



# Potomac Conference

CORPORATION OF SEVENTH-DAY ADVENTISTS®

*“We exist to grow healthy, disciple-making churches by going beyond the walls...”*

## **EMPLOYEE HANDBOOK**

**Last Updated: November 2022**

## Welcome

Welcome to the Potomac Conference Corporation of Seventh Day Adventists! We are delighted that you have chosen to serve in this area of the vineyard and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the mission and vision of this conference.

You are joining a conference that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services to our constituents and our communities. With your active involvement, creativity, and support, Potomac Conference will continue to achieve its mission and realize its vision. We sincerely hope you will take pride in being an important part of Potomac's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.



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# GENERAL INFORMATION

## 100.00 Mission, Vision, and Values

### **Mission**

“We exist to grow healthy, disciple-making churches by going beyond the walls”

### **Vision**

*The vision of the Potomac Conference Corporation is to see, by the year 2025:*

- Our Membership double in size
- More than 70% of our congregations healthy and disciple-making
- A Seventh-Day Adventist presence in each community or people group of 20,000
- Each school strong spiritually and academically; disciple-making assets of the local church

### **Values**

*The values of the Potomac Conference Corporation are:*

- Courageous Integrity: Living a Life of Transparency
- Spirituality: Living a Life IN Christ – On the Spiritual Journey
- Service: Living a Life of Servant Leadership
- Team: Living a Life of Common Cause – Remaining Humble, Hungry, and Smart
- Excellence: Living a Life Exceeding Other’s Expectations

### **Note:**

Whenever and wherever used herein, “the Conference,” “Potomac Conference,” and “Potomac Conference Corporation” shall mean the same.



## 100.20 Statements of Purpose and Policy

### **1. Statement of Purpose**

The Potomac Conference Corporation of Seventh Day Adventists is an organizational unit of the worldwide Seventh-Day Adventist church. Its congregations, schools and institutions serve the people of the Commonwealth of Virginia (except Accomack and Northampton Counties); the District of Columbia, and the larger portions of Montgomery and Prince Georges' Counties in Maryland. It is committed to the proclamation of the everlasting Gospel in the context of our mission and vision *grow healthy, disciple-making churches by going beyond the walls*.

The purpose of the conference resource office is to recruit, develop, and support spiritual leaders while also providing leadership, training, and oversight of our network of disciples as together we share the gospel of Jesus.

### **2. Statement on Policy**

All policies described in this policy book are subject to modification or deletion at any time. The contents of this policy book do not represent a contract with employees of the Potomac Conference. All employees of the Potomac Conference Corporation, except educational employees under contract, are employees at will. Written or verbal statements made to the employee are not to be interpreted in any way that alters the at-will relationship. Disciplinary procedures in the policy book are advisory and not binding on the employer. These procedures may be adjusted or modified at the discretion of the employer.

## 100.40 Current Employee Handbook

This edition of the employee handbook supersedes all previous editions of our Working Policy and shall be adhered to. All employees of the Potomac Conference territory are governed by and are to act in accordance to the policies outlined by the Working Policies of the North American Division of Seventh-Day Adventists (NAD WP) and by the Columbia Union Code of Education. This employment handbook outlines both general employment items as well as policy modifications that are specific to the Potomac Conference Corporation. *For any policy not referred to here, refer to the North American Division Working Policies (NAD WP)*. To receive a copy, contact the Human Resources Department.

Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this handbook change from time to time as the North American Division, the Columbia Union Conference, or the Potomac Conference Corporation deems necessary or appropriate in its discretion. Those changes will be valid when voted by the appropriate committee and updates will be available both on our website, as well in future editions of this handbook.



### **100.60 Exceptions to Policy**

Only the Administrative Committee (ADCOM) of the conference in conjunction with the Conference Executive Committee can authorize any exceptions to the policies, regulations, and procedures described herein.

### **100.80 Columbia Union Education Code**

In addition to the policies in this handbook, all educational personnel are governed by the policies and procedures outlined in the Columbia Union Education Code. To receive a copy, contact the Human Resources Department.

### **110.00 Employment at Will**

Employment at the Potomac Conference is on an at-will basis unless otherwise stated in a written individual employment agreement or educational contract signed by Conference administration. This means that either the employee or the employer may terminate the employment relationship at any time, for any reason, with or without notice or cause.

Nothing in this employee handbook is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

### **110.20 Equal Opportunity and Commitment to Diversity**

The official position of the Potomac Conference Corporation of the Seventh-Day Adventist Church is that all members in regular standing shall be given full and equal opportunity within the Church to develop the knowledge and skills needed in the building up of the church. This position and its resultant course of action requires that all services and positions of leadership on all levels of church activity be opened to members based on their qualifications.

The Potomac Conference is a religiously qualified Equal Opportunity Employer. As such, the conference has the legal right to prefer a member of the Seventh-Day Adventist (“SDA”) Church in its hiring process. In the event that a qualified SDA candidate is not identified, the Conference will give the opportunity to candidates who must understand, respect, and abide by the mission, purpose, and identity of the Potomac Conference Corporation of Seventh-Day Adventists.

### **110.40 Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, the Potomac Conference will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.





## 110.60 Commitment to Diversity

The Potomac Conference is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the ministry and are valued for their skills, experience, and unique perspectives. This commitment is embodied in conference policy and the way we do business at the Potomac Conference.

## 110.80 Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws.

**Personal Conduct** – Employees of the Potomac Conference are to exemplify a Christ-like life and shall avoid all appearance of wrong doing. They are not to engage in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Employees are to respect and uplift one another. Employees are to never be placed in a position of embarrassment, disrespect or harassed because of their gender, race, color, national origin, age or disability. To do so would be a violation of God’s law and civil laws protecting human rights and governing work-place conduct.

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

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

**Improper Conduct** – Improper conduct by the employer, co-workers and, in some instances, non-employees includes, but is not limited to:

1. Any subtle or other pressure for sexual favors, including any suggestion that an applicant’s or employee’s giving in to or rejecting sexual advances will have an effect on that person’s employment or terms of employment.
2. Unwelcome sexual flirtation or propositions.
3. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person’s body, etc).
4. Displays of sexually suggestive pictures, drawings, cartoons or objects.
5. Threats or demands for sexual favors.



6. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks).
7. Demeaning or degrading comments about an individual's appearance.
8. Denying an employee the opportunity to participate in training or Education on account of gender, race, color, national origin, age or disability.
9. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability.
10. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

**Reporting Incidents** – Employees who believe that they have been harassed should immediately take the following steps (not necessarily in this order):

1. Make it clear that such behavior is offensive and must be stopped immediately; and
2. Report the incident to the immediate department director or the designated officer (Human Resources Director) of the organization to whom complaints can be made. The initial report should be followed by a written statement describing the incident and identifying potential witnesses.

**Third-party Reports** – Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or the designated officer to whom complaints can be made.

**Investigation** – Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

**Discipline** – A violation of this policy may result in discipline, up to and including dismissal from employment.

**Prohibition of Retaliation** – Potomac Conference prohibits retaliation against employees complaining of harassment.

**Maintaining a Harassment-Free Environment** – Potomac Conference recognizes its responsibility to all employees in maintaining an environment free from harassment and endeavors to prevent harassment by publishing this policy, by development of appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.



To maintain a work environment free of harassment and to assist in preventing inappropriate workplace conduct, the Potomac Conference shall endeavor to take the following actions:

1. Each employee shall receive a copy of the harassment policy and complaint procedure.
2. Each employee shall acknowledge receipt of this policy and complaint procedure which will be maintained in the employee's personnel file.
3. In addition to an employee's departmental director/supervisor, the Potomac Conference has designated the Vice President for Administration as well as the Director of Human Resources as individuals to whom complaints can be made.
4. Employees who make harassment complaints will not be subjected to retaliation by supervisors or co-workers.
5. Although Potomac Conference urges individuals to report alleged harassment, malicious allegations can irreparably harm an employee's reputation and limit his/her ability to fulfill responsibilities. Employees who bring malicious, spiteful, false allegations of harassment will be subject to appropriate disciplinary action.

### **120.00 Conflicts of Interest and Confidentiality**

Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination.

Because of the common objectives embraced by the various organizational units and institutions of the SDA Church, membership held concurrently on more than one denominational committee or board does not of itself constitute a conflict of interest, provided that all the other requirements of the policy are met.

A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment. A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).

**Individuals Included Under this Policy** – All trustees, officers, executive committee/board members, employees and volunteers of denominational organizations shall be subject to this policy.



**Conditions Constituting Conflict** – A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both while on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment.

1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full services of its employees even though there may be no other conflict.
2. Engaging in business or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
2. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
3. Making use of the fact of employment by the denominational organization to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third party, excluding financial institutions, who is a supplier of goods or services or lending/borrowing from a trustor or anyone who is in fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
7. Accepting or offering any gratuity, favor, benefit, or gift of greater than nominal value or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
8. Making use of disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
10. Expending unreasonable time, during normal business hours for Personal affairs or for other organizations, to the detriment of work performance for the denomination. *Note:* All unreasonable time expended for non-exempt employees is not acceptable.
11. Using one's connections within the organization to secure favors for



one's family or relatives.

**Statement of Acceptance –**

1. By Employees – At the time of initial employment an employee shall sign a statement indicating acceptance of the conditions of employment as outlined in this policy. This acceptance shall constitute the employee's declaration of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy. The employer, at their discretion, shall provide employees with a copy of The Conflict of Interest and/or Commitment policy and shall inform employees regarding the duty to disclose potential conflicts of interest and/or commitment.
  
2. By Administrators, Department Directors and Trustees – The chief administrator, or designee, of the organization concerned shall receive annually a statement acceptance and compliance with the policy on conflict of interest and/or commitment from each administrator, department director, member of the board/executive committee, and any other person authorized to handle resources of the organization. Submission of the statement by persons identified above shall constitute a declaration of compliance with the policy and shall place the individual under obligation to disclose potential conflicts of interest and/or commitment that may arise during the ensuing year.

**Sanctions for Noncompliance –** Noncompliance includes failure to:

1. Comply with this policy.
2. Report accurately on the disclosure form.
3. Comply with decisions made by the employing authority or review committee as a result of reported potential or actual conflicts of interest. and/or commitment.

Non-compliance may result in disciplinary action, up to and including termination from employment. Termination from employment shall be processed in harmony with existing policies.



# EMPLOYMENT RELATIONSHIP & POLICIES

## 200.00 Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Potomac Conference classifies its employees as shown below. The Potomac Conference may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 38 hours weekly and maintain continuous employment status. These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work up to 37 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Potomac Conference including pro-rated holidays and vacation, reimbursement of authorized expenses, and service credit towards retirement.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees do not receive service credit or any other employee benefits.

**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees do not receive service credit or any other employee benefits.

## 200.20 Baseline Expectations

Employees of the Potomac Conference Corporation are expected to adhere to the professional expectations outlined in the conference's Baseline document with regard to mission, vision, relationships, and competency. This document is distributed by the Human Resources Department and is to be reviewed and signed by all current and incoming employees, with form variances depending upon employee classification.



## 200.40 Credentials and Licenses

Credentials/licenses shall be issued to denominational employees of the Potomac Conference Corporation who are in good standing. These employees also shall be those under the supervision of conferences/missions or denominationally-owned institutions. Any credentials/licenses shall expire when denominational employment in the Potomac Conference Corporation is terminated.

### **Ministerial Employees – Ordained, and Licensed**

1. **Ministerial Credential** – To ministerial employees who have demonstrated a divine call to ministry and have been previously classified as licensed ministers and have been ordained to the ministry by the Potomac Conference Corporation. An ordained minister is authorized to perform all ministerial functions of the Church.
2. **Ministerial License** – To ministerial employees who have demonstrated a divine call to ministry which is recognized by the Potomac Conference Corporation with an assignment as a spiritual leader, pastor, chaplain, or evangelist within its territory. Such employees must have been previously ordained as a local elder. They are authorized to perform substantially all the tenets and practices of the Seventh-Day Adventist Church in the territory of the assigned organization. A licensed minister is on the path towards ordination.

**Chaplains** — Adventist chaplains are first and foremost Adventist clergy who are called to express their spiritual gifts in special ministries. As clergy, they are granted credentials by a conference, union or division. Ecclesiastical endorsement from the NAD Adventist Chaplaincy Ministries Committee is a pre-requisite for employment as an Adventist chaplain.

#### **1. Chaplains Employed Within the Church Organization –**

The administration or Human Resources Department in that organization requests an appropriate ministerial credential from the local conference. When requested, ACM will assist in this process.

#### **2. Chaplain Employed Outside the Church Organization –**

Chaplains will apply for credentials through the ACM Committee to the NAD Credentials and Licenses Committee.

### **Non-Ministerial Employees**

1. **Missionary Credential** – To employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the in the responsibilities assigned to them and whose remuneration is at approximately the maximum for their category in the denominational wage scale. These will include regularly employed field, medical, educational and office employees, as well as career literature evangelists.



2. **Missionary License** – To employees with limited experience (less than five years) including regularly employed field, medical, educational, institutional and office employees.

## Teachers

1. **Commissioned Ministry of Teaching Credential** – To teachers and other professional educators with a life-long commitment to and significant experience in the Seventh-Day Adventist system of education, usually not fewer than six years, with demonstrated proficiency in assigned responsibilities. Such educators will also exhibit a keen sense of Christian responsibility for nurturing and leading souls to Christ, for consistently upholding Christ as the focal point of all curriculum and instruction, and for demonstrating positive interpersonal relationships, thus providing an environment of social, spiritual, and emotional stability.
2. **Commissioned Ministry of Teaching License** – To licensed/certified teachers/educators with no fewer than three years of satisfactory service who have demonstrated a commitment to long-term service in the Seventh-Day Adventist system of education, who support the fundamental beliefs of the Church, and whose lifestyle is consistent with acceptable Adventist Christian behavior.
3. **Ministry of Teaching License** – To entry level teachers or teachers initiating their work into the Seventh-Day Adventist education system. This is a provisional stratus for all newly employed teachers.

**To Employees** – Credentials/licenses shall be issued only to denominational employees in good standing and to those under the supervision of conferences/missions or denominationally-owned institutions. They shall expire when denominational employment is terminated.

**Withdrawing Credentials/Licenses** – Any organization with authority to issue credential and licenses has the power to withdraw the credentials/licenses it has granted, in harmony with the constitutional provisions of the organization concerned.

## 200.60 Work Week and Hours of Work

The standard workweek for most Potomac Conference Employees is Monday through Friday and generally consists of 40 work hours. The Staunton office workweek runs from Friday to Thursday with office hours Monday through Thursday 7:30 am to 5:30 pm. Individual work schedules may vary depending on the needs of each site and department.

## 200.80 Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period.





Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

### **210.00 Time Records**

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked through the uAttend time clock. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay cycle, the employee and his or her supervisor must sign the time sheet attesting to its correctness before forwarding it to the payroll department.

