is not limited to:

- Lying
- Theft
- The unauthorized use or removal of property that belongs to the Conference and/or fellow employees
- Operating equipment for personal benefit, unless authorized in advance
- Intentional waste of Conference supplies
- Violation of confidentiality standards
- Falsification of records or related misconduct

8.3 Unsafe Acts

For your own safety and to comply with local, state and federal regulations, you are expected to follow the safety rules in this manual and other safety resources made available. In addition, you are expected to use common sense in avoiding unsafe acts that may not be specifically addressed in the manual.

8.4 Substance Abuse

The Conference has adopted a Drug-Free Workplace policy. The use of any illegal substance is prohibited on Conference properties. If you report to work under the influence of alcohol or drugs or use alcohol or illegal drugs on our properties, you are subject to immediate discharge. If you are taking prescription drugs, please consult your physician to ensure that they do not have adverse side effects that would jeopardize your or your coworkers' safety and your job performance. The use of tobacco in any form is prohibited in and on Conference buildings and grounds.

8.5 Possession or Use of Firearms or Other Dangerous Weapons

Firearms or other dangerous weapons are not permitted on the Conference property except for authorized security reasons. This policy does not prohibit firearms or other weapons from being legally transported in vehicles on Conference property provided the weapon is not removed from the vehicle or handled in the vehicle while on Conference' property.

8.6 Sexual Harassment

We are committed to maintaining a workplace that is free of sexual harassment. Sexual harassment includes but may not be limited to: unwelcome sexual advances, requests for sexual favors, and verbal or physical sexual conduct.

We will not tolerate any form of sexual harassment. If you violate this policy, you will be subject to appropriate disciplinary action up to and including dismissal. If you observe or are a victim of sexual harassment, immediately report it to your Conference Bishop; otherwise, if the Bishop is unavailable please contact the Assistant Superintendent. Please refrain from discussing such a matter with any other person until you have contacted the Bishop or Assistant Superintendent. If you feel a crime has been committed you should contact the appropriate authorities. A prompt and full Conference investigation will be conducted, and appropriate action will be taken. Under no circumstance will your employment be

jeopardized because you have reported what you perceive to be an incident of sexual harassment.

8.7 Disregard for Fellow Employees

In a professional work environment, there is no place for threats, profanity, verbal abuse, or physical assault. These types of behavior destroy the working relationships that are essential for effective teamwork. Comments that are racist, sexist, antireligious or age-related comments that may lead to a hostile work environment will not be tolerated. Also, if you engage in misconduct on or off Conference property that severely limits your ability to work effectively with your coworkers, disciplinary action may result.

8.8 Intentional Destruction of Property

You should not destroy, damage, or deface property that belongs to the Conference or a fellow employee. Disciplinary action may result.

8.9 Confidentiality

Information about our operations, plans, and people and the information we have about our ministers and churches is proprietary and should not be discussed with or released to anyone outside our Conference. Breach of confidentiality damages our credibility and leaves a blight on the character of this Conference and may deeply pain the one who was offended. In some instances, a breach of confidentiality may invite civil liability for this Conference resulting in monetary settlement and/or lawsuit.

All forms of compensation and benefits of an employee are confidential and are prohibited to be communicated to others in any way.

As an employee, you will occasionally be exposed to the personal records of ministers and their families' personal information as well as the records of our churches. During the course of a day you may hear what is definitively defined as confidential information either directly or indirectly, such information is not to be shared except on a need-to-know bases INSIDE this office.

Minister, Church, and various individuals' records which are filed and stored on these premises are confidential.

DISCUSSION OF WHAT YOU HEAR, WHAT YOU SAY, AND WHAT YOU KNOW PERTAINING TO ALL SENSITIVE AND/OR CONFIDENTIAL MATTERS OF THIS CONFERENCE IS STRICTLY PROHIBITED OUTSIDE THIS CONFERENCE OFFICE.

