



Potomac Conference

CORPORATION OF SEVENTH-DAY ADVENTISTS®

*“We exist to grow healthy,
disciple-making churches”*

**SUPPLEMENT TO
EMPLOYEE HANDBOOK**

FOR POTOMAC CONFERENCE OFFICE STAFF ONLY

Updated January 2020

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SUPPLEMENT FOR CONFERENCE OFFICE EMPLOYEES

A100.00 – Worship

Worship begins in the office each morning at 8:15 am Monday through Thursday. All office employees should be present. Monday worship attendance is expected for those not on any approved leave (ie. Traveling, vacation, sick leave, etc.).

A110.00 – Standards

All employees of the Potomac Conference are expected to abide by the standards of the Seventh-day Adventist church in the matter of dress and conduct.

A120.00 – Professional Appearance

As a member of the Potomac Conference Office team we believe that our dress and grooming reflect who we are as Christians and as a professional organization. They also make an impact on how we relate and conduct ourselves with each other. For this reason, employees must carefully exhibit balance between dressing comfortably and maintaining high standards of Christian modesty and professionalism. Business casual attire is the standard for dress at the Potomac Conference office during the work week.

Proper business casual wear for women includes oxford-type shirts, pullovers, sweaters/turtlenecks, full length slacks, skirts and dresses (when seated length should be at the top of the knee), khakis, and corduroys. Strapless, sleeveless tops or tops with spaghetti straps may be worn if covered by a sweater or blazer. Dress shoes or dress sandals are to be worn.

Proper business casual attire for men includes collared long or short-sleeved shirts, crew shirts, sweaters/turtlenecks, dress slacks, khaki or “Dockers” type pants. Dress shoes or dress sandals are to be worn.

A130.00 – Inclement Weather

The office will not close due to inclement weather. Non-exempt employees who feel, for safety reasons, that they need to leave early or come in late or not come in at all, will have that choice. They must notify their supervisor of their decision.

One* (1) personal day per calendar year will be available to be used during inclement weather. This time can be used as needed in increments as little as one (1) hour.

If the personal day is not needed/used for inclement weather, it can be used as added vacation time. However, the personal day cannot be carried over, nor will it be paid out if the employee leaves Potomac Conference employment. The personal day is strictly a “use-it-or-lose-it” day available during each calendar year. In case of a catastrophic weather event, a text blast message will be sent out indicating whether or not the office will be open

A140.00 – Conference Vehicles

No conference-owned vehicle is to be used for personal business without approval of the facilities/maintenance director. Approved vehicles may be used at a rate of .38 per mile, gasoline furnished. A minimum of \$5.00 is charged per use. Requests to use these vehicles should be made with the treasury/maintenance department.

A150.00 – Use of Conference Garage

Conference employees may use the tools and facilities of the garage located in back of the conference office. It is requested that those using the garage leave it in good condition, and be responsible for turning out lights, locking the doors, etc. Tools are not to be removed from the building except with the express permission of the director of maintenance.

A160.00 – Moonlighting

Conference and institutional employees shall refrain from any sidelines, business or activity, either denominational or extra-denominational, which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned.

A170.00 – Employment of Relatives (Office Staff Only)

It is the policy of Potomac Conference to prohibit employment of any relative in the same department. Further, if family members are hired, even though not in the same department, they will not be placed in a position where another family member would be the supervisor. Not more than two members of a family will be employed at the same time.

Current employees who marry each other will be permitted to continue employment with the Potomac Conference provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry do work in a direct supervisory relationship with each other, 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, the employees will be permitted to determine which one of them will resign from the company.

NON-EXEMPT EMPLOYEES (HOURLY)**B100.00 – Working Hours**

The working hours for the Potomac Conference are as follows:

7:30 am-5:30 pm, Monday-Thursday

Unless prior arrangements are made, these are the expected working hours. Occasionally circumstances may make it necessary for the supervisor to ask an employee to work at a time other than the regular working hours. When such is requested and approved by the supervisor, compensating time off will be granted during the same calendar week.

Personal business such as hair appointments, auto appointments, business appointments, etc., are not to be planned during working hours unless previous arrangements are made with the supervisor and are in harmony with other provisions of the employee handbook.

B110.00 – Designated Work Week

The nature of the work here in the Potomac Conference office sometimes requires pre-preparation as well as service during weekend activities. With that in mind, the designated work week for Potomac Conference hourly Office Assistants has been changed as of October, 2007. The new designated work week will begin on Friday and end on Thursday.

This means for those occasions when weekend work (Friday, Sabbath, Sunday) is necessary, ie. Weekend Impact (formerly Campmeeting) Service, you will have time to adjust your hours in order to remain within the overall total of 38 paid hours per work week.