### **210.20 Overtime**

When required due to the needs of the site, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

### **210.40 Access to Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

### **210.80 Resigning/Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee), the Conference requires that non-exempt employees provide a two-week written notice of resignation to their manager/supervisor. Exempt employees are requested to provide a minimum of 4 weeks written notice of resignation to their manager/supervisor. At the same time employees notify their manager/supervisor of their impending resignation, they are also asked to notify Human Resources.

Employees may not use accrued vacation time to fulfill the required time in connection with a resignation notice to the Conference, or in lieu of such notice. Holidays and paid time off will not be counted toward the 2 weeks' notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for hire.



## 220.00 Termination Settlement

The Potomac Conference bases its Termination Settlement policy to be within general harmony of the North American Division Working Policy Termination Settlement policy.

### **Purpose of Termination Settlement**

In order to provide transition funds for an involuntarily terminated **full-time regular status** employee, a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination. Each settlement is reviewed by Potomac Conference ADCOM for final determination.

### **Eligibility**

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

### **Eligibility criteria:**

1. **Closure or reduction** – An employee involuntarily terminated due to a closure of a denominational facility or staff reductions due to financial exigency or enrollment.
2. **Lack of performance** – An employee who is terminated for failing to adequately perform the functions of the job.
3. **Medical condition** – An employee who is unable to continue employment because of a medical condition but is not eligible for disability benefits under the Employee Disability Income Plan.
4. **Not Reelected/Reappointed** – An elected/appointed employee who is not reelected/reappointed, and for whom no further assignment consistent with the employee's training and/or experience is offered by a denominational employer. If employee is offered comparable employment by another denominational entity, the employee will be allowed to review the new opportunity and to make a decision within 90 days. The employee remains eligible to receive the termination settlement if the position is declined and that final decision is received by the Conference within the 90-days.
5. **Full-Time to Part-Time** – An eligible employee who within the Potomac Conference:
  - a. Is involuntarily reduced from full-time employment to part-time employment, or
  - b. Refuses the offer of part-time employment when their status has been involuntarily reduced from full-time employment



### Ineligibility criteria:

1. **Part time, non-regular status and local hire employees**
2. **Involuntary termination** – an employee terminated for:
  - a. Violation of organizational policies, and/or
  - b. Practices regarding misconduct, or
  - c. Criminal behavior
3. **Resignation** – an employee who voluntarily resigns from employment.
4. **Continued Denominational Employment** – An employee who at the time of execution of the release called for has been offered comparable employment by another entity as listed in the Seventh-Day Adventist Yearbook.

### Service Record

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

### Settlement

1. **Payment** – any termination settlement paid under this policy shall be paid by the terminating employer to the eligible employee in a one-time lump sum payment.
2. **Calculation** – the settlement shall be 25% of current monthly wages multiplied by total number of years of denominational service credit up to a maximum of twenty (20) years.
  - a. **Exempt:** Calculation will be based on current remuneration percentage and cost of living (ERI) adjustment but shall not include area travel or any other allowances.
  - b. **Non-Exempt:** Calculation for a monthly wage will use the previous year's annual hours worked, divided by 12 to determine a fair monthly average. The hourly rate will then be multiplied by the monthly average hours to determine the monthly wage. Current monthly wages shall include wages and cost of living adjustments.
3. **Independent transfers** – in the case of the termination of an employee who has been voted an independent transfer, the settlement shall be calculated only on years of service earned as a church employee within the territory of the North American Division or as a regularly appointed interdivision employee from the North American Division.

### Other Benefits

Any benefits payable at the time of termination under the employer's policies or as required by law, if any, shall have no effect on the calculation of this settlement. If an employee has received a previous termination settlement, any subsequent termination settlement shall be calculated based on years of service credit earned since the date of the previous termination settlement.

### Health Care Benefits

Health care benefit coverage ceases with the effective date of termination. Potomac Conference may offer health coverage up to two (2) months per NAD Working Policy.



## **Release**

As a condition of receiving a termination settlement, terminated employees are required to execute the separation agreement of their terminating employer, which shall include, without limitation, a waiver and release of any and all claims against their terminating employer, related organizations, and the officers, agents and employees of the terminating employer. The terminating employer will issue the separate agreement to the terminated employee as soon as reasonably practicable following cessation of employment. Terminated employees will have twenty-one (21) days from receipt of the separation agreement to sign and return it to the terminating employer, unless a longer time period for consideration and signature is required by applicable law. If the separation agreement is not signed and returned to the terminating employer within the applicable time period, the termination settlement may well be forfeited.

## **220.20 Out of Conference Travel**

### **Interdivisional**

Pastors and exempt office staff traveling outside of the North American Division for ministry service such as evangelism, week of prayer, or any other speaking appointments, must submit a service/travel request form to the office of the Vice President for Administration for review and approval well in advance of their travel date. In addition, inviting organization must initiate service request through their local Division as per NAD Policy. Administration will review employee's interdivisional service/travel request and add it to the NAD system. Time off for this type of travel is provided under our 18-day service travel policy. Short-term travel insurance should be secured by the employee for this type of travel.

### **Within North America**

Service-related travel within North America is also subject to our 18-day service travel policy. A service/travel form must be submitted to the office of the Vice President for Administration before travel occurs to comply with worker's compensation requirements. When traveling within NAD, there is no need for short-term travel insurance if the employer grants permission and travel is work related or approved travel.

Departmental travel for officers, vice presidents, directors and associates is not subject to our 18-day service policy. However, when traveling outside the conference territory, a travel request form must be submitted for record and accounting purposes.

### **Advanced Degree/Continuing Education**

Employees engaged in pursuing an advanced degree such as MAPMin or DMin, must submit an advanced degree travel form when traveling to attend classes for record and accounting purposes. The form is to be submitted to the office of the Vice President for Administration. The same requirement applies for pastors and exempt office staff when



traveling for continuing education seminars. For this type of travel, submit a Continuing Education travel form. Continuing Education travel is subject to our 18-day service policy. All insurances apply for both types of travel.

### **Vacation/Days Off**

Employer permission for this type of travel is not necessary. Any travel that is not work related does not need to be authorized by the employer. However, for record keeping purposes, employees must submit a vacation request form when taking vacation. All insurances apply for this type of travel, except short-term travel insurance. Potomac Conference Corporation highly recommends that employees traveling out of the country purchase short-term travel insurance.

### **Emergency Travel**

Employees needing to travel outside of conference territory due to a family emergency do not need to submit a specific travel request form. However, it is expected that they shall notify their immediate supervisor via text or email as soon as they become aware of their need to travel. Time allotted for this type of travel is 1-3 days. Vacation time will apply for any travel beyond the three days. For funeral travel, see Funeral Leave policy.

### **Interviewing Out of Conference**

There may be an occasion when an exempt employee is contacted by another denominational entity regarding a job opportunity. During this process, 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. All travel expenses will be covered by either the employee or the inviting organization. Should additional time be requested, it will be charged to the employee’s accrued vacation time. All insurances apply for this type of travel.

## **220.40 Child Protection Program**

The Potomac Conference Corporation is committed to providing a proactive Child Protection Program to educate employees and volunteers working with minors regarding child abuse and to protect all children from inappropriate conduct by adults or other children in the local church or school setting. Under this program, all employees and volunteers are required to:

- Register with Verified Volunteers
- Take required online training from Verified Volunteers. This training will teach volunteers and employees how to detect abuse and neglect on minors and what to do in case abuse is suspected
- Take required background check from Verified Volunteers



- Employees and volunteers are required to take training and background check every three years
- For more information, contact the office of the Vice President for Administration

### 220.60 Church Membership

Each employee of the Potomac Conference Corporation of Seventh-Day Adventists and its various institutions or organizations is to be a member of the Seventh-Day Adventist Church in regular standing. Each employee should give evidence of a spirit of sacrifice by the dedication of time, talents, and energy to the cause of God and humanity. It is expected that all full-time employees of the Potomac Conference will have their membership in a Potomac Conference church, and that they will fully support Adventist Christian Education. Non-members are ineligible to serve on boards, committees (to include executive, nominating committees), vote at constituency meetings, or serve on any other committee of the Potomac Conference.

### 220.80 Conciliation and Dispute Resolution Procedures

**Purpose** – The Conciliation and Dispute Resolution Procedures were developed to provide a method whereby the Church may resolve disputes between church members, individual lay members and various church leaders, employees and church employers, church organizations (service organizations, departments, associations, etc.) and/or between conferences and institutions.

The role of the Seventh-Day Adventist Church in resolving disputes among its members has a long historical tradition. These procedures were prompted by a doctrinal concern based on the Bible and counsel given to the Church by Ellen G. White. The Conciliation and Dispute Resolution process is designed to be neutral, impartial and independent. For more information on the arbitration process, consult the NAD Working Policies or contact the Human Resources Department.

### 230.00 English Language Policy

When employing a full time pastor, teacher, office, or locally funded employee to work in a Potomac Conference church, it is the immediate expectation for that employee to be proficient in conversational English at the time of hiring so that he/she may not only be able to fully communicate with Conference Administration, 2<sup>nd</sup> and 3<sup>rd</sup> generation immigrants, fellow employees and local Adventist schools when expected to serve on a board, but also be able to perform administrative responsibilities that are particular to the pastoral ministry.

### 230.20 Independent Contractors

Whether a worker is an “employee” or an “independent contractor” is critical when it comes to such important issues as pension eligibility, state-mandated benefits, wage and hour law, and many other matters. Because there is no clear cut test for whether a worker is an “employee”



or an “independent contractor,” the classification of workers is an ever-intensifying battleground between the IRS and employer. The IRS aggressively re-characterizes workers as employees and assesses back taxes, penalties, and interest against employers who have misclassified their workers.

In an effort to provide safe guidelines to conference employers, the conference has adopted the following policy for employing independent contractors.

**Independent Contractors Should Meet the Following Requirements:**

1. Provide evidence that they have an established company and pay self-employment taxes (i.e. business license).
2. Provide proof that they can provide the same services to other organizations.
3. Provide their own equipment and supplies.
4. Provide a photocopy of their Liability and Workers’ Compensation insurance policies. \*
5. Must not be controlled schedule-wise or in methods of performance by the organization for which they work.

**Responsibilities of Employers Regarding Employees/Independent Contractors:**

**For Employees:** It is the responsibility of the employer to:

1. Pay the employer’s share of FICA and deduct the employee’s portion of FICA.
2. Withhold federal and state taxes from wages.
3. Remit taxes to the Internal Revenue Service as required.
4. Report new hires to the appropriate state agency.
5. Provide W-2 form to employee/IRS at year end.
6. Obtain and keep on file the INS Employment Eligibility form (I-9).
7. Comply with wage and hour regulations.

**For Independent Contractors:** An employer must:

1. Provide a 1099-MISC form to the contractor and the IRS for amount(s) paid in excess of six hundred dollars (\$600) annually to the contractor.
2. Deduct a twenty-percent (20%) backup tax from payments to contractors who do not provide a Social Security number. (An independent contractor is



responsible for reporting to the Internal Revenue Service applicable self-employment taxes and for providing their own Workers' Compensation insurance.)

**Please note:** The actual work requirements, not the title "employee" or "independent contractor", determine the status of the worker. The when, where, and how to work must be free for the contractor to determine. As a general rule, courts and the IRS disfavor independent contractor status, preferring to provide a worker with all the benefits of an employee.

**\*Worker Compensation and Liability Insurance:** The Conference has adopted a strict policy that independent contractors hired by churches and schools MUST carry Liability Insurance of at least \$500,000. In addition, they must carry Workers' Compensation insurance as required by law. (Maryland requires WC coverage if contractor has 1 or more employees; Virginia requires WC coverage if contractor has 3 or more employees.) **Liability Insurance** protects against the injuring of someone not connected to the contractor. **Workers' Compensation Insurance** provides for the medical care and lost wages of the contractor's employees in the event of an injury while on the job.

### 230.40 Tenants Insurance

All conference employees are advised to obtain a tenant's insurance policy with contents insurance if the employee is renting housing. Potomac Conference will not assume any responsibility for loss of personal effects which should have been covered by adequate insurance.

### 230.60 Immigration Policy

The Potomac Conference Corporation from time to time employs individuals who are citizens of countries other than the United States. In most cases, this employment will require the processing of immigration petitions and applications through the Department of Homeland Security. Because these submissions are based on employment, the conference, as the employer must ensure that every petition and application uphold the integrity of both the conference and the Seventh-Day Adventist Church.

**NOTE: Only citizens and individuals who are permanent residents or who have a current valid employee authorization card are eligible to be enrolled as locally funded employees. The Conference will not sponsor locally funded employees for a visa except in special circumstances, which must be voted by the conference ADCOM team.**

The Potomac Conference, in consultation with its immigration attorney, will determine how and when a submission to immigration will take place. Considerations such as the timing of the submission, the inclusion of family members, etc., are important, but these must be carefully weighed against the possible ramifications to the conference and other conference-sponsored aliens in the immigration process. Local church board members, pastors, school administrators, and head teachers are prohibited from filing petitions and processing immigration visas for





regular or local employees. **Only conference officers and the Director of Human Resources are authorized to sign petitions.** Non-compliance with this policy may result in termination of employment.

Attempts to pressure either the conference or the attorney regarding immigration petitions will be looked upon unfavorably and could result in loss of employment. In no case will the conference sponsor an I-360 application before a minimum of 6 months of employment; however, in most instances it will be 2 years of full time work.

**Role of the Attorney:** It is the role of the conference immigration attorney to:

1. Protect and maintain the integrity of the conference in all immigration matters.
2. Advise the conference regarding immigration law and procedures and prepare the required documentation for signature.
3. Provide timely information and advice to employees going through the immigration process.

**Financial Arrangements:**

1. **R1-Visa** – All immigration expenses are the responsibility of the employee. The conference attorney will bill the conference for preparation of the documentation and this charge will be passed on to the employee.
  - a. **Authorization:** Employees with immigration procedures under the R1-Visa will sign a “Statement of Acceptance” of the above policy and authorize payroll deductions incurred on their behalf.
2. **H1-B Visa** – All immigration expenses are the responsibility of the employer except in the case when the employee requests an expedited process, then the employee is responsible for the “expedited” fee.
  - a. **Authorization:** Employees who request an expedited process under the H1-B Visa will sign a “Statement of Acceptance” of the above policy and authorize payroll deductions incurred on their behalf to cover the cost of the expedited fee.
3. **Permanent Residency Cards (Green Cards)** – The cost of the filing fees will be shared by the employer or employment entity, 50% by the employer or employment entity and 50% by the employee.
  - a. **Authorization:** Employees who apply under the permanent residency card (green card) will sign a “Statement of Acceptance” of the above policy and authorize payroll deductions incurred on their behalf to cover the cost of their fees.



## 230.80 Remuneration Plan

Employees are remunerated by applying the employee's wage scale category percentage to the current wage factor as voted by the Annual Council of the North American Division. Each January, if you have not reached the maximum in your wage category, you may receive an increment. Cost of living increases are generally granted on July 1 as voted by the previous Annual Council and voted by the Columbia Union Conference Committee and the Potomac Conference Committee.

## 240.00 Tithing

Tithing is a basic Biblical principle which speaks to a person's relationship with his Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond which results between a person and his Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

Seventh-Day Adventist denominational employees are to be models in every facet of their lives. Church members should see in church employees a fidelity to basic principles which is unequivocal. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church.