FAILURE TO ADHERE TO THIS POLICY MAY RESULT IN IMMEDIATE TERMINATION.

8.10 Personal Appearance

Office employees are required to wear appropriate business attire Monday through Thursday. A slightly, more casual attire (while still maintaining a sense of what's office appropriate) may be enjoyed on Fridays. Employees will still be expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing. Upon occasion, you will be asked to forego casual Friday dress for special events and guests in the building. Clothing should be clean and neatly pressed at all times.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Sideburns, moustaches and beards should be neatly trimmed and clean.

Tattoos and body piercings (earrings the exception) cannot be visible.

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

Just as it's important to use good hygiene, it is also important to keep in mind that perfumes and scented products can aggravate certain medical conditions and allergies of your co-workers. Please use sparingly.

Casual Friday

Jeans are acceptable on Fridays.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Progressive disciplinary action will be applied if dress code violations continue.

8.11 Disciplinary Action

We expect you to abide by the policies in this manual as well as other policies and guidelines that may be communicated in other forms from time to time. If you violate these policies, disciplinary action will be taken. The nature of the disciplinary action will vary based on the seriousness of the violation. Our actions may include but may not be limited to the following:

- Simple verbal reminder
- Verbal warning
- Written reprimand
- Loss of certain privileges or benefits
- Time off without pay
- Reduction in pay
- Probation
- Suspension
- Termination

If disciplinary action becomes necessary, we will make every effort to gather the facts and be as fair and objective as we can. We will also protect your privacy in dealing with disciplinary matters.

8.12 Grievance Procedure

Although all of us at the Conference try to treat each other with respect and fairness, from time to time, you may have a problem or grievance or feel you have been treated unfairly. When possible, please try to settle differences and resolve issues and concerns at their source. If the issue is not resolved, please discuss the matter with your supervisor, or your Conference Secretary/Treasurer - whichever you feel is most appropriate in the situation. You should feel free to address your concerns and problems in a positive manner, and speak candidly on issues of importance to you, without fear of punishment or retribution.

You are always at liberty to make an appointment with the Bishop to discuss serious issues and grievances. If you choose this option contact their Administrative Assistant to schedule an appointment.

9. EMPLOYEE & COMPANY PROPERTY

The Conference makes every attempt to protect employee property; however, it is not liable for any damage or loss of personal property. Searches of company property may be authorized by the Bishop where suspicion exists regarding theft of personal or company property.

It is our policy that company-owned furnishings and equipment not be removed from the premises without proper authorization. Movement of people, furnishings, and equipment between and within work areas/offices also requires authorization. This policy is necessary in order to assure that furnishings and equipment used in work areas are there when needed and to maintain accurate inventory records.

To protect personal and company property, it is everyone's responsibility to report any unidentified individuals on the Conference premises.

9.1 Facility Appearance

For safety reasons and to demonstrate pride in your work, you should keep your work area neat, clean, and well organized. You should not let debris, waste, or other objects accumulate in or around your work area. In addition, you should do your part to keep common areas (areas of the facility used by more than one employee such as the kitchen, break area, hallways, conference room, etc.) neat, clean, and well organized.

9.2 Security

For your protection and for the safekeeping of the Conference property, please use the keys issued to you only as designated. You shall never allow your key(s) to be duplicated or borrowed without approval. You should also safeguard your key(s) to prevent unauthorized use or duplication without your knowledge. Please use proper forms for documenting loaned keys to all others.

9.3 Use of Office Equipment

You should not remove office tools, equipment, supplies, laptops/tablets, materials, or property from the Conference premises without the permission of the Administrator or your supervisor.

Personal use of photocopy equipment is allowed outside of work hours, but payment must be made to accounts receivable at the time of usage at the established rate. The current rate is available from accounts receivable.

9.4 Use of Conference Facilities

As a rule, the conference doesn't lease its facilities to any one or entity outside the members (churches and ministers) of this conference. In the event of a wedding, funeral or event that

would benefit the conference, or a large group of its constituents, special consideration will be made when a request is made to the Administrator.