B120.00 – Special Projects/Work Sessions

From time to time, special projects and or work sessions may be scheduled. All office assistants are expected to cooperate and to participate at such work sessions. Every effort will be made to give several days advance notice so that departmental work can be scheduled to accommodate these special projects.

B130.00 – Remuneration

All full time non-exempt employees of the Potomac Conference are paid an hourly wage, based on hours worked during the designated work week.

B140.00 – Overtime

Non-exempt (hourly) employees are expected to work only the hours scheduled unless authorization for overtime has been obtained in advance from the employee's immediate supervisor.

B150.00 – Birthday Holiday

Full time office employees are entitled to take one paid day off during the month of their birthday (with prior notice to their immediate supervisor).

B160.00 – Reporting Sick Leave

An employee who is unable to report to work due to sickness is asked to report the illness as soon as possible to:

- 1) The immediate supervisor
- 2) The director of Human Resources
- 3) The switchboard operator, with instructions as to who will cover calls for the department

Compensable travel time for hourly employees under the FLSA is summarized as follows:

Employees who travel out of town on a one-day assignment must be paid for travel time, but need not be paid for the time spent traveling between home and the airport or train station.

Employees to be compensated for 12 hours for that day

Example: *Employee is requested to deliver materials for a printing job during lunch hours, in addition to normal worked time. All time spent traveling and delivering material is counted as worked time.*

- A. Time spent for regular meal periods is not compensable.
- B. Time spent in travel away from home **outside regular work hours** as a **passenger** on an airplane, train, boat, bus or automobile is **not** work time.
- C. Time spent in travel away from home **outside of regular work hours** as a **driver** is counted as work time.
- D. If public transport is offered and refused, only time that would have been spent via public transport and that cuts across normal work hours is counted as work time.

Example: *Employee who normally works 7:30am to 5:30pm Monday through Thursday is asked to attend a convention in San Francisco. Plane leaves at 11:30am on Sunday and arrives at 6pm. Time spent traveling between 11:30a to 12 noon and 12:30pm to 5:30pm is considered work time because it cuts across normal working hours. Since employee is a passenger, travel time outside of regular work hours is not compensable. However, if the plane departed at 6pm none of the travel time would be counted as compensable work time because the employee would be traveling outside of normal working hours.*

B200.00 – Training Programs, Seminars, Meetings

Time spent in job-related meetings, courses, and training programs generally counts as time worked. An exception may apply if the employee's attendance is truly voluntary, is outside normal working hours, does not relate directly to the job, and if the employee does not perform productive work while attending the meeting or program. If the employee believes that his/her job will be adversely affected by not attending, attendance will **not** be considered voluntary. If attendance at these functions is required, all time spent in attendance must be counted as work time.

B210.00 – Continuing Education – Hourly Employees

Full time hourly employees will be reimbursed the registration/tuition expenses for one continuing education event of their choice per calendar year. Requests must be submitted in advance to their supervisor for approval. Events to be funded by the associated department.

B220.00 – Mission Project Assistance – Hourly Employees

Because we believe in the gospel commission and because it is our desire to do all within our power to share the message of salvation throughout North America and all parts of the world, all full time hourly employees who actively participate in an approved mission project will be supported in the following manner.

Subject to Department Director approval, up to 38 hours of time off with pay will be granted. To be eligible, an employee must have completed one full year of full time work with Potomac Conference. An employee will only be eligible for this every other year.

Requests must be made in writing at least 30 days in advance of the anticipated project. The Department Director must acknowledge approval by signing and dating the request. The request is then to be submitted to ADCOM for review and approval.

B230.00 – Spiritual Retreat – Hourly Employees

One of the values of the Potomac Conference is Spirituality. It is our desire that each employee is involved consistently with spiritual disciplines, and spending time in quiet reflection before the Lord as Ps. 37:7 states, "Be still before the LORD, and wait patiently for him..." through prayer and study of the Word. In light of this the Potomac Conference offers the following benefit to full-time hourly employees:

Subject to Department Director approval, the following days off with pay will be granted to attend the Potomac Conference Spiritual Retreat: Monday, Tuesday and half-day Wednesday morning. Employee will need to return to work Wednesday afternoon. To be eligible, an employee must have completed a minimum of three full years of full-time employment with Potomac Conference. An employee will only be eligible for this benefit every three years. Electing to participate in this conference event is strictly voluntary.

Requests to attend must be made in writing at least 30 days in advance of the anticipated retreat. The Department Director must acknowledge approval by signing and dating the request. Approved request must be submitted to the President's Office.