Because of its importance as a principle and the spiritual experience it represents, tithing, like other basic beliefs and practices of the Church, becomes a condition of employment for all credentialed/licensed employees. Consequently, at the time of employment each individual shall be informed in writing of this requirement which includes the expectation of faithfulness in tithing. Employees shall also be informed that their tithing practices are subject to annual review.

If it is determined that an employee is not faithfully tithing, the president of the employing organization shall discuss the matter with the employee in the spirit of pastoral concern and endeavor to help them understand that they are being deprived of a blessing and is following a course that is harmful to this relationship with his Creator.

All denominationally employed Seventh-Day Adventists who have been issued a credential/license, members of union and local conference committees and institutional boards, church elders and other church officers are to recognize it as a principle of leadership in God's work that a good example be set in the matter of tithing. A person who does not live up to this standard disqualifies themselves from being continued as a church officer, denominational employee or committee member.

Only the conference Executive and Administrative Committees are authorized to make allocations from tithe funds. The tithe is the Lord's and should be returned to the storehouse, the conference treasury.



## **Tithing Audit**

Annually, all employees (pastors, teachers, and office staff) will be required, by February 28, to submit a copy of their local contribution receipt for the prior year to the HR Department. HR will then, with guidelines developed and approved by ADCOM, will then pass on the names of employees out of compliance to administrative supervisors who will address the matter with their employees.

## **240.20 Travel Allowance & Reimbursement**

### **EXEMPT EMPLOYEES**

Full time exempt personnel who travel on behalf of the conference in the course of conducting their work (Pastors, directors, associates, and other designated personnel) are given a monthly flat allowance which includes mileage at the current mileage rate for expenses of travel within the areas assigned. The allowance for pastors is determined as follows:

Senior Pastor	1300 miles
Associate pastors/interns	1150 miles
1 church	1300 miles
2 churches	1500 miles
3 churches	1600 miles
4 churches	1700 miles

It is necessary for tax purposes that the employee justify the use of this travel budget. Therefore, the employee should keep a record of miles driven and the location, tolls, and submit to the Conference Treasury Department no later than the 20<sup>th</sup> of each month. Special mileage and out of field travel is eligible for reimbursement. In order to be reimbursed, mileage reports must be submitted no later than 30 days past the end of the year (December 31) in which the mileage expense was incurred. For purposes if an IRS audit, the Conference can only corroborate what is reported on the travel expense report.

### **Tolls**

Road, bridge and tunnel tolls are reportable as incurred in the area assigned.

### **Out of Field Travel**

Out of field travel is defined as any travel outside of the assigned district of the employee. An employee desiring reimbursement for out of field travel must first receive approval from one of the Conference officers or VP's of designated departments. Notation as to which officer approved the trip is to be made in the explanation column on the monthly travel expense report. When approval is given, reimbursement for expenses will be as follows:



**Mileage** at the current mileage rate by the most direct route

**Lodging** at actual cost (lodging bills required)

**Meals** at current per diem rate

**Tolls** actual bridge, road, tunnel tolls (receipts not required)

**Parking, taxi and tips** as incurred (receipts not required)

**Air Fare** actual cost of air fare (copy of air ticket required)

Out of field travel that is automatically authorized is as follows:

Workers' meetings

IMPACT

Constituency Meetings

Camp Meeting Planning Committee

Ordination Committee

Personnel Committee

Executive Committee Members and Invitees

Intern/pastor review meetings

New Employee Orientation day at conference office

Other meetings as called by the conference president, vice presidents, or conference  
Committee

### **Business Mileage Reporting**

With the passage of a new tax law, effective January 1, 2018, business miles (commuting to work miles are not business – see your tax advisor) and the business purpose of the travel must be submitted on a monthly basis to the Conference Treasury department. Forms must be submitted by the regular payroll submission date of the month following the month reported. There is no “make up” provision for previous months not reported. Reporting can be done on the conference website. For questions, contact the treasury department.

### **Out of Conference Service-Related Travel**

Conference executive officers, vice-presidents, departmental directors and associates and pastors may be granted the lesser of 6 trips or 18 days, including travel time, for requests for their services outside regular conference related duties. Part time employees may be granted the lesser of 3 trips or up to 9 days per year under the same conditions as above.



## **Travel Allowance for Spouse**

Conference executive officers and vice-presidents who are required to travel regularly may request authorization for his/her spouse to accompany him/her at denominational expense on one authorized trip per year.

The following allowances shall be granted:

- Actual lodging expense during time of meeting
- Per diem during time of meeting
- Per diem shall be at the employee/spouse rate

## **240.40 Tuition Assistance for Dependent Children**

### **Eligible Employees**

Full time employees (including Locally Funded Employees) in administrative, professional, and supervisory positions (those considered to be exempt from Federal and State Wage and Hour Laws), may receive tuition assistance for dependent children who attend denominational schools. Living Well employees whose category remuneration factor reaches 102% are eligible for assistance.

Assistance is provided to the employee's child(ren) who must attend a denominationally-owned and operated school on the elementary and secondary levels. Although not an expectation to attend an SDA College or University, assistance is provided if they do attend. A fifth year of graduate education can be included for the specific purpose of securing professional credentials as approved by ADCOM.

### **Students Eligible for Tuition Assistance**

To be eligible for tuition assistance the student must be:

1. An unmarried dependent of employee
2. Less than 24 years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
3. Eligible to be claimed as a dependent on the employee's income tax return.
4. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50% of support from the new family unit.

### **Students Eligible in Divorce and Remarriage Situations**

To be eligible for tuition assistance the student must be:

1. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return.
2. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.



## **Assistance**

Potomac Conference will provide assistance at 70% of the tuition and all required fees for dormitory students and 35% for non-dormitory students.

The assistance on the academy or college level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee.

This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

## **Professional Programs**

Assistance provided for professional programs not requiring an undergraduate degree before beginning graduate study shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in the section entitled *Limitations on Assistance*.

## **Limitation on Assistance**

Assistance shall be provided for a degree program for a maximum of ten (10) semesters or fifteen (15) quarters (or a combined equivalent). An additional two (2) semesters or three (3) quarters may be granted only to complete work necessary to secure teaching credentials. Governing committees may also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.

Assistance for Pre-Kindergarten is not available.

## **Summer Sessions**

Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in the section entitled *Limitations on Assistance*.

## **Attending Schools Outside the Potomac Conference**

Assistance will not be granted for children not attending elementary or secondary schools owned and operated by the Potomac Conference unless exceptions are authorized by ADCOM.

## **Griggs University and International Academy**

Tuition assistance shall be provided for studies through Griggs University and International Academy as per regular policy. Tuition assistance is provided on credits that are earned through



the College Level Examination Program (CLEP) and once the course is completed. The assistance for both institutions is 35% whether or not the student is residing in a school dormitory.

### **Attending Schools Outside the NAD**

Students independently attending denominationally owned and operated colleges and universities located outside North America may be granted assistance up to 70% of the actual tuition provided the same amount of assistance is not greater than the amount they would receive if attending their home college/university.

### **Method of Payment**

Assistance for students enrolled in an academy or college/university shall be paid directly to the school. Organizations providing assistance shall make the appropriate arrangement for students attending elementary and intermediate schools.

### **Division of Assistance**

When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance based on NAD Working Policy, each organization shall be responsible for one-half (50%) of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.

### **Exceptions**

This policy is intended to apply only to employee's children who attend SDA denominational schools. Exceptions may be made as follows if approved by the conference Administrative Committee:

1. Attendance at privately operated SDA schools if the school is approved by the union board of education.
2. In cases where an undergraduate level program of study or a trade/vocational program is not offered in a denominational school in the NAD, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's union.
3. In the event that the local Seventh-Day Adventist school cannot serve a child's needs, an exemption may be requested for enrolling the child in a private or publicly funded program that provides specialized services. In this case, an IEP or a learning assessment directive must accompany the exceptions request.

### **Employees Who Become Disabled**

This policy would extend tuition assistance to the dependents of employees who become disabled as outlined in NAD Working Policy. Assistance would be continued through the school



year in which the employee's elimination period occurs, but in no event would it be carried more than one school year.

### 240.60 Locally Funded Employees

Locally Funded Employees are individuals who work at church or school sites full or part-time and are funded by the local site through the Potomac Conference treasury. They are eligible to receive salary or hourly wages, and all other benefits based upon their classification, amount of hours worked, retirement contributions, tuition assistance, paid time off, service credit toward retirement, and all other applicable benefits per policy. For more information regarding the Locally Funded Employee initiative of the North American Division of SDA, please contact the Human Resources Department.

### 240.80 New Employee Orientation

In addition to the one-on-one pastoral onboardings, all new, non-locally-funded hires are required to attend one of two new employee orientations offered annually. Orientations are coordinated through the Human Resources Department. **NOTE:** An unexcused absence from a scheduled orientation will result in the loss of a day's wage. A second unexcused absence from a scheduled orientation will result in the loss of employment.





# EMPLOYEE BENEFITS

## 300.00 Healthcare Assistance

The Potomac Conference offers a Health Care plan to eligible employees. This plan is available to spouses (under certain plan provisions) and dependent children (includes step-children). Additional information can be obtained from the Human Resources department.

### Eligibility Requirements

- Employees
  - Active employment
  - Work 30+ hours per week
- Spouses
  - Unemployed
  - Employed but not eligible for health coverage through their employer
  - *Note: If spouse is employed & eligible for health coverage through their employer, they are ineligible for the Potomac Conference health plan.*  
*Employee is responsible to notify the Human Resource Department within 30 days if their spouse's eligibility status changes.*
- Children/Step-Children/Legal Wards
  - Under age 26

### Enrollment Periods

- Initial New Hire period of 30 days
- Annual Open Enrollment
- Special Enrollment Period – employee has 30 days from the date of a Qualifying Life Event to add/remove coverage for eligible spouse and dependents. Examples of Qualifying Life Events can include (but is not limited to):
  - Adoption/Birth of a child
  - Marriage
  - Divorce
  - Death of a spouse
  - Loss/Gain of spouse or child's employment/benefit eligibility

### Continuation of Health Coverage

- Employee is responsible to ensure all health plan contributions are paid timely via payroll deduction or personal check
- During approved unpaid leaves of absence the employee is responsible to ensure arrangements for payment of health coverage has been made prior to taking the leave or within seven (7) business days of the start of approved leave



## Approved Long-Term Disability & Health Plan Continuation

- Employee must meet the eligibility requirements under NAD Working Policy
- Employee may be eligible to remain on the Conference health plan up to a maximum of 24 months from the first day of elimination period in accordance with NAD Working Policy
- Employee must remain current with the monthly Conference health coverage contributions. Delinquent payments will be cause for termination of health coverage
  - Employee is responsible to maintain open communication between the Human Resources Departments regarding health coverage payment plan

### 300.20 Life Insurance (Employee Survivor Benefit Plan)

**Benefit** – An employer-provided life insurance policy shall be provided for full time denominational employees, the spouse thereof, and for the employee’s dependent(s) as defined in the Health Care Assistance Policy.

**Benefit Scale** – The benefit shall be as follows:

Employee	\$100,000*
Spouse	\$50,000
Dependent Child	\$5,000
Stillborn	\$750

**Medical Termination** – Medical coverage ceases on the last day of active employment.

**One Benefit Per Death** – If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be made

**Portability** – This benefit is portable at the time of termination of employment.

**Seminarians** – Sponsored students at the Theological Seminary are covered by this basic life plan.

**Voluntary Additional Benefits (Group Universal Life ) (GUL)** – Employees, on a **voluntary** basis, may supplement their Basic Life amounts by participating in a group universal life insurance plan (GUL), established and administered by Adventist Risk Management, Inc., for themselves and their spouses and dependent children through payroll deductions.

**ELIGIBILITY:** Voluntary participation in GUL requires employee to be working at least half time (20 hours per week). New employees who enroll within 31 days of eligibility are guaranteed acceptance for coverage up to two (2) times annual earnings to a maximum of \$100,000 for employee and up to \$50,000 for eligible spouse. If enrollment is not accomplished within 31 days of eligibility, coverage will require evidence of insurability (health questionnaire). Further eligibility is determined by an underwriting evaluation of the employee’s application form.



### 300.40 Accident Insurance

All Regular Full-Time employees receive employer-provided coverage in the amount of \$20,000. Coverage is for employee only.

All Regular Full-Time and Part Time employees working at least 19 hours per week have the option to purchase Supplemental Personal Accident Insurance for employee, spouse, and dependent children. For employees holding a Pilot's License, Pilot Supplemental Accident insurance is also available.

- *Employee and Spouse*: Amounts are available from \$10,000 to \$500,000 (in \$10,000 increments).
- *Dependent Children*: Amounts are available from \$5,000 to \$25,000 (in \$5,000 increments)
- *Pilot Coverage*: Amounts are available from \$25,000 to \$125,000 (in \$25,000 increments).

Additional information regarding this benefit may be obtained upon request from the Conference Human Resources Department.

### 300.60 Short-Term Disability/Sick Leave

#### **Non-exempt (Hourly) Employees**

**Employees Who Are Covered** – This Sick Leave Policy shall apply to non-exempt denominational employees excluding those in health care institutions.

**Sick Leave Hours Accrued** – Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked); 3.2 hours for an 80-hour (two week) pay period, or .04 hours per hour worked. Regular part time employees shall accrue sick leave time on a prorated basis.

**Division of Sick Leave Time** – Seventy-five percent (75%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments. The other twenty-five percent (25%) shall be available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity. The accrual rate for employees of the Living Well ABC is 60% short term; 40% long term.

**Short Term Illness** – The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short term sick leave bank. The employee may also access his/her short term sick leave bank to care for members of his/her immediate family who are ill. Immediate family includes the employee's spouse, children/step-children, or parents/parents-in-law.



**Carry Over of Short Term Sick Leave Time** – Short term sick leave time may be carried over from one year to the next up to a maximum of 76 hours. Accrued short term time in excess of 76 hours may be transferred to the extended sick leave bank.

**Extended Sick Leave Time –**

1. Beginning with the fourth (4<sup>th</sup>) work day of an illness, full time pay shall be continued and charged to the extended sick leave time bank until those accumulated hours have been exhausted.
2. To qualify for this benefit, the employee must be under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity. In cases where an employee is hospitalized the provision of paragraph 1 above shall begin on the day of admittance to the hospital. Any leave under this policy should be coordinated, to the extent applicable, with the Family and Medical Leave of Absence policy. (FMLA is applicable for medical leave needed of greater duration than three (3) days).
3. In the event that an employee must provide care for an immediate family member with a long term illness that qualifies under the FMLA policy, the employee may, in conjunction with FMLA leave, access his/her extended sick leave time bank for up to four (4) weeks.

**EXCLUSION: Extended sick leave does not apply to:**

1. Any day during which an employee is entitled to cash benefits for temporary disability under Workers' Compensation or employer's disability laws.
2. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
3. Any period when incarceration is the cause of absence from work.