9.5 Bulletin Boards

Several types of items are posted on our bulletin boards:

- Notices required by law
- Management communications
- Employee communications

You should check these boards regularly. Because bulletin boards are considered official communication, only material approved by the administrator may be posted. If you wish to post personal notices, please check with the Administrator.

9.6 Office Parties

The Administrator or Conference Official must approve building-wide birthday parties, baby showers, wedding/bridal showers, etc.

9.7 Telephones

Our telephones are for business and emergency use. Please limit calls to such and refrain from using the telephone for social calls. Calls to check on your children or to handle personal business that can't be handled outside work hours are permitted provided such calls are brief and are made only when necessary.

9.8 Solicitations

You may sell small items such as barbecue tickets, baked goods, Avon products, etc. at the Conference if you get approval in advance from the Administrator. These sales must not interfere with your work or the work of other employees. Sales of products or services inconsistent with the Conference' moral standards will not be approved.

9.9 Visitors

Your friends and family may visit you at work provided the visits are occasional and brief and do not interfere with your work or the work of others. Considering employee workloads and responsibilities, such visits are to be kept to a minimum.

9.10 Parking

Designated parking is provided for employees' convenience. Visitor, handicapped, loading and delivery zones should be avoided.

THE CONFERENCE IS NOT RESPONSIBLE FOR ANY THEFT OR DAMAGE TO YOUR CAR OR ITS CONTENTS WHILE IT'S ON CONFERENCE PROPERTY.

10. MORNING DEVOTION / STAFF DEVELOPMENT ATTENDANCE

Morning devotion/staff development is held each morning at 9 am. Your attendance is expected. You should, in turn, maintain all of your responsibilities so that your office is not

impaired by your attendance. The Morning devotion/staff development time is a great opportunity to reinforce our corporate sense of teamwork and spiritual growth. Participation in prayer time is optional.

11. CHILDCARE

If you have children, you are expected to make arrangements for the care of your children outside of the workplace. In some extenuating situations, you may be allowed to have a child wait patiently until other arrangements can be made or the employee has to leave. No baby-sitting or childcare for your own or another's child is allowed on the premises during regular hours of operation.

12. WORKPLACE SAFETY

12.1 Workplace Violence

We are concerned about increased violence in the workplace in our society and have taken steps to help prevent incidents of violence from occurring at our facilities. It is the Conference policy to prohibit any acts or threats of violence by any employee, former employee or visitor, and threat against any employee, or visitor either on our premises at any time or while engaged in business with or on behalf of, the Conference, on or off our premises.

Furthermore, you have an immediate "duty to warn" your Administrator or supervisor of any suspicious workplace activity, situations, or incidents you observe or become aware of. This includes, for example, threats of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks.

IF YOU FEEL THE THREAT IS IMMEDIATE AND COULD THREATEN THE HEALTH AND SAFETY OF AN EMPLOYEE(S), CALL 911 AND IMMEDIATELY WARN ALL OTHER EMPLOYEES AS CIRCUMSTANCES ALLOW.

Reports made pursuant to this policy will be held in confidence to the maximum extent possible. The Conference will not condone any form of retaliation against you for making a report under this policy.

12.2 Emergency Shelter or Evacuation

In the event of a fire or other emergency requiring evacuation of the building, you should exit the building quickly and safely. Maps of emergency escape routes are posted throughout the building. Once you have safely exited the building and the emergency area, you should meet under the drive-through at the Lake City Pentecostal Holiness Church.

In the event of a tornado warning or other emergency requiring shelter instead of evacuation, you should proceed to the interior offices between the main and secondary reception (waiting) areas. When the emergency is over, you should check in with your Administrator for further instructions.