B240.00 – Educational Tour Assistance – Hourly Employees

Because of our value of ongoing professional growth and development, all full-time hourly employees who actively participate in an approved educational tour will be supported in the following manner:

Subject to Department Director approval, up to 76 hours of time off (for educational tours) with pay will be granted. To be eligible, an employee must have completed one full year of full-time work with Potomac Conference. An employee will only be eligible for this every other year.

Requests must be made in writing at least 30 days in advance of the anticipated tour. The department director must acknowledge approval by signing and dating the request. The request is then submitted to ADCOM for final review and approval.

EXEMPT EMPLOYEES (SALARIED)

C100.00 – Travel Budget

Conference office departmental directors, associates and assistants are granted a conference-wide travel budget. The budget includes mileage at the current mileage rate for a specified number of miles per month according to responsibility held.

When a worker exceeds his mileage budget due to his conference duties, he can receive additional travel assistance at the current mileage rate up to an additional 500 miles per month. This is figured on a month-by-month basis and is not cumulative or retroactive.

C110.00 – Travel to Departmental Meetings

The Potomac Conference continues to cover travel expense to all departmental meetings planned by the conference, union, or division within the territory of the Columbia Union Conference.

The Potomac Conference will provide travel expense for one additional departmental meeting planned and provided by either the conference, union, or division outside the territory of the Columbia Union per year.

Requests for attendance to departmental meetings outside of the territory of the Potomac Conference should be submitted to ADCOM as special travel requests and will be granted according to policy.

C120.00 – Non-Conference-Related Travel

Conference officers, departmental directors and associates and pastors may be granted the lesser of 6 trips or 18 days (including Sundays), including travel time, for requests for their services outside regular conference-related duties.

C130.00 – Trips to Columbia Union Conference Office

The Potomac Conference travel budgets for departmental personnel were established when the Union office was located in the Potomac Conference territory. Any trips to the Union office

were a part of the regular travel budget. Since the Union office is now located outside of Potomac Conference territory and since travel budgets have not been adjusted, the office staff may report 40 miles round trip for necessary trips to the Union office as extra mileage.

C140.00 – Lodging

As necessary, office staff can receive reimbursements for lodging while on conference business for themselves only. On weekends this reimbursement also includes spouse and children living at home as dependents.

Male staff members have housing accommodation in either Buccaneer House or Pitcairn and are expected to use these quarters rather than incur other lodging expenses while in the Greater Washington Area. Female staff stay at the Marriott Courtyard or alternative motel accommodation.

C150.00 – Per Diem

Staff members are reimbursed for meal costs on the regular single per diem policy when traveling away from the Staunton office on conference business. One half per diem is paid for one meal; a full per diem is paid for two or more meals. The family rate is not given for weekend appointments when the family accompanies the employee.

C160.00 – Interviewing (Out of Conference)

There may be an occasion when a pastor, teacher or department director is contacted by another denominational entity regarding a job opportunity. The employee may be invited for a personal interview. As long as appropriate protocols regarding placement of the “call” have been followed, the employee may be granted up to a maximum of four (4) days paid time for the interview. Should additional time be requested, it would be charged to the employee’s accrued vacation time.

C170.00 – Telephone

Departmental directors and associates (and other exempt employees per ADCOM vote) are provided with a telephone allowance each month.

C180.00 – Accident Insurance

\$100,000 accidental death, dismemberment and permanent total disability insurance is provided for office staff personnel at conference expense. Employees have the option of choosing a lesser amount (see Treasury for additional information). Additional coverage can be purchased for self, spouse and children.

C190.00 – Equipment Allowance

The Potomac Conference Corporation will provide a yearly taxable equipment allowance benefit retroactive to January 1, 2017. This benefit will be added to the employee’s paycheck for Officers, Vice Presidents, Directors and Associates for the purpose of facilitating the purchase of business related equipment and/or items not already provided for in the office expense budget. Employee will be responsible to track these expenses and submit the

appropriate deductions in his/her income tax return. Any accumulated monies up to \$2,500 through 2016 from the old policy will apply for expenditures

C200.00 – Computers

Potomac Conference Officers, Vice Presidents, Directors and Associate Directors are provided with a conference-purchased computer (choice of desktop or laptop, MAC or PC). Upon leaving Conference employment, this computer will become the property of the employee unless the computer is less than 2 years old. If the computer is newer than 2 years, it remains the property of the Conference and is to be returned to the IT Department on the last day of employment.

MAC laptops are eligible to be considered for replacement once they are a minimum 6 years old. Windows based laptops are eligible to be considered once they are a minimum 4 years.