**Carry Over of Extended Sick Leave** – Extended sick leave time may be accrued up to a maximum of 1000 hours (26 weeks). Extended sick leave time may not be transferred to the short term bank.

**Non-Convertible to Paid Leave** – Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

**Portability** – At the time of termination or transfer, short-term sick leave may be paid to the employee. Accrued time shall not be transferred to the new denominational employer, however, extended sick leave may be reported to the new employer at the time of transfer. No payment is to be made to the new employer or to the employee for extended sick leave hours.



**Part Time Work After Illness** – An employee who returns to work on a part time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue until the employee has been released by his/her physician to return to full time employment.

**Implementation** – For each full year of service the employee may be credited with 24 hours of short term sick leave time up to a maximum of 48 hours, and with 24 hours of extended sick leave time up to a maximum of 320 hours.

**Pregnancy Leave** –

1. *Provision* – Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and the Family and Medical Leave of Absence policy. Pregnancy leave must be reported to the Human Resources Department no less than 30 days prior to your expected due date for review of eligibility under the FMLA. Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician.

2. *Remuneration* – Beginning with the first day of pregnancy leave, regular remuneration shall be continued and shall be charged to the extended sick leave bank until those accumulated hours have been exhausted. An employee may be remunerated on the foregoing basis whether or not she plans to return to work at the end of the pregnancy leave.

3. *Government Law* – Where government law dictates pregnancy leave policy, the employing organization shall observe those policies.

4. *Post Leave Employment* – An employee returning from pregnancy leave under the Family and Medical Leave of Absence policy will be entitled to reinstatement in her previous job or a job of equivalent pay, benefits and other employment terms and conditions. Upon returning to work, it will be necessary to provide a doctor's medical release.

5. *Paid and/or Unpaid Leave for the Birth or Care of a Child* – Under FMLA, employees are entitled to up to twelve weeks of paid and/or unpaid leave for the birth or care of a child. However, the Potomac Conference requires its employees to utilize available paid leave (ex. sick and/or vacation) during any period of approved FMLA leave. If the employee exhausts all available leave banks, the remainder (if any) of the FMLA leave will be unpaid.



## Exempt Employees

Regular full time exempt (salaried) employees of the Potomac Conference are eligible for full remuneration during any period of medical disability for up to 26 weeks. Under no circumstances, however, will an employee be eligible for disability leave in excess of 26 weeks in any 12-month period.

Regular part time exempt (salaried) employees of the Potomac Conference are eligible for full remuneration during any period of medical disability for up to 4 weeks.

Any leave under this policy must be coordinated with FMLA leave. Procedures for requesting FMLA leaves must be followed when requesting disability leave under this policy.

The first three (3) days of a salaried employee's sick leave need not be reported as disability leave. However, if the disability exceeds three (3) days, the entire period of disability will be counted towards the 26-week or 4-week maximum. **NOTE:** All absences of three (3) or more consecutive business days must be reported to the Human Resources Department immediately for review of eligibility under the FMLA.

Employees must notify Human Resources of any wage replacement benefits that are received from Workers' Compensation. The Potomac Conference will supplement Workers' Compensation benefits so that total benefits equal the regular remuneration of the salaried employee.

Should the employee desire additional personal time away from the job after completion of the disability leave, the employee, in conjunction with the supervisor, may use accrued vacation time to cover part or all of this personal time off.

\*The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees. It also requires that employers who employ 14 or fewer employees provide unpaid sick and safe leave for certain employees. For more information, or to see if you qualify, contact the Human Resources Department.

## 300.80 Long Term Disability Insurance

Long Term Disability Income Insurance helps assure a continuing income when, due to illness or injuries, an employee is no longer able to work. It covers disability sustained on or off the job. It is furnished at no charge to full time employees of Potomac Conference.

For any period of approved Total Temporary Disability (TTD) this plan will pay a minimum of \$300/month and a maximum of 66 2/3% of the employee's monthly salary or \$6,000 whichever is lower.

Long Term Disability can be applied for even if the employee is already receiving 66 2/3% salary from the Worker's Compensation Insurer.



Additional information regarding this benefit may be obtained upon request from the Potomac Conference Human Resources Department.

### **310.00 Adoption Expense Assistance**

Full time employees may be granted assistance of 75 percent of the medical and legal expenses incurred in the adoption of children if the adoption is completed. The maximum assistance to be granted shall not exceed the equivalent of up to two times the current monthly Remuneration Factor. This assistance shall be limited to one allowance per child, and will be FICA Taxable.

### **310.20 Adventist Retirement Plan**

The North American Division of Seventh-Day Adventists administers retirement plans for its employees. On December 31, 1999, the defined benefit plan was frozen. In its place the Adventist Retirement Plan, a defined contribution plan, was initiated. This plan allows both the employer and the employee to set funds aside for retirement. Upon retirement, vested employees with service in both plans will receive benefits from both plans.

#### **Eligibility Requirements for the Adventist Retirement Plan:**

To be eligible for benefits in the ARP, you must:

1. Be employed in a job that your employer designates as half time or more
2. Be at least 20 years of age.
3. Be employed in a position that is expected to last longer than 5 months when employment is begun.

#### **Applying for benefits from the NAD defined benefit retirement plan:**

Processing of retirement applications is done at the local conference level. Approximately 6 months before your retirement date, contact the Conference Human Resources Department for an estimate and to start the application process.

#### **Early Retirement:**

A vested employee who has attained age 59 ½ may retire at any time prior to his/her normal retirement age and thereupon shall be entitled to receive a retirement benefit in a monthly amount starting on the first day of the month following the date of his/her actual retirement from employment, or the first day of the month after he/she attains the age of 59 ½ if he/she is not in denominational service at that time. A reduction in retirement benefits shall apply in accordance with NAD WP if such early retirement begins after December 31, 1999.



## **Social Security and Medicare:**

The Social Security administration recommends that you talk to a Social Security representative in the year **before** the year you plan to retire. In no case should you delay signing up for Social Security benefits beyond 3 months before you expect to retire, or 3 months before your 65<sup>th</sup> birthday if you plan to continue working.

If you have not opted out of Social Security, you are eligible for Medicare at age 65 whether you receive Social Security retirement benefits or not and whether you are retired or still working. If you are retiring at age 65, apply for both Part A and Part B coverage. After age 65, if you decide to continue full time employment and delay retirement, apply only for Medicare, Part A. Please talk with your Social Security representative regarding the special rules relating to this.

*Please contact the Conference Human Resources Department for any retirement related questions or for estimates of benefits.*

## **310.40 Retirement Allowance**

Employees who have earned at least 1,000 hours or the equivalent of one-half year of service credit during each of the two years immediately preceding his/her admission to the Plan and go directly from active service into retirement shall be granted a retirement allowance by the Retirement Plan. Employees who qualify for retirement benefits shall be granted the retirement allowance even though their spouse elects the spouse allowance. The retirement allowance is not termination pay but is a retirement benefit provided as the time the participant is eligible for retirement benefits according to the following provisions:

1. **Amount** – The maximum allowance shall be equivalent to 12.5 percent of a month's remuneration (including wages and cost of living adjustment, but not including travel allowance) for each year of North American Division denominational employment after December 31, 1999. See NAD WP for retirement allowance based on denominational employment before January 1, 2000. Employees who previously received a retirement allowance under this policy shall be eligible for a retirement allowance based only on the years of service credit earned after such payments. Prior receipt of a Termination Settlement shall not jeopardize or reduce the Retirement Allowance payable after December 31, 2014. In the case of part-time employment immediately prior to retirement eligibility, the Retirement Allowance is calculated at the employee's current remuneration percentage or rate based upon full-time service.
2. **Disbursement** – The retirement allowance earned for years of service prior to January 1, 2000 is disbursed by the NAD Adventist Retirement Plan in a lump sum at the time retirement benefits begin, and upon the request of the participant may be paid in part or in full directly to the retiree or rolled into a qualifying Tax Deferred Plan. The allowance earned for years of service after December 31, 1999 will be paid directly into the employee's account in the Adventist Retirement Plan as a "Special Contribution" subject to statutory limits as described in the plan.





3. **Service Credit** – The retirement allowance does not entitle a participant to any additional service credit.
4. **Disability** – Receipt of disability benefits from the Employee Disability Income Plan shall not jeopardize or reduce a Retirement Allowance payable after December 31, 2004.

### **310.60 Workman’s Compensation Insurance**

The Potomac Conference provides Worker’s Compensation insurance for all employees and volunteers. Worker’s Compensation insurance provides compensation for medical treatment related to a work-related injury or illness. For employees it also provides wage replacement in the amount of 66 2/3% of average weekly earnings for any wages lost while under the care of a physician for a work-related injury or illness.

Medical claims approved and paid by the Worker’s Compensation insurance need not be reported to the worker’s major medical insurance.

Any salary continuation payments issued by the Worker’s Compensation carrier for exempt (salaried) employees of the Potomac Conference should be returned to the Potomac Conference for any period of time during which the employee received full remuneration from the Potomac Conference (see Sick Leave Salaried Policy).

In the event of a work-related injury or illness the worker should obtain first aid and/or emergency medical treatment as needed and inform their immediate supervisor as soon as reasonably possible. The immediate supervisor will be responsible for submitting a completed First Report of Injury Form to the Potomac Conference Human Resources Department within one business day of being notified of the injury. All injuries, no matter how insignificant it may seem, should be officially reported.

Time off due to a work-related injury or illness may be coordinated with the provisions of the Family and Medical Leave of Absence Policy.

The Injured Worker-First Report form can be found on the Potomac Conference website at [www.pcsda.org](http://www.pcsda.org) on the Employee Forms page under the heading General Employee Forms.

### **310.80 Anonymous Counseling Program**

The Anonymous Counseling Program offered by the Potomac Conference of Seventh-Day Adventists is designed to meet the needs of full time exempt employees and their families who experience personal and/or family conflicts that require extreme confidentiality such as addiction, substance or other abuse, etc. Recognizing the potential for such conflicts to impair the personal and professional lives of its ministers and educators and the sensitive nature of counseling needs, Conference administration has developed the following:

***NOTE: This program is not intended to be used for any general counseling needs as already provided through your medical plan coverage.***



Who is eligible for this program?

- All full-time pastors, educators, other full time exempt employees, and their spouses
- Dependent children of workers (available on request of the parent(s)).

What is the benefit?

- Each eligible employee/family member shall receive 12 counseling sessions per year
- Packets are mailed out at the beginning of each calendar year

More information about this program can be found by logging onto the conference website or by contacting the conference Human Resources department.

### 320.00 Automobile Insurance

Full time employees eligible for additional automobile insurance assistance are the following:

- 1) Employees whose category maximum is 100 percent or more of the Remuneration Factor, excluding educational personnel K-16.
- 2) Conference assistant treasurers.
- 3) Conference assistant and associate departmental directors.
- 4) Ordained and un-ordained ministers.
- 5) Bible instructors.
- 6) Senior academy principals.

*Educational Personnel K-16* – Employees whose jobs require less frequent use of their automobile are not eligible for automobile insurance assistance. Nevertheless, for their protection and the denomination’s protection when their automobile is used in the course of employment, it is recommended that they maintain the same minimum level of bodily injury liability protection as required for employees receiving automobile insurance assistance.

*Deductible* – Assistance may be granted on annual automobile insurance expense that exceeds 16.5 percent of the current monthly Remuneration Factor (rounded to the nearest dollar). Proof of payment and minimum insurance limits are required (see below). Assistance is granted for up to two vehicles

1. The assistance shall be based on the cost of automobile insurance coverage on standard type automobiles as listed below:

*Bodily Injury Liability	\$250,000/\$500,000
*Property Damage Liability	\$50,000



Medical Payments	\$5,000
Collision	\$500 deductible
Comprehensive	\$100 deductible
Uninsured Motorist	\$Statutory Requirements

\*Optional \$300,000 single limit policy is acceptable.

At times an insurance agent will counsel the employee to carry coverages other than those above. Only coverages as listed will be accepted.

In the event an employee mentioned above has a claim, the first \$50 of the collision or comprehensive deductible will be paid by the employee and the remainder of the deductible will be paid by the Potomac Conference Corporation.

In case of an accident with the second automobile, the conference shares the cost of the deductibles for collision and comprehensive on the same basis as the first automobile.

If the driver of the automobile is unlicensed or a teenager who is not of the employee's family, the entire deductible is the responsibility of the employee.

All vehicles (**up to two**) owned by the employee must carry the liability limits as listed above.

- The amount of the assistance shall be determined by applying the appropriate factor to the one auto premium or the average of the premium for two autos owned by the employee; excessive premiums over those typical of standard type cars shall not be considered.

Insurance Company		
Driving Record	Allowance Factor	Allowance Factor
Surcharge Points	One-Auto Owner	Multi-Auto Owner
_____	_____	_____
0 to 2	100%	160%
3	90%	144%
4 or more	75%	120%

The driving record surcharge points are defined as those points the insurance company applies to increase the premium because of the driving and/or accident record of the drivers of the employee's automobiles. Automobiles are defined as autos and do not include motorcycles, recreational vehicles, etc.



An unmarried denominational employee, if eligible, shall receive assistance on one automobile only. Married denominational employees, where both spouses are eligible for additional insurance, shall each receive assistance on one automobile only.

### **POLICY IMPLEMENTATION**

The employee arranges for and pays for the insurance directly with the insurance agent.

The form supplied by the Potomac Conference treasury is to be filled in completely and signed by the insurance agent before requesting reimbursement each time a premium is due.

The completed insurance form should be sent to the conference treasurer's office with the employee's monthly report for reimbursement. Reimbursement will be made on premiums reported within two years of the current date.

### **320.20 Camp Blue Ridge Pastor/Teacher Personal Getaway**

Potomac Conference pastors and teachers are entitled to one complimentary 2-night stay per year with two days of per diem. These reservations must be made in advance and the proper application form must be completed and submitted to the CBR office. Reservations will be confirmed only if there is no conflict with a group rental. Holidays are typically booked. This benefit is available to up to 20 employees per year, with no more than three (3) employees at a time.

Meals are not included in the two-night package. However, if food service is being provided for a group that is using the camp, meals may be purchased if arrangements are made in advance. Please speak with the CBR Reservations Receptionist for more information.

### **320.40 Advanced Degrees/Continuing Education**

There are a wide variety of options for continuing education. This policy covers the most commonly requested. Requests for continuing education are to be approved in advance as follows:

1. All requests are to be submitted to the Vice President for Administration at least six weeks in advance.
2. If the request is not covered by this statement of policy, it will need to have ADCOM Approval.

#### **A. Continuing Education**

The Potomac Conference provides full time exempt ministerial employees and office exempt staff with a "Continuing Education Bank" that will start accruing on a monthly basis at the beginning of employment. The balance in the employee's bank will be indicated on the payroll stub. This bank may be used for any type of approved continuing education event the employee chooses,



and can be accessed on a year-by-year basis or accumulated over a period of time.