12.3 General Safety

- Anyone operating potentially hazardous equipment must be accompanied by another person capable of calling for emergency assistance.
- Except during authorized maintenance procedures, no one shall override, circumvent, remove or otherwise tamper with any safety mechanism, guard or other such feature or shall operate any equipment where any safety feature has been altered.
- Each employee is responsible for keeping his or her work area safe, clean and free of unnecessary debris.
- No food shall be permitted in areas where exposure to chemical fumes or airborne particles may occur.
- No obstruction shall be placed in the marked areas in front of electrical panels, in front of fire extinguishers or in marked walkways.
- Objects that might fall and cause injury or obstruct a walkway shall not be leaned against a wall or other prop without being secured.
- Employees must not operate equipment or perform other potentially hazardous activities while under the influence of any substance that impairs the employee's reflexes, judgment, vision and hearing, or otherwise significantly alters the mental state of the employee.
- Employees must not wear loose clothing, aprons, jewelry or other accessories, or have unsecured long hair when operating equipment in which such items could become entangled.
- In the event a fire extinguisher becomes damaged or discharged, or is missing, please contact the Administrator.
- Keep all exits free of obstruction and in working order.
- Any activity that endangers you or other employees is prohibited.
- In addition to the safety rules contained in this manual, all federal, state and local safety laws are considered to be safety rules of the Conference.

12.4 Hazardous Materials

- Each employee must read the MSDS for the chemicals they are using.
- When using or handling a hazardous material, each employee must follow all guidelines, precautions and other items on the MSDS, including but not limited to wearing all personal protective equipment specified on the MSDS.
- The proper labeling of a container of a hazardous material used at an individual workstation is the responsibility of the workers at that station.
- When not in use, all hazardous materials labeled as flammable, combustible or explosive must be stored in the designated area.
- All containers of hazardous materials must be closed when not in use and stored in their designated areas.

12.5 Personal Protective Equipment

- When the tractor, mower, trimmer and blower is in operation, the machine operator is responsible for the safety of anyone in the vicinity and must ensure that safety precautions are observed.

- Anyone using a ladder or step stool or working with items above head level is responsible for the safety of anyone in the vicinity and must ensure that safety precautions are observed.
- Goggles, safety glasses with side shields, or a face shield must be worn by any employee engaged in or in the vicinity of an activity or operation that involves flying particles or objects that might be hazardous to the eyes.
- Hearing protection (ear plugs or ear phones) must be worn if an employee is working in an area for an hour or more where the sound level exceeds 85 decibels.
- Employees whose job involves extended periods of keyboarding must use proper posture, footrests, and wrist supports to prevent injuries.

12.6 Lifting

- Employees must use proper lifting techniques regardless of the amount being lifted.
- If the weight to be lifted exceeds 60 pounds, employees must get assistance in lifting the object.
- Based on individual physical condition and strength, an employee should always seek assistance when lifting any weight that might cause back injury or other physical harm.

12.7 Lockout-Tagout

1. Prior to the authorized servicing of a piece of equipment or otherwise dealing with a potential energy source, all employees must follow the lockout-tagout procedures:
 - Prepare for shutdown. Know what type of energy the machine uses. Identify its potential hazards. Find the switches, valves or other devices that control energy and need to be locked out.
 - Let affected employees know you'll be locking or tagging out the equipment and why.
 - Turn off the machine or equipment.
 - Locate and isolate all energy sources. Get rid of any stored energy, as in springs, hydraulic systems or air pressure. You may have to block, bleed, vent, etc., to be sure there's nothing left to move a machine part.
 - Lock out the switches or other energy controls. Attach a lock that holds them in an "off" or "safe" position.
 - Test the operating controls. Be sure no one is close enough to get hurt. Put all controls in the "on" position. Make sure the power doesn't go on and that the equipment will not operate.
 - Put operating controls back in the "off" or "safe" position.
 - Test the circuits and electrical parts of the equipment to be sure they are de-energized.
 - Perform necessary service or maintenance.
2. Only authorized employees are permitted to perform lockout procedures and to remove locks or tags.
3. Some equipment can't be locked out. That's where tagout comes in. Tagout means using special tags that warn people of the danger of starting up the machine. The following rules apply for tagging:
 - A tag must have a printed warning to catch your attention such as: "Do Not Start" or "Do Not Open" or "Do Not Operate."