**Guidelines:**

1. Forty dollars (\$40) will be placed into the employee's bank each month.
2. Funds may be used beyond those accumulated as long as they can be recovered by year end
3. If the employee leaves the conference, any "borrowed" funds must be repaid and will be deducted from final payroll check.
4. Once an employee has determined to leave the conference, the bank cannot be accessed, unless authorized by ADCOM.
5. Accumulated funds will not be paid out upon termination.
6. The funds in the bank are to cover 100% of the costs of the event, including all per diems and travel expenses.
7. Time away from the district will count against the employee's 18 day travel policy or vacation.
8. A report form must be completed for all events. This form, along with receipts for tuition, travel, food and lodging must be submitted before funds will be released.
9. For overseas or higher-cost events, an employee may request an advance from his/her bank which will be treated as any other payroll advance until such a time as receipts are submitted for reimbursement.
10. This policy does not apply to conference required events.

\*Pastors/Office Staff – must submit CEU's to be eligible

**B. Master of Arts in Pastoral Ministry**

The Master of Arts in Pastoral Ministry degree program (MAPMin) offers professional training to pastors who are 35 years old or older. Andrews University Seminary provides the major part of this training at off-campus centers in North America. In our union, classes may be offered at Washington Adventist University (WAU), or at the Columbia Union Headquarters. This degree is not a substitute for the MDiv degree. It is basic training for Adventist ministry. To earn a Masters in Pastoral Ministry degree requires 48 credit hours. This takes most pastors about two years to complete.

Please let the Vice President of Administration know that you are interested in this educational program and he will take your name to ADCOM for approval. Once approved,



pastors may apply directly through Andrews University. There is no limit regarding how many pastors can be in this program at any given time.

Potomac Conference pays a flat rate each year towards tuition to Andrews University. The rest of the costs are the responsibility of the pastor. Specific costs to the pastor are for books, travel, housing and food. Accrued Continuing Education funds may be applied toward these expenses.

Pastors must fill-out the out of conference travel form letting administration know when you are out of your district attending classes. This education time is not counted against your 18 day travel policy or vacation.

### **C. Doctor of Ministry**

The Doctor of Ministry degree program is available to all full-time pastors (and office exempt employees) interested in pursuing higher education. Potomac Conference Administration highly encourages pastors to pursue a degree from Andrews University. The following criteria must be considered before applying:

#### **Prerequisites:**

1. Completed six years of service following the M.Div degree or MAPMin degree.
2. Pastors are strongly encouraged to be in their district for a minimum of 2 years before beginning doctoral work regardless of whether or not there is educational assistance from the Conference.
3. Show high levels of professional skill in the following areas:
  - a. Administration
  - b. Church Growth
  - c. Preaching
  - d. Evangelism
  - e. Pastoral Leadership
4. Candidate's church/churches must show a high level of health.
4. The local church board must vote approval for candidate to enter doctor of ministry program. A copy of the church board voted action must accompany the advanced degree application.

If you qualify, please submit an Advanced Degree application to the Vice President of Administration at least six months before you enter the program. The following stipulations will apply while enrolled in the program:

- The candidate must maintain a high level of pastoral competency and leadership through the duration of the academic program to remain in the program. This will include full attendance at all workers meetings, camp meetings, and LEAD



meetings.

- Funding for doctor of ministry degrees will be subject to available finances.
- A candidate will be allowed 6 years to complete this program. All conference and Union financial assistance will cease after the 6<sup>th</sup> year.
- Time away from the district will not count against the employee's 18 day travel policy or vacation.

## **Financial Provisions**

### **a. Tuition**

Current tuition cost at Andrews University after the NAD 56% discount:

- New students will be also charged a cohort fee.
- For information regarding the cost of the program please contact Andrews University

### **b. Financial responsibility as follows:**

- 33% Potomac Conference (Subsidy for pastors choosing to pursue a Doctor of Ministry degree from an institution other than Andrews University will be the same as for those attending Andrews University.)
- 33% Columbia Union (up to \$1,000)
- 34% Employee (employee may use their continuing education bank to pay their portion)

### **c. Payment to be billed as follows:**

- Andrews to bill Conference for Conference and Union portion. Conference will pay Andrews directly and will bill the Union their portion once a year.
- Andrews will bill employee his/her portion.
- All other institutions: Institution to bill employee. Employee to submit statement showing classes enrolled. Conference to pay Conference and Union portion directly to the institution and bill the Union their portion once a year.

**d. Room, board, travel, and books** – It is the responsibility of the employee to care for these expenses. The continuing education bank may be used to cover these expenses. Reimbursement will be made by receipts.

**e. Amortization** – The Potomac Conference (33%) portion will be amortized over a period of four years following the issuance of the degree. If the pastor leaves employment during the first two years, Potomac Conference will be due 100% reimbursement, 50% reimbursement between the third and fourth years, and 25% reimbursement during the fourth year. The reimbursement will be the responsibility of the employee unless written acknowledgement of reimbursement is received from the calling organization.



## D. Doctor of Philosophy

The Doctor of Philosophy degree program may be available to some full-time pastors and office exempt employees. While Administration understands the desire for some pastors to pursue this degree, please note this program is more expensive and there is no financial assistance from the Union. Pastors wishing to apply are subject to the following criteria:

### Prerequisites:

1. Completed six years of service following the M.Div degree or MAPMin degree.
2. Show high levels of professional skill in the following areas:
  - a. Administration
  - b. Church Growth
  - c. Preaching
  - d. Evangelism
  - e. Pastoral Leadership
3. Candidate's church/churches must show a high level of health.
4. The local church board must vote approval for candidate to enter doctor of philosophy program. A copy of the church board voted action must accompany the advanced degree application.

If you qualify, please submit an Advanced Degree application to the Vice President of Administration at least six months before you enter the program. The following stipulations will apply while enrolled in the program:

- The candidate must maintain a high level of pastoral competency and leadership through the duration of the academic program to remain in the program. This will include full attendance at all workers meetings and camp meetings.
- Funding for doctor of philosophy degrees will be subject to available finances.
- A candidate will be allowed 6 years to complete this program. Conference financial assistance will cease after the 6<sup>th</sup> year.
- Time away from the district will not count against the employee's 18 day travel policy or vacation.





## Financial Provisions:

### a. Tuition

Please contact Andrews University for current tuition costs. **The NAD and Columbia Union do not subsidize this program;** therefore there is no financial provision available from these institutions.

### b. Financial responsibility as follows:

- Potomac Conference: Up to \$1500/year
- Employee: Remaining Cost (employee may use their continuing education bank to pay their portion)

c. **Payment to be billed as follows:** Andrews and all other institutions to bill employee. Employee to submit statement to Conference. Conference will pay its portion to the institution.

d. **Room, board, travel, and books** – It is the responsibility of the employee to care for these expenses. The continuing education bank may be used to cover these expenses. Reimbursement will be made by receipts.

e. **Amortization** – Total Potomac Conference subsidy will be amortized over a period of four years following the issuance of the degree. If the pastor leaves employment during the first two years, Potomac Conference will be due 100% reimbursement, 50% reimbursement between the third and fourth years, and 25% reimbursement during the fourth year. The reimbursement will be the responsibility of the employee unless written acknowledgement of reimbursement is received from the calling organization.

## E. Doctoral Research within the Potomac Conference Territory

5. Any doctoral student planning on conducting doctoral research within the Potomac Conference territory must first obtain proper authorization from the Potomac Conference Executive Committee. Please submit request to the Vice President for Administration at least 60 days before start of doctoral research.

## 320.60 Housing Policies

### Duplicate Rent and/or House Payments (taxable)

1. *Initial Assistance* (months one – three) – When an employee is moved from one location to another, and because of the conditions of his/her lease, or failure to sell or rent his/her home he is required to pay housing expenses both at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions for up to three months.



Rental properties and apartments – Employees with rental properties will need to seek a settlement/buy-out agreement with their landlord/property management should they be more than three months out from the end of their leasing agreement.

**NOTE: ADCOM vote of approval is required for additional months of assistance past the initial three month period.**

2. *Unusual Circumstances* (months four – six) – In unusual conditions when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100% of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted.

An independent appraiser shall be understood be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the Conference.

3. *Extreme Circumstances* (months seven – nine) – If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home has not been greater than 95% of the appraisal during this period.
4. *Amount* – When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes and insurance up to 75% of the base remuneration factor. Fifty percent of any rental income shall be deducted from the allowance.
5. *Utility Expenses* – In addition to the monthly allowance provided for in paragraph 4, employees may be reimbursed for the cost of utilities to provide security lighting and minimum heating.
6. *Selling Loss Shared* – In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.



In cases where it may be necessary to negotiate a bridge loan in order to secure a home at the new location, the bridge loan interest may be reimbursed by the new employer for the same time period during which the employee is eligible to receive duplicate housing allowances in addition to the duplicate and special housing allowance. This bridge loan interest would be considered outside of the ceiling for which special assistance may be given.

### **320.80 Moving Allowance**

When exempt full time regular employees are asked by the Potomac Conference to move, the following taxable allowances are granted as the expense is incurred. In the event both spouses are employed, only one benefit per family is provided.

#### **Moving Allowance**

A flat amount, rounded up to the nearest \$10, to cover packing and other moving costs as follows: EMPLOYEE (with or without spouse, and single parents)

33% of Remuneration Factor

For pastors with multiple churches, the cost of living (ERI) allowance will be determined by the location of the church in the highest cost of living category.

NOTE: For employees coming to Potomac from overseas, the Potomac Conference will only pay for moving expenses from the point of entry to the US to their assigned place of residence. For example, a worker coming from South America to work in Maryland. The point of entry may be Miami, Florida. Potomac will pay the moving expenses from Miami, FL to Maryland.

**Miscellaneous Moving Allowances** (Car must be registered within 90 days of moving to new area to qualify for reimbursement).

1. Drivers' licenses for employee and spouse (when changing states).
2. Auto license tags for one or two autos (when changing states).
3. Auto registration for one or two autos (when changing states).
4. City or county sticker (license) for one or two autos.
5. State inspection fee for one or two autos (when changing states).
6. Use tax for one or two autos (when changing states).

NOTE: The above allowances are granted for the initial move only. Recurring expenses are the responsibility of the employee.



## House Hunting Trip

The Conference covers the cost of one house-hunting trip including up to 5 days and 4 nights hotel stay, per diem, and rental as needed.

## Family Expenses of Moving

### Mileage

Direct route at current mileage rate for up to two autos.

### Food Allowance

Current per diem rate figures at 500 miles per day by direct route plus the day of loading and unloading and Sabbath layover, if needed.

### Lodging (lodging bill must be submitted)

Actual reasonable expense of lodging for family based on 500 miles per day by direct route plus Sabbath layover, if needed.

### Tolls (receipts not required)

Road and bridge tolls if expense is incurred.

## Expiration of Benefit

No reimbursement will be issued for expenses that are past six months from the time of expense.

## MOVING OPTIONS

1. **Conference Arranged Move** (taxable)
  - a. The Conference will place you in contact with the moving company
  - b. You are responsible for packing all your belongings
  - c. The moving representative will load/unload your belongings on the moving truck
2. **Self-Move: Moving Settlement** (taxable)
  - a. The Conference will place you in contact with the moving company to perform a verbal estimate of your belongings to transport
  - b. The Conference will receive the quote of the estimated cost for your move and pay seventy-five percent (75%) of the quote to you as a moving settlement
  - c. The payment will complete the Conference's moving obligation to you
  - d. You are allowed to use the money as you see fit for your move to the area
    - i. If your move costs less than the settlement paid, you may keep the remaining money
    - ii. If your move costs more than the settlement paid, you must absorb the cost



### **3. Self-Move: U-Haul Self Move (taxable)**

- a. Employee contacts U-Haul and arrange for a truck rental
- b. The Conference will reimburse 100% of the U-Haul rental cost
- c. The Conference will reimburse 100% of the gas expenses for the U-Haul rental
- d. Note: Receipts are required when seeking reimbursement(s).

NOTE: On any of the options above the conference will add 30% to the payable/paid amount.  
Delay in Delivery: The Conference will not pay additional per diem or lodging costs if the employee uses a moving truck service and there is a delay in the delivery of their personal belongings.

Moving Within Potomac: In the event that a Potomac Conference employee is asked to move from a higher cost-of-living area to a lower cost-of-living area within the conference, the difference in the cost-of-living amount shall be adjusted to the new area. This change shall be adjusted over a six-month period. This shall apply only to the cost of living amount and not to mileage or any other remuneration the employee may receive.

### **Temporary Rental**

In the event ADCOM approves a temporary rental unit (not to exceed 12 months) in order to get an employee settled in a timely manner, the conference considers a move to a permanent home a part of the original move. The conference covers the cost of moving for only one move in a given assignment. Employees must bear the costs for subsequent moves.

### **Employees Who Resign**

In the case of employees who voluntarily withdraw from the organized work, the denomination is under no obligation to return the individual to a former location.

### **Retiring Employee's Moving Allowance**

A retiring employee may be granted assistance for one actual move to the place of retirement if the employee has been moved at denominational expense during his/her career.

1. **Authorized Expenses** – When an employee retires, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay his transportation expense, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of his choice in the North American Division. If the employee's service credit is less than thirty years, the employing organization may pro-rate the moving expense based on years of actual service credit.



2. **Timing** – This arrangement is to be made within ten (10) years of retirement unless other arrangements are approved and documented by the employer prior to retirement.
3. **Form of Payment** – At the discretion of the employer, the move may be arranged by the employer, a cash settlement may be paid directly to the employee, or actual expenditures may be reimbursed.
4. **Division of Expense** –If both spouses are denominationally employed by different employers at the time of retirement, and are holding a position normally moved at denominational expense, the assistance shall be shared equally by the two employers.
5. **Tax Obligation** – The retiring employee shall be responsible for the tax obligation of the moving benefit.

### **330.00 Sabbatical**

#### **Pastors, Executive Officers, Vice Presidents, Directors and Associates**

##### **PURPOSE**

Administration and the Executive Committee recognize that ministry is very stressful and extremely demanding work and thus there exists the need for pastors, officers, vice presidents, directors and associates to “come apart and rest awhile” (Mark 6:31). Ministry is a 24/7 commitment in which the work is never done. We believe having a Sabbatical rest would provide a much-needed opportunity to revitalize spiritual, emotional, and physical health. This time is also intended for professional growth. Because we care about our pastors, officers, vice presidents, directors and associates and FT LFE’s recognizing the tremendous resource healthy employees are to the conference, we have established the following Sabbatical policy.

##### **PRE-REQUISITES**

1. The pastor/executive officer/vice president/director/associate must have completed a minimum of seven years of continuous, full-time service for the Seventh-Day Adventist denomination and have served in his or her present assignment for at least four years. The four-year requirement may be reduced to 2 years if the employee has been in denominational employment for at least 10 years. Every seven additional years of full-time employment in the Potomac Conference gives the pastor/executive officer/vice president/director/associate an opportunity to request another Sabbatical.
2. To apply, submit the Sabbatical request form to the Vice President for Administration at least four (4) months in advance. The Administrative Committee (ADCOM) will review and approve the request if it is within policy.



3. Associate pastors and associate departmental directors must have approval from their supervisor.
4. A one-page proposal should be submitted along with the application outlining your intent to use this time for professional, personal or spiritual growth. Sabbatical requests will not be considered if this proposal is not submitted.
5. Pastors must prepare their church six months ahead of their Sabbatical and arrange for Sabbath worship speakers during the Sabbatical.
6. Pastors must also arrange for a neighboring pastor to cover any potential funerals during Sabbatical.
7. Note on sabbaticals not accruing – cannot double up

## **GUIDELINES**

1. A Sabbatical cannot be taken during constituency meeting, camp meeting or any other required meeting. In addition, pastors cannot take a Sabbatical at least three months following the conclusion of an evangelistic series.
2. Sabbatical cannot be taken within a year of retirement or as part of an exit plan while transferring to another conference. When a call is accepted the Sabbatical is terminated.
3. The duration of the sabbatical is 3 months. This time is to be uninterrupted.
4. Executive Officers must take Sabbatical in two 6-week segments. Vacation time cannot be added to this time period.
5. ADCOM may or may not grant a request. A Sabbatical is a privilege not an entitlement.
6. Sabbaticals are subject to evaluation from administration as well as meeting all the prerequisites, including pastoral tenure.
7. Full salary, travel budget, and benefits will continue to be given the employee while on Sabbatical. In addition, any accrued continuing education funds may be used for educational and professional growth pursuits.
8. Annually, the Potomac Conference will provide twelve sabbatical openings for pastors who meet the qualifications.
9. Pastors, who are approved for sabbatical, will receive a \$1,000 subsidy to be used for expenses leading to professional growth; i.e. registration fees, lodging, travel, and materials associated with a convention or seminar. Expense receipts must be submitted to the treasury department for the subsidy to be classified as non-taxable. Failure to provide such receipts will result in the funds being deemed taxable.



## **POST-REQUISITES**

1. Within fifteen (15) days of completing the Sabbatical, the employee must submit a two-page evaluation paper to the Vice President of Administration, outlining the professional, personal or spiritual growth benefits experienced during the Sabbatical.

## **Educators**

### **PURPOSE**

Administration and the Executive Committee recognize that ministry is very stressful and extremely demanding work and thus there exists the need for ministers in education to “come apart and rest awhile” (Mark 6:31). Ministry is a 24/7 commitment in which the work is never done. We believe having a sabbatical rest for “a season” (Patriarchs and Prophets) would provide a much-needed opportunity to grow professionally and to revitalize spiritual, emotional, and physical health. Because we care about our employees and recognize the tremendous resource healthy and professionally energized educators are to the conference, we recommend the following sabbatical policy. In addition, we feel that schools as well as educators will benefit from the perspective that a sabbatical affords.

### **PREREQUISITES FOR BOTH 10 & 12-MONTH EDUCATION EMPLOYEES**

1. The educator must have completed a minimum of seven years of continuous, full-time service for the Seventh-Day Adventist denomination and have served in his/her present school assignment for at least three years, at the time the sabbatical is to begin. Every seven additional years of full-time employment in the Potomac Conference entitles the educator to an additional sabbatical.
2. At the time the application is made, the educator must be on a regular or term contract. In addition, the educator must hold a commissioned ministry of teaching credential (CCT). He/she must also possess a valid NAD teacher’s certificate: standard, professional or administrator certificate only.
3. An educator cannot take a sabbatical in the last school year of service prior to retirement or as part of an exit plan while transferring to another conference. When a call is accepted (or employment terminated or a resignation tendered), the sabbatical is terminated (even if the new position does not begin until after present school year concludes).
4. Apply in writing to the Potomac Conference Office of Education, which will make the initial approval before sending the request for a sabbatical on to the Administrative Committee (ADCOM) for final approval. Requests will only be accepted from September 1 – December 1 of the year prior to the start of the sabbatical. (Sabbaticals begin on July 1.)





5. Provide the conference with contact information in case of an emergency.
6. Prepare the school and school board six months ahead of time.

### ***Additional Points of Clarification***

1. PCOE and/or Adcom may or may not grant a request. A sabbatical is a privilege not an entitlement.
2. The local school board must approve the request first before the application reaches the conference. The board may not deny the request outright; the board may simply delay the request by one school year.
3. Up to ten educators' requests for sabbaticals can be granted each school year. Sabbaticals are based on meeting all the prerequisites, receiving a letter of request, order of receipt of request and/or educator tenure.
4. Only one sabbatical per school per school year will be granted. The exception to this is schools that have nine fulltime, conference-hired educators or more, as they will be granted up to two sabbaticals per school year.
5. Full salary and benefits will continue to be given the educator during the sabbatical.
6. The additional travel/workshop monies will be funded by PCOE and not by the local school.

### **PREREQUISITES/PROCEDURES/DETAILS FOR 10-MONTH EMPLOYEES**

1. Since 10-month employees already receive two months off each year in the summer, the sabbatical policy has been modified to fit their needs, allowing them some time off from their usual responsibilities, as well as additional opportunities for travel and professional growth.
2. The educator will also be given 2 additional personal days during the sabbatical school year, for a total of 4 personal days. The additional 2 personal days will be funded (the cost of the substitute teacher) by PCOE (inclusive of T.A. and S.V.A.). The teacher could take these days consecutively if desired.
3. Should the sabbatical be terminated (see above for more details), the educator will return to the usual policies for 10-month employees (2 personal days only, unless the extra personal days have already been taken).



## **PREREQUISITES/PROCEDURES/DETAILS FOR 12-MONTH EMPLOYEES**

1. The 12-month educator will be given the month of July (July 1 – 31, at the start of the sabbatical year) off and all other vacation time periods (spring vacation, Christmas vacation, etc.) after teacher contracts begin (like the 10-month employee normally receives during the school year) for the school year in which the sabbatical is taken. The employee will not have to take his/her vacation days during these vacation time periods. In addition, the 12-month educator will be able to take an additional five days off (must be consecutive) during the school year (in other words when school is in session outside of student-teacher vacations). Once again, he/she would not have to use vacation days for this additional week off.
2. The 12-month employee may not use additional vacation days (other than those specified above) during the sabbatical school year. He/she may still access his/her personal days allotted for the school year. In addition, the employee may not use vacation days during the month of June immediately preceding the start of the sabbatical. If the employee plans at least eighteen months in advance for his/her sabbatical it could be possible to wisely allocate all vacation days so as not to “lose” any during the sabbatical year. Vacation carryover rules still apply.
3. The 12-month employee must make prior arrangements for his/her responsibilities to be covered during his/her absence, in July particularly.

## **STEPS IN THE APPLICATION PROCESS**

1. Call PCOE to confirm eligibility. Eligibility will only be confirmed after teacher contracts begin.
2. Fill out application and obtain school board’s approval. (Remember they can delay it by one year. If they delay it, please make note of that on the application and hold the application until the following year at which time it is submitted directly to PCOE after reconfirming eligibility.)
3. Send application to PCOE. Applications will only be accepted from September 1 – December 1.
4. If PCOE approves, application is forwarded to ADCOM.
5. Notification of approval (or denial) is given by January 31.



## 330.20 Wellness Program

The Potomac Conference Employee Wellness Program is intended to promote optimized health and well-being, resulting in a healthy, happy, productive workforce. It has been designed to complement the Healthy for Life Rewards program that is offered to all employees enrolled in the NAD Health Care Assistance Plan (HCAP).

All regular full-time Conference employees are eligible to participate in the Wellness Program. The benefits offered include:

- \$15.00 per month for each month in which the employee exercises 30 minutes per day for a minimum of 10 days within that month.
  - This benefit is only allotted once per month. If the employee exercises more than 10 days within the same month, there is no additional monetary benefit for the additional workouts.
- Reimbursement for the purchase of personal home workout equipment.
  - Reimbursement is 20% of purchase price up to a maximum of \$100.00 per year.

**Self-Reporting of Monthly Activity:** Eligible employees must submit a log of their wellness activity. In order to receive your benefit in a timely manner, employees should submit their activity log by the 15<sup>th</sup> of the following month. Example: Activity for January should be submitted by February 15<sup>th</sup> in order to receive the \$15.00 benefit on your February paycheck.

In order to be considered for reimbursement, Activity Logs must be submitted within three (3) months of the month in which the activity occurred. Example: Activity for January must be submitted by April 15<sup>th</sup> at the latest.

The online form to submit your activity log can be found on the Potomac Conference website at \*double check to make sure accurate link <http://www.pcsda.org/employees/activity-log/>. A password is required to access this online form. For more information, contact the Human Resources Department.

**Requesting Reimbursement for Personal Workout Equipment:** This reimbursement is offered for any type of personal fitness equipment. Example: Athletic Shoes, Treadmill, Elliptical Machines, Circuit Weight Training Machines, etc. The form to submit to request reimbursement can be found on the Potomac Conference website at <http://www.pcsda.org/employees/forms/> under General Employee Forms. For more information, contact the Human Resources Department.



## TIME OFF & LEAVES OF ABSENCE

### 400.00 Holidays

This policy applies to employees who are directly hired and paid by the Potomac Conference. Locally Funded Employees are not provided the holidays as outlined in this policy.

Nine (9) annual holidays days with pay are provided by Potomac Conference. The observed holidays are:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and half day before\*
- Christmas Day and half day before

If the holiday falls on Sabbath, the previous Friday will be observed. If the holiday falls on Sunday, the following Monday will be observed.

### **Four (4) Day Work Week Sites**

For those locations with a 4-day work-week (Monday-Thursday), the observance of the holiday will be adjusted to uphold the integrity of the overall observance schedule.

### **Five (5) Day Work Week Sites**

For those locations with a 5-day work week (Monday-Friday), the observance of the holiday will be as outlined above. All Pastoral positions are considered to be on the 5-day work week.

Any leave taken beyond the observed holidays is to be deducted from the annual vacation leave bank. Part-time employees are paid on a pro-rated basis for the above holidays.

\*\*Living Well ABC employees will receive a 9-day holiday bank to use throughout the year based on scheduling and approval from Living Well administration.



## 400.20 Vacation Time

The Potomac Conference bases its Vacation policy to be within general harmony of the North American Division Working Policy Vacations and Holidays policy.

### **Basis for Vacation Accrual**

Annual vacation with pay shall be provided for regular full-time denominational employees and may be accrued and calculated on the following basis:

<b>Vacation Entitlement</b>			
<b>Years of Services</b>	<b>Accrual (Exempt)</b>	<b>Per 38hr Work Week</b>	<b>Per 40hr Work Week</b>
<b>1-4 years</b>	2 weeks	1.4575hrs	1.5385hrs
<b>5-9 years</b>	3 weeks	2.1863hrs	2.3077hrs
<b>10+ years</b>	4 weeks	2.9151hrs	3.0769hrs

Vacation accrual shall include days worked, approved sick time, holidays and vacation days.

Individuals who become denominational employees after several years of experience in work outside of denominational employment that professionally advances their ability to more effectively perform their work for the denomination may be granted one year of credit toward vacation accrual for each two years of such prior service.

### **Pastors, Exempt Office Staff**

Vacation requests will be submitted through Bamboo HR. Supervisors (Senior/Lead Pastors for Associate Pastors, Ministerial for Senior/Lead pastors, Directors for Associate Directors, VP's for Directors, and the President for all VP's will approve requests. The Human Resources Department will receive and process these requests.

### **Part-Time and Stipend Employees**

Regular part-time employees accrue vacation time on a pro-rated basis determined by the assigned work schedule.

Stipend employees accrue vacation time based on the percentage of full-time equivalency. As a stipend is a set amount of compensation for a set work schedule, the accrual will not deviate from the assigned work schedule on file with Human Resources.

Part-Time and Stipend employees shall have the rate of vacation accrual based on the number of years of full-time equivalent service.

### **Seminarians**

While in Seminary, an employee shall not accrue service time toward vacation accrual. Any unused vacation time will be frozen until the employee returns from Seminary if the employee



was in a pastoral position and transitioned to the Seminary. The employee shall also be restored to the same accrual level prior to entering the Seminary.

In the event the employee was hired directly from the Seminary, any applicable work experience prior to entering the Seminary will be considered to determine the appropriate accrual rate.

### **Work Locations & Accrual**

Within the Potomac Conference there are two types of work schedules. All institutions (e.g. church or school) operate on a 5-day work week. The Conference Office is the only site which operates on a 4-day work week.

Example: Using a 2-week accrual

- 4-day site = 8 vacation days annually
- 5-day site = 10 vacation days annually

### **Maximum Accrual**

Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals.

### **School Employees**

12-month educators are expected to take their full vacations each calendar year. These employees will take at least 50% of their vacation during the 10-month school year (1 week during Winter Break, 1 week during Spring Break) and the rest during the summer. Upon request of the employee and approval by the Potomac Conference, 50% of their yearly vacation allotment may be carried over from one year to the next for an accumulated vacation not to exceed six weeks in any given year. It follows the Columbia Union Education Code.

### **Vacation Time**

Vacation time should generally be taken in the year of accrual. Vacation may be used at such time during the year when requested by the employee, approved by the supervisor, and authorized by the appropriate authority.

With approval of the supervisor, employees may take unaccrued vacation up to the maximum of their expected accrual. If an employee terminates employment before the accrual has been restored, the value of the remaining unaccrued vacation that had been taken will be deducted from the final paycheck.

In the event an employee needs to apply for the Family and Medical Leave Act (FMLA), vacation time may be required as substitute pay for the absence. Please refer to the FMLA policy for greater details.



### **Exempt Employee Usage**

It will be assumed that exempt employees have taken their vacation annually unless a written request is made by the employee to the employer for a carry-over to the following year.

### **Non-Exempt Employee Usage**

It will be assumed that non-exempt employees monitor their vacation balance to ensure they take the appropriate amount of vacation each year. Once the maximum accrual balance is reached, no further accrual will be deposited.

### **Request for Vacation**

Vacation request forms must be filled out and approved before the vacation is taken. Employees should plan to submit their request well in advance to allow for the proper authorization.

The Human Resources department will approve and process all vacation requests for pastors. Associate pastors must have their lead/senior pastor approval before submitting to HR for final approval and process.

Vacation Request for VP's, Directors, Associates, and other Exempt Office Staff are to be submitted to the following:

VP's – President

Directors – VP

Associate Director & Exempt Office Staff – Director

### **Vacation Carry-over**

Employees are allowed to request a vacation carry-over for any unused vacation time for use in the following year. To be eligible for this benefit the employee must use 50% of their annual accrual in the current year [as of December 31<sup>st</sup>] before a vacation carry-over request can be made. This provision applies to Exempt, Non-Exempt and 12-month Contract Teachers (who may qualify for vacation). If there is no record that at least 50% of the current year's vacation accrual has been taken any carry-over request will not be granted.

### **Exempt Employees**

The Human Resource Department will make the appropriate Vacation Carryover Request form available within the last quarter of each year. A deadline will be given for submission. If the form is received after the deadline the request may not be honored.

### **Non-Exempt Employees**

Vacation carryover will occur automatically (subject to 50% usage of current year's accrual) for non-exempt employees each year; however, non-exempt employees will receive a Vacation



Carryover Request form to complete to help ensure the proper amount of vacation time is carried over into the next year.

### **Transfers**

When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.