- Tags must be printed in a format that's the same throughout the Conference.
 - Tags must be easy to read and understand, even if used in areas that are dirty, corrosive or damp.
 - Tags must be tough enough so they can't be removed accidentally.
 - Tags must be attached with a nylon cable that can't be reused, can be attached by hand, is self-locking.
4. When maintenance or service is done, only the same authorized employee who installed the lock may remove it.
- Make sure all employees are a safe distance from equipment.
 - Remove tools from machine or equipment.
 - Reinstall any machine guards.
 - Remove lockout devices.
 - Turn on energy.
 - Notify other employees that the machines are working again.

12.8 Electrical

- Do not exceed the load rating of any extension cord, outlet or other source of electricity.
- Replace worn or damaged cords or electrical components immediately.

12.9 Enforcement

We expect that out of consideration for your own health and safety and for the health and safety of your coworkers, you will follow the rules contained in this manual. The response to a violation will depend on whether the violation is considered a major violation or a minor violation. A major violation is an intentional disregard for the rules or one that could result in serious bodily injury, serious illness or death. A minor violation is one that, although serious, is not likely to result in serious bodily injury, serious illness or death. We will respond to violations as follows:

12.9.1 Major Violations

- If you notice a violation by a coworker, you must first notify your coworker of the infraction. We expect the violation to stop when you discuss it with the other employee. If the employee does not respond to your reminder or suggestion, you should notify your supervisor of the violation.
- If the supervisor observes the violation, and determines that it is a major violation, a written warning will be issued to the employee, and a copy of the warning will be placed in the employee's personnel file. The written warning will state that the violation is considered a major violation and will outline the future disciplinary action if the violation is repeated.
- If the major violation or a similar major violation is repeated within 90 days of the written warning, further disciplinary actions will be necessary.

12.9.2 Minor Violations

- If you notice a violation by a coworker, you must first notify your coworker of the infraction. We expect the violation to stop when you discuss it with the other

employee. If the employee does not respond to your reminder or suggestion, you should notify your supervisor of the violation.

- If the supervisor observes the violation and determines that it is a minor violation, a verbal warning will be given to the employee and documented in the employee's personnel file.
- If the minor violation or a similar minor violation is repeated within 60 days of the verbal warning, a written warning will be issued to the employee, and a copy of the warning will be placed in the employee's personnel file. The written warning will state that the violation is considered a minor violation and will outline the future disciplinary action if the violation is repeated.

12.10 Drug-Free Workplace

The SC Conference is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Conference employee illegally uses drugs on or off the job; comes to work under their influence; possesses, distributes or sells drugs in the workplace; or abuses alcohol on the job. Therefore, the Conference has established the following policy:

- It is a violation of Conference policy for any employee to use, possess, sell, trade, offer for sale or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- It is a violation of Conference policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine illegal drugs in any detectable amount.
- It is a violation of Conference policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of Conference policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)
- Violations of this policy are subject to disciplinary action up to and including termination.
- Searches of Conference property be authorized by Bishop where allowed by law and where suspicion exists regarding possession of alcohol or a controlled substance.
- The Conference reserves the right to conduct random drug tests on all employees at any time during the workday.

12.10.1 General Procedures

An employee reporting to work visibly impaired will be deemed unable to perform required duties properly and will not be allowed to work. A drug test may be in order. An impaired employee will be strongly discouraged from driving until they can be safely transported by friends or family.