### **Termination or Retirement**

At the time of termination from denominational employment or retirement, all accrued but unused vacation time shall be payable. The maximum payout shall be up to 150% of the annual vacation entitlement, including current year accrual.

### **400.40 Family and Medical Leave Act (FMLA)**

The Potomac Conference bases its Family and Medical Leave Act (FMLA) policy on the guidelines of the United States' Federal FMLA policy, the North American Division Working Policy, Family, Medical and Military-Related Leaves of Absence, and the Columbia Union Conference Education Code (9250).

FMLA entitles eligible employees to utilize up to 12 work weeks of unpaid, job and benefit protected leave in a 12-month period for specified family and medical reasons. Leave may be taken intermittently or in a single block of time.

### **Eligibility**

To be eligible to apply for FMLA an employee must work in the United States for a covered employer and:

1. Have worked for the employer a total of 12 months (consecutive or non-consecutive);  
and
2. Have worked at least 1,250 hours over the previous 12 months prior to the start of the FMLA leave

All full-time teachers of an elementary or secondary school system or institution of higher education, or other educational establishment or institution, and all Exempt employees, are deemed to meet the 1,250-hour test unless the employer can clearly demonstrate that the employee did not work 1,250 hours during the previous twelve (12) months.





All absences of three (3) or more consecutive business days must be reported to the Human Resource Department immediately for review of eligibility under FMLA. You are not required to apply for FMLA leave but the employer is required to inform you of whether or not you would be eligible to apply for FMLA leave and your options under the program.

The 12 months worked need not be consecutive but employment periods prior to a break in service of seven year or more need not be counted unless the break is due to the employee's fulfillment of their obligation to National Guard or Reserve military obligations.

All denominational employees within the United States who meet the above eligibility requirements, regardless of the size of the employer or location of the work site, are eligible for family and medical leave.

### **Leave Entitlement**

An eligible employee may take up to a total of 12 work weeks of unpaid leave in a "rolling" 12-month period for one or more of the following reasons:

- For the birth and care of a newborn child of employee;
- For placement with the employee of a child for adoption or foster care, and to care for newly placed child;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- When the employee is unable to work because of a serious health condition; or
- For any qualifying exigencies arising out of the fact that a covered military service member (spouse, son, daughter, or parent) serving in the National Guard and Reserves, is on active duty or called to active duty in support of a contingency operation.

### **Qualifying Exigencies**

Generally include:

1. Short-notice-deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling
6. Rest and recuperation
7. Post-deployment activities
8. Additional activities agreed to by the employing organization and the eligible employee



## Qualifying Relationships

- Spouse: Current legal spouse.
- Child: Includes birth, adopted or foster. Does not include individuals 18 years of age or older unless they are “incapable of self-care.”
- Parent: Does not include “in-laws”

## Leave Entitlement Limitations

Spouses employed by the same employer may be limited to a combined total of 12 workweek of family leave for the following reasons:

1. Birth and care of a child
2. Placement of a child for adoption or foster care, and to care for the newly placed child
3. Care for an employee’s parent who has a serious health condition

## Intermittent/Reduced Schedule Leave

FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

- Intermittent/reduced schedule leave may be taken when medically necessary to care for a seriously ill family member, or because of the employee’s serious health condition.
- Intermittent/reduced schedule leave may be taken to care for a newborn or newly placed adopted or foster care child only with the employer’s approval.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider.

## Other Methods of FMLA Usage

FMLA can be utilized concurrently with:

- Unpaid leave time
- Worker’s Compensation
- Short-Term Disability

The provisions of this policy will apply to all family and/or medical leaves approved for eligible employees for the reasons described above.



## **Documentation Required for FMLA**

The following documentation is required for Human Resources to process an FMLA request and provide the employee with the proper response:

1. Notice of Intent – Informs HR Department of need for FMLA
2. WH-380E – Physician certification for employee's medical condition
3. WH-380F – Physician certification for family member's medical condition
4. FMLA Tracking Report – Used during Intermittent or Reduced Schedule

## **Pregnancy/Maternity Leave**

If you plan to apply for maternity leave you are not required to complete the WH380. However, you must complete the Notice of Intent to take FMLA and submit the completed form to the Human Resources Department no less than 30 days from your expected due date. You will not be able to count time taken for prenatal appointments or illness as FMLA unless your leave has already been approved. Retroactive FMLA is permitted only if agreed upon by both employee AND employer.

Once received, HR will record the FMLA notice and send a written notice when your FMLA is approved. If your physician determines that you are unable to work due to health reasons/complications before your full-term due date, then the doctor's written recommendation is required. The time taken pre-partum will be counted as part of your FMLA leave.

After your baby is born, you must have a full-duty release/return to work notice from your physician with an effective date of such release before you can return to work.

## **Paternity Leave**

Paternity Leave is accessible at time of birth or placement of child (adoption or foster care). Usage of leave is available up until 12 months from time of birth or placement. Use of available paid leave is required and authorized as permitted per policy.

## **Substitution of Paid Leave**

Potomac Conference requires its employees to utilize any available paid leave (e.g. vacation or sick) during an approved FMLA period. If the employee exhausts all available leave banks the remainder (if any) of the FMLA period will be unpaid. Use of available leave banks does not extend the duration of the approved FMLA period.



Below are descriptions of leave usage:

- Exempt Employees
  - **Personal Medical Condition** – Access of sick leave bank up to twenty-six (26) weeks; if sick leave bank exhausts, access of vacation bank is authorized until exhaustion
    - Pregnancy – May use leave for prenatal appointments or related illnesses
  - **Family Medical Condition** – Access of sick leave up to four (4) weeks
  
- Non-Exempt Employees
  - **Personal Medical Condition** – Access of Extended Sick Leave bank up to maximum balance; if Extended Sick exhausts, access of Short-Term Sick Leave bank until exhaustion
    - Pregnancy – May use Short-Term Sick leave for prenatal appointments or related illnesses
  - **Family Medical Condition** – Access of Long-Term/Extended Sick Leave up to four (4) weeks
  
- Educational Employees
  - **Personal Medical Condition** – Access to available Long-Term Sick Leave bank up to ten (10) weeks; if Long-Term Sick exhausts, access of available Short-Term Sick Leave bank up to ten (10) days
  - **Family Medical Condition** – Access of available Short-Term Sick Leave up to ten (10) days; if Short-Term Sick exhausts, access of available Long-Term Sick Leave bank up to ten (10) weeks
    - **Paternity Leave – Access of Sick Leave up to four (4) weeks**

### Medical Certification

Potomac Conference requires documentation to be certified by a health care provider as briefly indicated in the above section entitled *Documentation Required for FMLA*. This process must be followed for an employee's or family member's serious health condition.

Once the request has been made by the employee, the HR Department will provide the necessary FMLA paperwork. The employee will have fifteen (15) calendar days to return the documentation to the HR Department. If the documentation is not submitted or prior communication of submission delay has not been received by the 15<sup>th</sup> calendar day, any prior absences to any eventual approval will be considered unexcused absences and not covered under FMLA.

### While on Approved FMLA

Potomac Conference requires periodic general updates regarding the employee's expected return to work date. While on leave if the dates of approval need to change the employee is expected to communicate immediately with the HR Department regarding that need.



## Returning to Work From FMLA

When an FMLA approval has been granted for an employee's own serious health condition or pregnancy, the employee must provide a certified physician's Return to Work notice listing the employee is able to return to full-duty without restrictions. If the physician cannot certify the employee's able to return to full-duty, the employee must obtain an expected return to work date note.

## Premiums and Employee Responsibilities

While on unpaid FMLA leave the employee is responsible for all continued payments of all benefit premiums (e.g. health coverage, life insurance) in which the employee has enrolled through the Conference. Payments can be submitted by:

- Personal check mailed to the HR Department no later than the 15<sup>th</sup> of the month payable to the Potomac Conference Corporation

At the time of approval the employee shall receive a written statement outlining their current benefits and the premium cost associated with that benefit. Failure to provide timely payments may be cause for termination of the delinquent benefit. An FMLA approval does not remove the employee's responsibility of normal premium payments.

Potomac Conference's obligation to maintain the employee's health coverage ceases if:

- The employee informs Potomac of intent not to return to work at end of leave period; or
- The employee fails to return to work at the end of the leave period

## Other Benefits

The employee shall continue to earn Service Credit during an FMLA leave. Vacation and sick leave accrual will continue for all paid portions of an FMLA leave.

The following Department Allowances/benefits for eligible employees shall be temporarily suspended during an FMLA leave:

- Travel Allowance
  - **Continuous FMLA** – 100% suspension
  - **Intermittent FMLA** – Pro-rated suspension
- Phone Allowance
  - **Continuous FMLA** – 100% suspension
  - **Intermittent FMLA** – Pro-rated suspension
- Equipment Allowance
  - **Continuous FMLA** – 100% suspension; no access to funds; benefit will continue to accrue
  - **Intermittent FMLA** – Pro-rated suspension; no access to funds; benefit will continue to accrue



- Continuing Education
  - **Continuous FMLA** – 100% suspension; no access to funds; benefit will continue to accrue
  - **Intermittent FMLA** – Pro-rated suspension; no access to funds; benefit will continue to accrue

### Application for FMLA

FMLA documentation is available on the Potomac Conference website at [www.pcsda.org](http://www.pcsda.org). Under the heading entitled *Employees* click on the *Forms* hyperlink. The password to gain access to the forms is “**employee@pcsda.org**.” Under the heading of *Human Resources* there will be a section entitled *FMLA*.

Employees should contact the HR Department when considering the need of an FMLA request to ensure the proper documentation is downloaded and completed from the website.

As stated above the following documentation (depending on the circumstance) is required for an FMLA request:

3. **Notice of Intent** – Informs HR Department of need for FMLA
  - a. Submission Deadline: As soon as employee is aware of need and details of situation
4. **WH-380E** – Physician certification for employee’s medical condition
  - a. Submission Deadline: Employee has 15 calendar days from receipt of document to submit to HR Department
5. **WH-380F** – Physician certification for family member’s medical condition
  - a. Submission Deadline: Employee has 15 calendar days from receipt of document to submit to HR Department
6. **FMLA Tracking Report** – Used during Intermittent or Reduced Schedule
  - a. Submission Deadline: Employee must submit by the 20<sup>th</sup> day of each month

### 400.60 Bereavement Leave

When a death occurs in the immediate family, all regular full-time employees may take up to the equivalent of one week off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a regular, part-time employee.

One week consists of four (4) days for employees normally working a four-day work week and five (5) days for employees normally working a five day work week.

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.



**Funeral Leave for a Non-family Member:** All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off will be prorated for a regular part-time employee.

The supervisor should confirm that the time is recorded accurately on the time cards. The Conference may require verification of the need for the leave.

**Additional Time Off:** The Conference understands the deep impact that death can have on an individual or a family; therefore, additional time off may be granted. The employee may make arrangements with his or her supervisor for an additional four (4) days off in the instance of the death of an immediate family member. For these additional days, the employee may choose to be paid using their available Vacation time or may take the additional days as unpaid time.

Additional unpaid time off may be granted depending on circumstances such as distance, the individual's responsibility for funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.

#### **400.80 Jury Duty**

Regular exempt full and part time employees of the Potomac Conference who are called for jury duty will continue to receive their full remuneration and allowances for a maximum period of two weeks per calendar year, provided that any compensation received for services as a juror is given to the Potomac Conference. Jury duty beyond two weeks will be unpaid unless required by Federal Law.



# WORKPLACE GUIDELINES

## 500.00 Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

## 500.20 Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year. Office employees utilize the 5 Key Performance Factors as the job performance instrument.

## 500.40 Dress Policy

As a member of the Potomac Conference team we believe that our dress and grooming reflects who we are as Christians and as a professional organization, and makes 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 during work.

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.

## 500.60 Disciplinary Procedure

The Potomac Conference expects employees to comply with the Conference’s standards of behavior and performance and to correct any noncompliance with these standards. Under normal circumstances, the Conference endorses a policy of progressive discipline in which it





attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Company's right to bypass the disciplinary procedures suggested.

Steps in the disciplinary process are found and outlined in the NAD WP. For a copy, please see the Human Resources Department.

### **500.80 – Supervision of Non-Exempt Employees**

The workplace supervisor is the immediate manager of all employees within their area/department and as such is responsible for supervision/oversight of employees, addressing all workplace issues, conducting performance evaluations, processing through conflict management, approving timesheets, and the like. Contact the Human Resources Department for questions.

### **510.00 – Timesheets**

Non-exempt employees are to enter their hours worked using the uAttend timekeeping system (see 210.00 Time Records). Employees must clock in and out for actual time worked. In cases where employees are found to have intentionally not entered time worked, not entered time correctly, or to have made unauthorized modifications to time, the following progressive discipline will take place:

1. Verbal/Written Warning to be placed in employee file
2. Employee Suspension Without Pay
3. Termination from Employment

Supervisors who intentionally approve fraudulent timesheets are subject to the same progressive disciplinary procedures stated above.

**Phone Calls/Text Messages During Non-Work Hours** – All work-related phone calls and text messages to non-exempt employees received before or after work hours is considered compensable time and may be added to the employee's timesheet.

Non-exempt employees are under no obligation to answer or to respond to calls/text messages on personal cell phones during non-work hours (unless cell phone allowances are provided). Work-related phone calls and the sending of text messages to non-exempt employee cell phones is discouraged except in cases of emergency or organizational necessity.



## **520.00 – Children in the Workplace**

The presence of children in the workplace with the employee parent during the employee's workday is to be avoided except in emergency situations and with supervisor's approval. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property and bodily liability, and help maintain the company's professional work environment. Employees may use PTO (paid time off) or vacation time to take care of child care emergencies. Non-exempt employees may use their inclement weather leave for cases such as school delays and/or early dismissals."



## WORKPLACE SAFETY

### 600.00 Drug/Alcohol/Smoke Free Workplace

It is the policy of Potomac Conference to maintain a drug, alcohol, and smoke-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Potomac Conference also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Potomac Conference prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

### 600.20 Workplace Violence Prevention

The Potomac Conference is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Potomac Conference employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.



## **600.40 Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

## **600.60 Emergency Closings**

Potomac Conference will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

\*Regarding inclement weather at the Conference office, refer to the supplement to working policies.



## PASTORS

### 700.00 Borrowing of Funds from Church Members

Neither denominational organizations nor employees shall solicit loans from church members except through Union Revolving Funds.

In unusual circumstances when unsolicited funds are offered to an organization by a church member as a loan for a specific project, the interest rate shall not exceed the rate paid on Revolving Fund notes in the respective Union territory. Proper budgetary provisions shall be made for their repayment.

Unsolicited funds may be accepted only if in compliance with state regulatory codes.

### 700.20 Camp Meeting/IMPACT Guidelines

The Potomac Conference has launched a whole new chapter of camp meeting experiences as we seek to grow together as disciples, enrich our relationships with Jesus, and to equip ourselves to be about His mission.

Beginning 2016, we will be holding several area camp meetings in conjunction with bi-annual conference-wide meetings. The following guideline will apply to the area camp meetings:

- 1. Planning:** Pastors from within the region will plan camp meeting, recommend camp meeting dates and speakers to administration.
- 2. Mileage and Per Diem:** Mileage will be given for one round trip for one-day camp meeting. Per Diem as per policy.
- 3. Camp Meeting Staff Attendance:** All exempt office staff are required to attend all upcoming camp meetings on Sabbath within our territory. (ADCOM members will be expected to attend multiple camp meeting days).

### 700.40 Capital Purchases & Capitalization Threshold

#### **Definition and Threshold:**

Capital purchases comprise furniture, fixtures, equipment, software, leasehold improvements, etc. that meets two criteria:

- 1) Useful life of more than one year, and
- 2) Cost more than \$750.00.



**Competitive Bid:**

All capital purchases in excess of \$2,000.00, require a minimum of two (2) competitive bids (preferably three (3)).

**Budget Approval:**

A Capital Budget is submitted for approval to the Executive Committee each year. Specific equipment and/or projects itemized in the Capital Budget that are voted by the Executive Committee are considered approved and will be left to the discretion of Executive ADCOM to implement.

Equipment and/or projects not included in the annual Capital Budget must be specifically approved by Executive ADCOM before procuring. To seek such approval, the Department Director must provide the price and rationale for the purchase to the CFO/Treasurer who will take the specific request to Executive ADCOM for consideration.

The Executive ADCOM has discretion to make decisions up to \$10,000.00. Equipment and/or projects with estimated costs exceeding this threshold are required to be approved by the Executive Committee before pursuing.

**Recordkeeping:**

A list of Capital assets showing, a.) date of the acquisition, b.) cost, and c.) schedule for depreciation which will be maintained by Treasury. Annual depreciation expense will be included in the annual operating budget.

For each purchase, the Risk Manager shall evaluate whether the acquisition will have an impact on insurance coverage, determine if present coverage valuations are adequate, and obtain additional coverage if necessary.

**700.60 Evangelism Budgets**

An employee who wishes to hold a series of evangelistic meetings and desires a conference appropriation may apply for such as follows:

1. Fill out Evangelistic Meeting Budget request form in triplicate. (Forms can be secured from the office of the VP for Administration).
2. Send all three copies to the Evangelism Committee for approval at least three months before the beginning of the series.
3. Notice of approval will be sent by the treasury department.
4. Funds will then be sent as requested.
5. To receive consideration for an appropriation, the series must be a full series of at least fifteen (15) meetings.



6. The funds advanced will be charged to the worker's personal account.
7. When the series is finished a report is to be made within 60 days to the treasury department in the envelope provided, as follows:
  - a. All offerings and gifts, including the conference appropriation, are to be included as income.
  - b. All expenses are to be listed and appropriately itemized bills included in the envelope.
  - c. No special offering shall be taken at evangelistic meetings that directly benefits an employee or team, nor shall items, including recordings, be sold for personal gain at evangelistic meetings.
  - d. All funds in excess of the expense are to be returned to the Potomac Conference with the report.
  - e. All funds are to be handled through a special checking account or local church account. These funds should never be mingled with the worker's personal funds.

When handled through the local church books, it will be necessary to photocopy all bills so the treasurer can retain the originals with the church records.

### **Evangelism – Pastoral Assistance**

To qualify for assistance, the pastor must:

1. Do the preaching themselves.
2. Incorporate at least 21 meetings into the series.
3. Hold the series within a minimum of 4 weeks and a maximum of 6 weeks.

Assistance is as follows:

1. **Equipment** – The pastor will receive an equipment allowance of \$100.00 for the series.
2. **Travel** – The pastor will receive a travel allowance of \$100.00 in addition to his regular district travel budget.

Assistance is limited to one series per year.

It is the pastor's responsibility to inform the treasury department of his eligibility for the above assistance.



## **700.80 Purchase of a Home**

Employees of the Potomac Conference who may be in the market to purchase a home either as a first-time home buyer or for sale of current home with plan to purchase another, are asked to first review their intent to purchase with Potomac Conference VP of pastoral ministries or VP of education. The purpose of this review is to facilitate discussion of Conference officers and employees regarding plans/assignments that may be forthcoming.

Interns, prior to going to Seminary, are counseled not to purchase a home. Pastors who have been in a district five or more years should not buy a home without first reviewing their intent to purchase with VP of pastoral ministries.

In selecting a home for purchase, it should be kept in mind that the intent is for the employee to live within the community they serve. Location of employee's home should not prohibit work of the church or school.

## **710.00 Worthy Student Assistance**

Unrestricted Worthy Student funds received by the conference are divided between Takoma and Shenandoah Valley Academies and are managed in full by their respective academies. Employees who receive education allowance are not eligible for worthy student assistance.





## CHURCH-SPECIFIC POLICIES

### 800.00 Building/Renovating Appropriations

When a church or school qualifies for assistance from the conference, the amount of the appropriation will be:

1. \$5.00 per square foot for new churches, schools, and auditoriums. This is to be applied to enclosed areas only—not to basements. Assistance to be reduced by 10% of sale of existing church property.
2. Major remodeling/additions-10% of cost with \$10,000 maximum assistance. (Major remodeling/additions are those costing at least 10% of insured replacement values.)
3. Land Assistance for congregations who have never before owned property-20% of the purchase price with a maximum of \$20,000.
4. Assistance is based on availability of funds.
5. 50% payment of assistance will be made when the building is half completed. The remainder will be made upon completion.

Requests for appropriations should be directed to the conference treasurer's office.

### 800.20 Church Name Change

*Philosophy of the Seventh-Day Adventist Name:*

The name Seventh-Day Adventist includes vital beliefs for us as a Church. Adventist reflects our passionate conviction in the nearness of the soon return (advent) of Jesus. Seventh-Day refers to the Biblical Sabbath which from Creation has always been the seventh day of the week, or Saturday.

The name *Seventh-Day Adventist* also represents the Seventh-Day Adventist Church, its institutions and organizations, its local churches and its members. The name and the logo are trademarked and registered identities.

It is because of this that the Potomac Conference Corporation presents the following process when a church is considering changing its name.

#### **PROCESS**

1. Church Board and Business Meeting Approval.
2. Letter and completed application request (including minutes and voted approval) with 3 to 5 options to be submitted to Administration. \*Contact office of the VP for Administration for this application.



3. ADCOM will review and work together with the church leadership, or a special committee appointed by the church, to come up with a name that is suitable for both the church and the Conference. If approved, recommendation will be made to the Conference Executive Committee.
4. If approved by Conference Executive Committee, the church will be notified in writing.
5. The Local Church begins using their new name.

**NOTE:**

The proposed name must reflect a clear association to the Seventh-Day Adventist Church even if it is through a subscript as in the case of:

**Community Praise Center**

A Seventh-Day Adventist Church

**800.40 Church Property**

Potomac Conference Corporation of Seventh-Day Adventists is the legal holding body of all real property of the Potomac Conference of Seventh-Day Adventists. All properties, such as churches, schools, camps, office buildings, parsonages, et cetera, are owned by the Corporation. The Executive Committee of the Corporation must pass all legal actions pertaining to the purchase, trade, et cetera, of denominational properties.

When a congregation wishes to purchase, sell or rent a property, please contact the Potomac Conference Corporation associate treasurer in advance for assistance so that all necessary legal steps can be cared for properly. In order to protect the assets and other interests of the Conference and Corporation, only employees authorized by a limited power of attorney and officers authorized by said Corporation Bylaws may sign documents on behalf of the Potomac Conference of Seventh-Day Adventists or Potomac Corporation of Seventh-Day Adventists.

If denominational facilities are leased, rented, or loaned to non-denominational organizations, the user shall be required to provide a certificate evidencing general liability insurance and an additional insured endorsement naming the corporate entity holding the title to the facility as additionally named insured. In addition, the nondenominational organization shall sign an agreement holding the denominational owner harmless from any liability resulting from use of the facility. Insurance shall be from an insurer rated A Class VII or better from A. M. Best. Coverage shall remain in force from the duration of the usage.

**PURCHASING AND/OR BUILDING**

These guidelines are to be followed when a congregation plans to build or purchase a property.

1. Careful study by the church board of the entire project, including need, desirability of property, and cost.



Early in step one, the conference treasurer should be contacted to secure the evaluation of Potomac Partners for the purpose of evaluating the property and/or building under consideration. The conference committee will not approve any project where this evaluation has not been completed.

The conference treasurer should also be contacted for help in developing a plan of finance to meet the requirements of the General Conference Borrowing of Funds policy.

2. Recommendation from the church board to the entire church in business session.
3. Vote by church to request authorization for conference to proceed in harmony with General Conference policy.
4. Church clerk to furnish the conference with a copy of the minutes, including the request to the Potomac Conference to purchase the property and/or approve the building program.
5. The church is to furnish the conference a confirmation that no asbestos-containing building materials will be used.

**Basic Financial Plan Requirements:**

- A. Minimum of 50% of total project cost in hand and in the form of cash, readily convertible assets, and paid-for land, etc., Potomac Conference appropriations can be included in this amount. Please see Policy P-4 for Potomac Partners funding guidelines.
- B. The amount to be borrowed must be covered by adequate pledges so that the borrowed funds, plus interest, can be repaid over a maximum ten (10) year period of time.
- C. The amount of borrowing is limited by the lesser of: two (2) times the latest annual tithe or one-half the cost of the project.
- D. Building and financial plans for church and institutional projects shall be submitted for approval according to the following plan (amount exclusive of land):

Project Cost:

Exceeding \$100,000	Local Conference Committee
Exceeding \$500,000	Local Conference & Union Conference
Exceeding \$1,000,000	Local Conference, Union Conference & NAD



The time period for obtaining the above approvals varies with how many of the organizations must approve the project. Two or three months are required when all three approvals are needed.

- E. All independent contractors shall be required to maintain a minimum of \$1,000,000 limits of liability and shall provide evidence of coverage prior to commencement of construction on any denominational property. The General Conference of Seventh-Day Adventists and affiliated organizations shall be named as additional insured under contractor's policy. Also all contracts shall contain a hold-harmless clause in favor of the General Conference of Seventh-Day Adventists and affiliated organizations.
- F. All independent construction contractors shall be required to carry Workers' Compensation Insurance and to file proof of such coverage prior to commencement of the construction on any denominational property.

### **800.60 Church Records, Storage & Preservation**

The Potomac Conference Corporation strongly recommends to each local church that appropriate and adequate storage facilities be made available for the church treasurer's records and supplies.

For churches owning their own buildings it is recommended that storage facilities be provided for the treasurer that may be kept under lock and key, available only to the current treasurer, clerk, and the pastor.

For church organizations not owning their own property, the treasurer should be provided a cabinet which can be kept locked at all times.

In all cases, the cabinet should be of fire-resistive construction. Space should also be available for the records of the church clerk, but they need not be kept under lock and key as are the treasurer's records. However, the records of the church clerk are very important and should be permanently preserved from the date of organization.

The following records should be retained according to the schedule listed:

Receipts	Six Years
Canceled Checks	Seven Years
Invoices/Vouchers	Six Years
Tithe Envelopes	Two Years
Receipt and Disbursement	
Journals/Churches	Permanently
Clerk's Record Book	Permanently
Legal Documents	Permanently



Minutes of Meetings	Permanently
Payroll Records (W-4's)	Permanently
Property/Equipment Records	Permanently

### 800.80 Conference Church

The Conference Church is not intended to provide a church home for any conference employee. All conference employees should unite with the local church in the community in which they reside.

#### **Membership**

When a company/mission group of believers is organized, the membership of those individuals is kept in the Conference Church until such time as the company is organized into a church. In such cases, all membership changes are approved by the conference executive committee.

Aged, infirm, or isolated members should be members of a local church. It is the duty and responsibility of the local church to minister to such members. Such members should not be transferred to the Conference Church, which is not designed to function in place of the local church.

#### **Authority**

The officers of the conference serve as the officers of the Conference Church. The Executive Committee of the conference serves as the “board” of the conference church, and is authorized to make decisions on its behalf.

### 810.00 Merging Churches

#### **Reasons to consider merging churches**

- Stronger mission
- Proximity
- Decline in membership
- Makes better sense financially
- Shared resources
- Re-districting

For these reasons, the Potomac Conference Corporation presents the following policies and guidelines when churches are considering merging.



## Policy

1. Church Board and Business Meeting Approval
2. Letter and completed application request (including minutes and voted approval) with 3 – 5 options to be submitted to Administration. \*Contact office of the VP for Administration for this application.
3. ADCOM will review and work together with the church leadership, or a special committee appointed by the church, to come up with a name that is suitable for both the church and the conference. If approved, recommendation will be made to the Conference Executive Committee.
4. If approved by the Conference Executive Committee, the church will be notified in writing.
5. The local church begins using their new name.

### 810.20 Offering Schedule

Each December the Potomac Conference issues an offering schedule for the coming year. This is done so that all constituents of the Potomac Conference can plan their giving in a systematic way. It is expected that all churches will follow the offering schedule as published.

### 810.40 Potomac Partners

The churches of Potomac Conference have approved a plan called “Potomac Partners.” This plan provides funds for the following projects:

- |    |                   |        |
|----|-------------------|--------|
| A. | Church Growth:    |        |
| 1. | Church Building   | 35.00% |
| 2. | Evangelism        | 25.00% |
| B. | Youth Ministries: |        |
| 1. | Education         | 25.00% |
| 2. | Youth/CBR         | 15.00% |

To request funds for building or renovating, contact the Conference treasury department.



### **810.60 Early Childhood Education Centers**

Churches and schools operating child day care and schools operating before and after-school child care programs shall, in coordination with the office of the Vice President for Administration, pursue incorporation of their entities. For more information regarding this process, see the office of the VP for Administration.

It should be noted that there will be no Potomac Conference subsidy for before and after school pre-kindergarten, or child day care programs.

### **810.80 Accounts Receivable Policy**

Churches are required to be current with their accounts receivables before they are eligible to receive Conference subsidies or funding such as: CURF loans, Hispanic Capital Reversion funds, Potomac Partners, Evangelism funding, etc.

### **820.00 Inviting Speakers of Independent Ministries**

There are several independent ministries within the North American Division and indeed in other territories outside the Division. It is essential to understand that there are independent ministries that are “adversarial” and “controversial” against the values of the Potomac Conference rather than “supportive”. There may be instances when the leaders of independent ministries are invited to speak within the territory of the Potomac Conference. Churches must use caution when considering to invite the leaders of these ministries to speak within the Potomac Conference. Some helpful guidelines are listed below:

1. Are they critical of the Adventist church as an organization?
2. Do they support the return of the tithes and offerings to the local church? Or do they encourage the tithes and offerings to be diverted to their ministry?
3. Do they support the role of women in ministry and the ordination of women to the gospel ministry?
4. What has been the track record of the result of their messages? Does it create division or bring unity?
5. Is the message in harmony with the fundamental beliefs of the SDA Church?
6. Please remind members to speak with pastors before initiating an invitation.
7. If in doubt, please contact the VP for Pastoral Ministries or the VP for Administration.



## EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of the Potomac Conference Corporation of Seventh-Day Adventists. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**





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