12.10.2 Opportunity To Contest Or Explain Test Results

Employees and job applicants who have a positive confirmed test result may explain or contest the result to the Conference within five (5) working days after the Conference

contacts the employee or job applicant and shows him or her the positive test result as it was received from the laboratory in writing.

12.10.3 Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

12.10.4 Pre-Employment Drug Testing

All job applicants at this Conference (except for temporary employees who will not be operating equipment which can be a safety hazard if misused) may undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment. Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by this Conference and will release this Conference from liability by signing a consent agreement. If the physician, official or lab personnel have reasonable suspicion that the job applicant has tampered with the specimen, the applicant will not be considered for employment. This Conference will not discriminate against applicants for employment because of a past history of drug abuse.

12.10.5 Employee Testing

This Conference has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- When there is reasonable suspicion that an employee is using illegal drugs or abusing alcohol.
- When employees have caused or contributed to an on-the-job injury in a safety-sensitive area that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. The Conference may also send employees for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to Conference property occurs.

12.10.6 Alcohol Abuse

The consumption or possession of alcoholic beverages on this Conference's premises is prohibited. Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

13. CELL PHONES

While you are permitted to have cell phones at work, the use of the phone (including texting, gaming, social media, various apps, e-mailing, etc.) should be used during breaks or for emergencies. Please limit cell phone calls to such and refrain from using them for social calls.

Calls to check on your children or to handle personal business that can't be handled outside work hours are permitted provided such calls are brief and are made only when necessary.

Because of safety concerns, you should never use your cell phone while operating machinery. Abuse of the policy could result in prohibiting cell phone use.

14. TRAINING AND DEVELOPMENT

In the pursuit of excellence, the Conference is committed to the continued training and development of all our employees. Because of rapid technological and periodic organizational changes that occur in our workplace, training is essential and may be required for upgrading or improving your on-the-job skills. When the training is required, it will be paid for by your department and you are expected to participate as part of your job duties.

In addition, you may request training. However, such requests should be related to your immediate job responsibilities. Legitimate requests will be approved at the discretion of the Bishop or the department supervisor.

Currently, the Conference does not have an educational assistance program to pay employee expenses for attending classes for college credit, even if such classes are related to your job responsibilities.

15. ANNUAL EMPLOYEE PERFORMANCE REVIEW

The staff member and their immediate supervisor their department head along with the administrator are encouraged to regularly discuss job performance, goals, and expectations. The Conference will conduct formal performance evaluations to discuss job performance, goals, and expectations, identifying areas of strength and areas in need of improvement. Performance evaluations are usually done every 12 months around the beginning of the calendar year.

The annual performance review is an opportunity to discuss successes over the past year, as well as to help correct mistakes. A performance review should formalize conversations that the supervisor and employee have had throughout the year. The performance review is designed to help accurately evaluate an employee's performance and set written goals for the upcoming year.

An employee can only meet expectations that are communicated to him or her. An employee who consistently performs all of the tasks of his/her job should score 3 in the job elements. The employee is doing what is expected. When an employee exceeds expectations, mark a 4. When an employee's performance is outstanding, so much so that he/she is ready for additional responsibilities, mark a 5. Each block going from left to right represents a score from 1 to 5.

When the supervisor assigns a performance rating of one or five, the reason for the rating must be documented using the Observation section. In this section the supervisor will clarify what they identify as strengths and weaknesses and then make recommendations.

Listed below are the 12 Job Elements you will be scored on:

- **Job Knowledge:** Demonstrates knowledge of all phases of job description, departmental and relevant Conference policies and procedures.
- **Work Quality:** Thoroughness, accuracy, neatness and organization. Work is consistent with department expectations.
- **Productivity:** Strives to increase productivity. Prioritizes and plans work to meet deadlines. Follows up on and completes assigned tasks
- **Judgment:** Analyzes problems or procedures and selects correct course of action. Makes logical and sound decisions.
- **Initiative:** Innovates, creates and looks for solutions. Uses logical, practical, independent thought to implement timely, workable solutions.
- **Communication:** Expresses self in a clear, concise, and persuasive manner. Listens attentively.
- **Work Ethic:** Assumes responsibility for job requirements, policies and procedures.
- **Professional Conduct:** Cooperates with others. Brings enthusiasm, optimism to the workplace. Exercises self-control; appropriate appearance; shows commitment to Conference goals.
- **Attendance:** Present and available for work when scheduled.
- **Education:** Takes initiative to educate oneself for various task, improve on job skills through books, online resources and other outlets such as seminars and workshops.
- **Dependability:** Arrives to work and meetings on time and prepared; stays on task.
- **Stewardship:** Resourceful, practical and cost conscience in purchasing goods and services for their department and the conference. Mindful of the overall welfare of the Conference.

16. ELECTRONIC COMMUNICATION AND INTERNET USE

The purpose of this policy is to help protect the Conference and employees of the Conference from liability and business interruptions due to inappropriate use of Conference computers and breaches of computer security.

This policy documents computer users' responsibility to safeguard computer equipment and information from accidental or deliberate unauthorized access, tampering, snooping, distribution or destruction. It sets forth what is and is not appropriate use of Conference computers. Users may be disciplined for noncompliance with Conference policy. This policy does not purport to address every computer operating and security issue. It is your responsibility to use sound judgment. Should you identify an issue or situation with which you are not certain how to deal, inquire of your supervisor.

The following guidelines have been established for using the Internet, company-provided computers, cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, abusive, profane, harassing or pornographic nature.
- Engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and conference-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the network in a way that disrupts its use by others. Employees should avoid sending or receiving large files that could be saved/transferred via thumb drives or other media.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
- Destruction, theft, alteration or any other form of sabotage of Conference computers, programs, files or data is prohibited. Violators may be investigated and prosecuted by law enforcement.
- Snooping into Conference computer systems is a serious violation of Conference policy. If you accidentally identify a new way to access information, report it to the Administrator immediately. Viewing computer disks that you are not privy to is prohibited.
- Obtaining or trying to obtain other users' passwords and using programs that compromise security in any way are violations of Conference policy.
- Installing software and making changes to computer hardware, software, system configuration and the like are prohibited. The Conference computer systems have been designed and documented to prevent loss of data and provide an audit trail for correcting problems.
- Unauthorized access of Conference computers is prohibited.
- Unauthorized access of third-party individuals, using Conference computers, is prohibited.
- Conference data, databases, programs and other proprietary information represent Conference assets and may be used only for authorized Conference business. Use of Conference assets for personal gain or benefit is prohibited. Sharing Conference proprietary information with company personnel or third parties is prohibited.

16.1 Right to Monitor

All conference supplied technology and conference-related work records belong to the conference and not to the employee. The Conference routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

16.2 Lawsuits and Subpoenas

Conference computers, like any other company property, are subject to subpoenas. This means that prosecutors and plaintiffs' attorneys may access Conference computers and look at information to gather evidence in a complaint. It is not difficult to imagine how easy it would be to find embarrassing and possibly incriminating information on company computers. For attorneys skilled in electronic discovery, the wealth of information is immense.

It is not the Conference' intention to suggest that you remove any information from your computer now or at any other time in order to hinder an investigation of any kind or in any way. Quite the contrary, the Conference prohibits such activity. It is our intention is to ensure that users conduct their work to the highest ethical standard with the knowledge that computer information (even deleted files) can be used against you and the Conference in a legal proceeding.

IF YOU IDENTIFY VULNERABILITY IN THE CONFERENCE COMPUTER SECURITY SYSTEM, REPORT IT TO THE ADMINISTRATOR IMMEDIATELY, IF THE ADMINISTRATOR CANNOT BE REACHED CONTACT THE CONFERENCE IT (INFORMATION TECHNOLOGY) PERSONNEL IMMEDIATELY.

16.3 Viruses, Worms and Trojan Horses

It is critical that users make certain that data and software installed on company computers are free of viruses. Data and software that have been exposed to any computer other than Conference computers must be scanned before installation. This includes e-mail with attachments (a virus can quickly contaminate your computer simply by your opening an e-mail attachment), downloads from the Internet and other sources of data that may be contaminated. Viruses can result in significant damage and lost productivity. If you are uncertain whether data or software needs to be scanned before installation, consult with your Supervisor.

IF YOU IDENTIFY A VIRUS, WORM OR TROJAN HORSE OR WHAT YOU SUSPECT TO BE ONE, DO NOT TRY TO FIX THE PROBLEM. IMMEDIATELY TURN YOUR COMPUTER OFF BY SWITCHING IT OFF, DO NOT POWER IT DOWN...SWITCH OFF. MAKE NOTES AS TO WHAT YOU OBSERVED, AND CONTACT THE ADMINISTRATOR IMMEDIATELY, IF THE ADMINISTRATOR CANNOT BE REACHED CONTACT THE CONFERENCE IT (INFORMATION TECHNOLOGY) PERSONNEL IMMEDIATELY.

The principal concern is stopping the contamination before additional damage is done. These programs are most successful when ignored. They are designed to hop easily from application to application, contaminate a computer disk and access another computer. They easily travel through phone, cable, ISDN, CD's, DVD's, Thumb (flash) Drives, Cloud Drives, or other communication lines, infect e-mail, data and files and find their way to other computer systems. The key to containment is limiting the reach of the contamination. Switching off the computer does this best. Do NOT turn on a computer if you suspect it has been contaminated with a virus until you have been given automation from Conference IT personnel.

16.4 Confidentiality

All computer information is considered confidential unless you have received permission to use it. Accessing or attempting to access confidential data is strictly prohibited. Confidential information should be used only for its intended purpose. Using confidential information for anything other than its intended use is prohibited without prior approval.

Confidential information stored on computers is typically more difficult to manage than traditional paper documents that are sealed in an envelope and locked in a filing cabinet clearly labeled CONFIDENTIAL. As such, it is important that users take extra care with confidential information stored on computers. The following actions are inappropriate under normal circumstances when dealing with confidential information:

- Printing to a printer in an unsecured area where documents may be read by others.
- Leaving your computer unattended with confidential files logged on to your system.
- Leaving computer disks with confidential data unattended in easy-to-access places. Remember it takes only a minute to copy a disk.
- Sending confidential information over the Internet, Intranet, dial-up modem lines or other unsecured communication lines.

16.5 Personal use of Computers

Incidental or occasional use of e-mail for personal reasons is permitted. However, only Conference personnel are allowed access to the Conference e-mail system. The following e-mail activity is prohibited:

16.6 Social Media—Acceptable Use

Below are guidelines for social media use.

- Employees may not post financial, confidential, sensitive or proprietary information about the Conference, clients, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the Conference, clients, ministers, churches, employees or applicants.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, “The opinions expressed on this site are my own and do not necessarily represent the views of South Carolina Conference of the International Pentecostal Holiness Church, Inc.”
- The Conference may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Conference Policy, Procedure and Employee Manual Acknowledgment and Receipt

I have received my copy of the Conference Policy, Procedure and Employee Manual (aka Employee Handbook).

The **Conference Policy, Procedure and Employee Manual** describes important information about the South Carolina Conference of the International Pentecostal Holiness Church, Inc., and I understand that I should consult my Bishop or Supervisor regarding any questions not answered in the employee handbook. I have entered into my employment relationship with the South Carolina Conference of the International Pentecostal Holiness Church, Inc. voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the South Carolina Conference of the International Pentecostal Holiness Church, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This employee handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the South Carolina Conference of the International Pentecostal Holiness Church, Inc. By distributing this employee handbook, the Conference expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the South Carolina Conference of the International Pentecostal Holiness Church, Inc., and the Conference reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE