



Rocky Mountain District Staff Manual

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Rocky Mountain District Council Staff Manual

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Purpose of Staff Manual

This employee staff manual is designed to acquaint you with a variety of policies regarding employment with the Rocky Mountain District Council (referred to as RMDC). This staff manual makes no attempt to be conclusive regarding every potential circumstance that could arise concerning employment with the RMDC, but is adopted in order to facilitate a safe, fair, and Christlike place of employment.

This staff manual defines policy that applies to all staff of the RMDC; the District Presbytery shall serve as custodians of this document. It is the District Presbytery's prerogative to edit by deletion or addition any policy or policies that impact the staff of the RMDC. Any and all changes to this staff manual shall be communicated to all employees.

It is the general policy of the RMDC that all staff members who serve this district in any employment capacity must be committed to the religious mission of the RMDC. These include a personal relationship with Jesus Christ, as Lord and Savior, with evidence of a consistent Christian life, and fully embrace the Statement of Fundamental Truths of the General Council of the Assemblies of God as adopted.

The RMDC is a Christian ministry, therefore it is expected that all employees live their lives, on and off the job, in such a way as to compliment the Christian mission of the RMDC. Any behavior that is determined by the Executive Officers to be immoral, sinful, disloyal or antagonistic or any behavior that may adversely reflect on the ministry and operation of the RMDC, will not be tolerated, and may be cause for discipline or dismissal.

This Staff Manual is not a contract for employment, nor any sort of an agreement for continuing employment.

The term Office Manager is assigned to the Secretary/Treasurer. He shall serve at the District Superintendent's pleasure to oversee the day-to-day operations of the RMDC office. **The District Superintendent has ultimate authority over all RMDC personnel including, but not limited to, the Office Manager, in compliance with RMDC bylaws.**

Employment at Will:

It is the policy of the Rocky Mountain District Council that all employment is at-will. The employment relationship is voluntary, and just as an employee can resign whenever he/she feels that action appropriate, the RMDC reserves the right to terminate the employment relationship with or without cause, for any reason or no stated reason. This is known as "at-will" employment. No RMDC officer is authorized to enter into any agreement for employment for a specified or unlimited period of time or make any representations or agreement contrary to at-will employment.

RMDC Staff Defined:

The RMDC Staff is comprised of personnel who assist the Executive Officers and Departmental Directors in their duties. It is understood that the term “staff” and “employee” are synonymous terms and may be used interchangeably without distinction or consequence.

A. Full-time Employees

Full-time employees are defined as those persons who work 32 hours or more per week on a regular basis.

B. Regular Part-time Employees

Regular Part-time employees are defined as those persons who work 20 up to 32 hours per week on a regular basis.

C. Part-time Employees

Part-time employees are defined as those persons who work less than 20 hours per week, whether temporary or on a regular basis. Part-time employees are not eligible for any of the benefits outlined in this Staff Manual.

D. Temporary Employees

Temporary employees are those persons who work at any level described above but the employment is intended to be less than six months. Temporary employees are not eligible for any of the benefits outlined in this Staff Manual.

E. Executive Officers

Executive Officers are governed by the RMDC Bylaws, Job Description, and initial and updated agreements approved by the District Presbytery throughout their tenure. These positions are exempt from the policies of this handbook. Tenure, salary, vacation, and other leave are determined by RMDC Bylaws and/or negotiation with the Executive Presbytery.

F. Departmental Directors

Departmental Directors are governed by the RMDC Bylaws, Job Description, and initial and updated agreements approved by the District Presbytery throughout their tenure. These positions are exempt from the policies of this handbook. Tenure, salary, vacation, and other leave are determined by RMDC Bylaws and/or negotiation with the Executive Presbytery.

Orientation Period:

It is the policy of the RMDC that the first 90 days of employment are considered an orientation period for all new employees. During this time, the employee is expected to learn his/her responsibilities, get acquainted with fellow employees, and determine suitability to the job. During this period the Office Manager will be evaluating the employee's performance and ability to meet the RMDC expectations.

At 90 days the employee's performance will be evaluated. Upon successful completion of the orientation period, and based upon the recommendation of the Office Manager, the employee shall become a part of the RMDC staff in accordance with the appropriate description on page 2.

If, in the judgment of the Office Manager, the employee's performance is marginal or unsatisfactory, the RMDC may terminate employment. Participation in or completion of the orientation period does not entitle the employee to remain employed by the RMDC for any definite or unlimited period of time. The RMDC reserves the right for any reason or no stated reason to extend or reinstate an orientation period for any time beyond the stated 90 days, and notice of such extension or reinstatement will be given to the affected employee in writing.

RMDC Staff Scheduling:

A. Office Hours

RMDC hours are Monday through Thursday from 8:00 AM to 4:30 PM and Friday from 8:00 AM to Noon. This period will serve as the official work hours for all full-time employees unless arrangements have been made with the Office Manager. All RMDC Staff are expected to be at their desk or work station at the start of the scheduled work day.

B. Lunch Breaks

Lunch breaks are 30 minutes in duration, Monday through Thursday for everyone working full-time and taken during the noon hour.

C. Weekly Devotions

It is the practice of the RMDC to have weekly staff devotions. Devotions generally take place Tuesday morning from 10:00 AM to 11:00 AM. All employees are required to attend. Employees receive full compensation for the hour of devotions.

D. Staff Meeting

Weekly staff meetings will be held and led by the Office Manager immediately following devotions. All employees are required to attend.

E. Absences

All time away from work shall be approved by the Office Manager. In most circumstances flex time (see pg.19) may be used for time off. If an employee is absent and has no flex time remaining, then vacation time will be charged; if an employee has neither flex nor vacation time remaining, then there will be no compensation for absence. Unexcused absences may be cause for dismissal.

Hourly Wages Procedures:

A. Reporting Hours Worked

All employees receiving hourly wages and those eligible for overtime pay are required to report hours worked to the Payroll Office. All hours worked must be reported biweekly and signed by the Office Manager and submitted to the Payroll Office.

It is possible that employees within a comparable job description might receive differing gross or net compensation. The District Presbytery reserves the right to set and adjust compensation.

B. Payroll Deductions

The RMDC participates in the Federal Social Security Program, which is funded by a specific percentage of each staff member's salary. Withholding of Federal and State Income Tax deductions follow established federal and state guidelines and are calculated based on the information submitted on the employee's W-4 Form. Credentialed ministers on staff may opt for further alternative considerations.

C. Payroll Reviews

Every year salaries and wages of all RMDC employees will be reviewed by the Budget and Finance Committee in consultation with the Executive Presbytery and presented to the District Presbytery for their final approval. Cost of living increases, productivity, dedication and contribution to the mission and purpose of the RMDC are all factors brought into consideration for payroll reviews.

D. Overtime Pay

When overtime is necessary, it must be pre-approved by the Office Manager. Overtime pay will be treated in accordance with current federal requirements under the Fair Labor Standards Act.

Employment Termination:

A. Resignation

It is the policy of the RMDC that any employee may terminate employment on his/her own volition at their personal will, at any time, for any reason or no stated reason. (See Employment at Will, pg. 1) Any employee who voluntarily offers or submits his/her resignation, and any employee who fails to report to work for 3 consecutive scheduled workdays without notice, or approved by the Office Manager, will be deemed to have voluntarily terminated employment with the RMDC.

The employee is to provide at least two weeks written notice to the Office Manager of their intention to resign from his/her employment with the RMDC. The Administrative Assistants and Financial Administrator are encouraged to give at least thirty (30) days prior written notice of intention to resign.

B. Dismissals

Both the Office Manager and District Superintendent are empowered to immediately dismiss an employee in compliance with the RMDC Employment at Will policy (pg. 1). Notice of dismissal action will be given to the Presbytery Board.

C. Accrued Vacation

All accrued vacation will be considered for remuneration upon termination of employment in accordance with the policies established within this staff manual. Final discretion is given to the Office Manager.

D. Severance Pay

Severance pay may be paid to employees only upon the recommendation of the Superintendent to the Presbytery. The District Superintendent has the authority to deny severance pay. Any severance paid must be with the recommendation of the Superintendent and the approval of the Presbytery.

E. Return of Property upon Termination

Upon termination of employment with the RMDC, the employee shall immediately return to the Office Manager all property belonging to the RMDC that might be in possession of the employee (including keys, resource materials, computer hardware, computer software, etc.).

Misunderstandings and Grievances:

It is the policy and standard of the RMDC to avoid conflicts involving hostile confrontations and judicial proceedings in secular courts, and to resolve disputes in the way provided by the Scriptures, and in the following manner:

A. Disputes Between Individual Employees

Grievances or disputes between individual employees of the RMDC shall be first negotiated between the disputants in good Christian faith. Failure of satisfactory negotiation between them should be then brought to the attention of the Office Manager for mediation. If such mediation efforts fail to resolve the problem, the matter may then be presented to the District Superintendent. His decision shall be final and binding between the parties. If the District Superintendent should so determine if necessary, he may decide that the matter shall be heard before a panel of spiritually qualified people chosen by the District Superintendent, to be heard as a matter of binding arbitration, with both parties being given equal opportunity to present their respective positions to the panel.

B. Disputes Between Individuals and Executive Officers or Department Directors

Disputes involving employees, individuals or factions, within or outside the RMDC or against any Executive Officer or Departmental Director of the RMDC, shall be resolved by binding arbitration.

The forum for arbitration of disputes concerned in this section is the District Presbytery; and the arbitration panel shall be comprised of three disinterested persons. Three persons shall be appointed by the District Presbytery, preferably from among the presbytery or pastors of local General Council churches within the RMDC.

The arbitration panel shall set a time and place for hearing the dispute between the parties, with proper notice and opportunity for each to be heard and present their respective positions. The panel shall fix reasonable procedural guidelines for presentation by the parties, as the panel deems just, proper and fair. The determination and award, or other disposition made by the panel of arbitrators, shall be final, conclusive, and binding upon the parties, from which there shall be no appeal.

C. Disputes with the RMDC Corporation

Disputes and grievances by any employee or groups against the RMDC or otherwise adversely affecting the RMDC Corporation shall be resolved by binding arbitration. The dispute should be submitted to the General Secretary of The General Council of the Assemblies of God, Springfield, Missouri, for resolution according to such rules and regulations as he may set, and in accordance with the Bylaws of the General Council, as such Bylaws are now or

from time to time may be amended. The determination made by the General Secretary or his designees shall be final and binding between the parties, from which there shall be no appeal.

Confidential Personnel Records:

Confidential personnel files will be maintained on all employees. Employee files and all essential documentation will be maintained by the office of the Office Manager or his designee, with absences, vacations, and payroll information being included. Such files will be kept in compliance with the Retention Policy for the RMDC.

All employees must keep the Office Manager up-to-date on their home mailing address, phone number and email.

Employee personnel records are confidential. The RMDC is required to comply with valid court orders and government requests directing the RMDC to provide information from your personnel records. However, generally speaking, without specific written authorization from employee, only employee's job title and employment dates will be released. All inquiries should be referred to the Office Manager.

Anti-Harassment Policy:

It is the policy of the RMDC that co-worker harassment of employees is a form of unlawful discriminatory behavior and is not permitted. Harassment of a co-worker is forbidden in the workplace and off-site. Specifically forbidden is harassment based on gender, race, national origin, color, age or disability.

Harassment includes derogatory comments or slurs; assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual; derogatory posters, cartoons, or drawings; basing personnel decisions on an employee's response to sexually oriented requests; conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or retaliation for having reported or threatened to report the harassment.

Any employee who experiences conduct of this sort or feels that their environment has become a hostile or offensive place to work should bring the matter to the attention of the Office Manager or any Executive Officer. The employee's complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses.

Every employee can be assured his/her concerns will be investigated promptly by the RMDC and the reporting employee will not suffer retaliation for reporting the incident.

If the RMDC determines an employee is guilty of harassment, effective remedial action will be taken in accordance with the circumstances involved. That employee will be subject to appropriate disciplinary action, up to and including termination. RMDC encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the Colorado Department of Regulatory Agencies - Civil Rights Division investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks he/she has been harassed or that he/she has been retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency.

Whistle-Blower Policy:

If in the process of business with the employees of the RMDC, there is the need to blow the whistle on an individual and the employee does not feel comfortable talking with someone in the office, they should contact the Assistant Superintendent. The Assistant Superintendent serves on our Executive Presbytery but is also serving as a Senior Pastor in the Rocky Mountain District.

Discipline:

Each employee has duties and responsibilities that contribute to the efficiency and effectiveness of the operation of the RMDC. Everyone is expected to fulfill those duties and responsibilities within prescribed directions and guidelines. Occasions where those directions and guidelines are ignored or abused or where there is unsatisfactory work performance, or where the RMDC ministry standards or policies have been violated, those found guilty in these premises will be subject to discipline. The RMDC has established a system of progressive discipline that is not formal, and may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The RMDC's disciplinary policy in no way limits or alters the at-will employment relationship.

Employee Personal Conduct:

A. Behavior

It is the policy of the RMDC that each employee in every category be deemed an integral part of the ministry of the RMDC and each is expected to conduct himself or herself on the job and privately in their personal lives, on-site and elsewhere, in such a way as to complement the image and mission of the RMDC, toward advancement of the cause and kingdom of Jesus Christ. There is no tolerance for behavior that is viewed as sinful or immoral, or for substance abuse, such as illegal drugs, recreational marijuana, or alcohol, nor for vulgar or

profane conversation, or promotion of foreign doctrines or religious practices, nor homosexual life-styles, sexual promiscuity or marital misconduct. This list is not all inclusive; other types of injurious conduct also may be prohibited. Violation of these conditions will not be tolerated.

B. Conflict of Interest

The RMDC recognizes that employees may have obligations to the community. Participation on personal time is encouraged in worthy educational, civic and charitable activities. However, each employee should recognize that certain activities may divide their loyalties to the RMDC. Consequently, the RMDC does not approve of employees participating in activities which have a negative impact on RMDC operations or those which could involve a conflict with the doctrinal positions of the RMDC.

C. Personal Business Enterprise

Where an employee has a personal avocation or private commercial enterprise, in which he or she seeks financial support or investors, those matters' should not be cultivated among co-workers or others at the RMDC office or elsewhere within the RMDC. This same rule applies in situations where an employee might act as an agent or broker for some third party in promotion of sales of merchandise or investments.

D. Complaints About Co-Workers

Any conflicts or disturbing circumstances, or continuing unpleasantness with a co-worker should be reported to the Office Manager who shall work to resolve the matter. In the event the problems continue, it may be necessary for an employee to be reassigned to some other work environment, or take required disciplinary action.

E. Personal and Family Problems

The Scriptures indicate that we should bear one another's burdens. Family problems come with the human condition, but employees should not bring their personal burdens into the workplace. It is strongly encouraged that persons in need of assistance in this regard should seek confidential pastoral or professional counseling. The RMDC and its elected officials would like to help an employee bear his/her burdens, and in these premises, for crisis situations might allow the person in need to take time away from work to attend to pressing or distracting matters.

F. Church Attendance and Tithe

All RMDC employees are encouraged to be faithful in regular attendance at local Assemblies of God church services, and in the giving of tithe and offerings. This policy will set an example to the RMDC constituency. Any exceptions to this must be approved by the Office Manager.

Employees Business Conduct:

A. Punctuality and Attendance

Each employee is expected to be regular, punctual and conscientious regarding attendance. Maintaining a good, consistent record is an employee's personal responsibility. Excessive or unexcused absenteeism and/or tardiness will result in disciplinary action.

B. Excessive Absence

Any time above the allotted days off will be considered excessive and will be without pay.

C. Unexcused Absence

Any absence not approved by the Office Manager will be considered unexcused.

D. Dress and Appearance Standards

Employees are expected to dress neatly, modestly and in a manner consistent with the nature of the work performed.

E. Promoting Personal Business

Working in the RMDC office creates exposure and influence with ministers and churches throughout our district. This relationship is not to be used for personal gain in promoting personal or family business opportunities.

F. Confidentiality

One basic rule of our religious ministry is the confidential relationship between the RMDC leaders and people. It is imperative for all employees, regardless of position, to respect the privacy of others. Any conversation, counseling session, correspondence, file material, or internal transaction of the RMDC must not be discussed, shared with other employees, or made public in any way. Knowledge about people gained because of staff relationship shall be closely guarded. Breach of this confidentiality will be just cause of disciplinary or discharge action.

G. Drugs, Alcoholic Beverages and Use of Tobacco

Use of tobacco, alcoholic beverages and illicit drugs are strictly forbidden on RMDC properties.

H. Non-District Related Business, Visitors, and Personal Phone Calls

Non-RMDC business related visitors and phone calls potentially disrupt responsibilities and RMDC operations. Unless there is an emergency involved, employees are asked to request friends and relatives not to disturb the

employee while working. Please keep personal phone calls to a minimum. Personal long distance calls, because of cost, are not authorized.

I. Personal Mail

Personal mail sent to employee in care of the RMDC is likely to be opened unintentionally along with all business mail. It is best to have all personal letters and packages sent to the employee's home or personal mailing address. The RMDC cannot be responsible for any personal mail or parcels.

J. Employer Property

Although desks are provided for use and convenience of employees, it is emphasized that these places are the sole property of the RMDC. The district officers reserve the right to open and inspect the desks and other storage areas, and likewise to inspect the contents thereof, at any time, without any advance notice to or consent of the employee, which may occur during, prior to or after working hours. Prior written permission must be obtained from the Office Manager before any district property is removed from the RMDC.

Perishable items should not be stored in desks or other storage areas for prolonged periods of time. The RMDC will not be responsible for any personal articles placed or left in any desk or storage area that may be lost, damaged, stolen or destroyed.

K. Computer, Network, Phone and Voicemail Monitoring

All computers, phones, FAX, voicemail, and other electronic transmission and reception devices at the RMDC or its other facilities, are solely for business use. All business and personal records recorded on such computers, all business and personal telephone calls, all business and personal FAX transmissions, all business and personal voice mail, are subject to inspection and monitoring by RMDC officers and Departmental Directors. Any such transmissions or recordings originating with or directed to any general administration employees shall be considered non-confidential as to that person. If an employee desires to have a particular record or transmission deemed to be confidential, he or she shall request such confidentiality from the office of the District Superintendent, and it shall be his option whether or not to grant same. Otherwise, the employee shall be deemed to have waived any rights or ownership or privacy in any such record, recording, or transmission. Conversely, the employee shall consider that all information that he/she may come in contact with at the RMDC in the course of their employment shall be considered confidential, and shall not be discussed with other employees, nor anyone else on or off the RMDC campus, or with anyone other than a district officer. Any storage or recording of literary or artistic work on equipment belonging to the RMDC is deemed the property of the RMDC, and no employee can claim any sort of copyright or other proprietary interest in such items.

L. Internet Usage, Network, and Email

The RMDC has established the following as the Internet Usage Policy for all personnel of the RMDC. The intent of this policy is to help ensure responsible and productive Internet usage, including clarification of employees', as well as the district's rights and responsibilities concerning Internet usage.

1. Personal Internet Guidelines

Access to global electronic information resources on the World Wide Web is provided by the RMDC to assist employees in obtaining work/ministry-related data and technology.

The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental personal use is permissible if the use is limited to use during "personal time" (i.e. break and lunch periods) and does not interfere with business operations. The employee is representing the RMDC when using business resources and, therefore, employee activities are to be conducted in a professional and businesslike manner. Monitoring of information systems by or on behalf of the RMDC for business purposes may occur at any time.

2. Internet Data

All Internet data composed, transmitted, or received via a RMDC computer communications systems is considered to be part of the official records of the RMDC and as such, may be subject to disclosure to law enforcement or other third parties. Consequently, employees should always assume that the information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

3. RMDC Property

The equipment, services, and technology provided to access the Internet remain at all times the property of the RMDC. As such, the RMDC reserves the right to monitor Internet traffic, retrieve, and read any data composed, sent, or received through the RMDC on-line connections and stored in RMDC computer system(s).

4. Unacceptable Content Data

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend

someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

5. Distribution of Legally Documented Material

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet without written consent is expressly prohibited. As a general rule, an employee does not own the rights to materials he/she did not create or have authorization for its use.

Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

6. Virus Check

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

7. Actions That Result In Disciplinary Measures

Abuse of the Internet access provided by the RMDC in violation of the RMDC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited:

- a. Sending or posting discriminatory, harassing, or threatening messages or images;
- b. Using the organization's time and resources for personal gain;
- c. Stealing, using, or disclosing someone else's code or password without authorization;
- d. Copying, pirating, or downloading software and electronic files without permission;
- e. Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- f. Violating copyright law;
- g. Failing to observe licensing agreements;
- h. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- i. Sending or posting messages or material that could damage the organization's image or reputation;
- j. Sending or posting messages that defame or slander other individuals;
- k. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- l. Jeopardizing the security of the organization's electronic communications systems;
- m. Engaging in any other illegal activities.

8. RMDC Office Email

Use of RMDC office email should be used for communicating quickly and efficiently to accomplish the ministry-related assignments of the RMDC.

Public Relations Conduct:

Public relations are of the utmost importance to every RMDC employee. It is imperative that all staff go out of their way to be friendly, helpful, and courteous to all. Each employee should be on the watch to aid the handicapped, the elderly, the young, and anyone who might need assistance or encouragement. The reception people receive from the staff will greatly influence their attitude.

Along with keeping a positive attitude about ministry, keep in mind that the RMDC is open to everyone. Employees can expect visitors to walk in at most any time while working. Employee's immediate work area, as well as the surrounding area(s), shall be kept in a neat and orderly fashion at all times.

Persons seeking charitable contributions and handouts should be referred to the Office Manager.

The correct conduct in accordance with the Scripture is essential to the operation of the RMDC. Our operations should not only be conducted in a strict Christian manner, but in a manner which avoids the appearance of misconduct or improper activity. An employee should pay strict attention to his or her conduct when dealing with pastors and church members that call the RMDC and companies who supply or furnish items to the RMDC and/or the public. Gossip and cutting down fellow employees is not compatible in a Christian organization, and therefore, will not be tolerated at the RMDC. Employees should have no outside interests which might dilute their loyalty to the RMDC or appear to be a conflict of interest.

The RMDC is a nonprofit corporation, which has been granted exemption from taxation under the Colorado Department of Revenue and United States Internal Revenue Code 501(c)(3). Employees should not say or do anything, or allow or encourage third parties to say or do anything that would jeopardize the nonprofit status or tax-exemption of the RMDC. The RMDC cannot directly or indirectly endorse or support any candidate for political office, and should not become involved in political crusades. Some support for state and federal legislation is allowed by law, but those matters should first have the approval of the District Superintendent. Campaign buttons, banners, signs, and campaigning should not be displayed or promoted by the employee in such a way that it appears to be the endorsement or promotion by the RMDC or its officers and administrators.

Personal Use of Office Equipment:

A. Employee Personal Use of Copy Machines and Mail Services

Employees may occasionally use the copy machines, printers, and other such equipment at the RMDC for personal use. It is requested such use take place on personal time, with notice to and consent of the Office Manager. The employee is expected to pay the established price for such use. Employees may also use the RMDC Mail Room services for mailing personal letters and packages that have been prepared by the employee and are ready for mailing. The cost for mailing is standardized by weight, and all accumulated cost for mailing, for copier/printer/fax use, and for Mail Room services, shall be paid by the employee through the Accounting Office.

B. Employee Use of Office Equipment

Employees may use office equipment at the RMDC normally used in the course of their work for personal purposes. However it is expected that personal use of such office equipment will only take place on the personal time of the employee prior to the work day, during breaks or lunch, or after regular office hours. Personal use of RMDC equipment requires the prior approval of the Office Manager. Such use will not inconvenience the overall office operation. Employees shall not allow any third party to use any office equipment. Prior written permission must be obtained from the Office Manager before any district property is removed from the RMDC campus and must be returned to the office the next business day. The employee using such equipment is solely responsible for the care and protection of the equipment when being used, on or off campus. The employee should expect to bear the cost of replacement or repair should any equipment borrowed be lost, stolen or broken. RMDC equipment from other areas (other than employee's personal work area) may not be used by employees or removed from the RMDC campus.

Accountable Reimbursement Policy:

The RMDC hereby adopts an accountable expense reimbursement policy upon the following terms and conditions:

A. Adequate Accounting for Reimbursed Expenses

Any employee (as defined below) now or hereafter employed by the RMDC shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the RMDC, if the following conditions are satisfied:

1. The expenses are subject to our annual budget.
2. The expenses are reasonable in amount.

3. The employee documents the amount, date, place (for transportation, travel and entertainment expenses), business purpose and, for entertainment expenses, the business relationship of the person or persons entertained, of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return.
4. The employee substantiates such expenses by providing the Treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee).

Examples of reimbursable business expenses include: local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, business use of a cell phone, and professional dues. Under no circumstances will the RMDC reimburse an employee for business or professional expenses incurred on behalf of the RMDC that are not properly substantiated according to this policy. The RMDC and staff understand that this requirement is necessary to prevent the RMDC's reimbursement plan from being classified as a non-accountable plan.

B. Excess Reimbursements

Any RMDC reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the RMDC within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

C. Tax Reporting

The RMDC shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

D. Retention of Records

All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by the RMDC.

E. Employees

For the purposes of the Accountable Reimbursement Policy, the term “employee” shall include the following persons:

1. All current office staff
2. All current Presbyters and Executive Officers
3. All current Department Heads

Vacations:

The scheduling of vacation time must be approved by the Office Manager. Seniority of service may be a governing factor in the event of multiple requests of the same date.

A. Eligibility for Vacation

Full-time employees (those who work 32 or more hours per week on a regular basis) are eligible for vacation accrual according to the guidelines stated below.

Regular Part-time employees (those who work 20 up to 32 hours per week on a regular basis) are eligible for vacation accrual according to the guidelines stated below.

B. Ineligibility for Vacation

Part-time employees (those who work less than 20 hours per week) are ineligible for vacation benefits.

Temporary employees (those who work at any level described above but the employment is intended to be less than six months) are ineligible for vacation benefits.

C. Method of Vacation Accrual:

First year of employment	4.5 days	(Average equivalent work week)
Second year to end of fourth year	9 days	
Fifth year to end of ninth year	13.5 days	
Tenth year and beyond	18 days	

For eligible employees, a vacation day is the equivalent of normal hours worked in a day for an employee. A full-time employee’s normal work day equates to eight hours Monday through Thursday and four hours on Friday, or a minimum of 32 hours a week.

An employee will receive full compensation during the use of vacation time. Accrued vacation must be used in blocks of days rather than in hours. (For redeeming hours, please see Flex Time pg. 19).

Vacation time must be used in the calendar year earned or forfeited. Employees are not entitled to receive pay in lieu of vacation. Compensation may be granted for unused vacation upon departure at the discretion of the Office Manager.

When an observed holiday falls during a paid vacation, the holiday will be used and not counted as a vacation day.

Christmas Break:

The RMDC Office is closed the week of Christmas. Christmas Eve and Christmas are recognized holidays, therefore, the remaining work days of that week will be taken from flex time or vacation in order to receive full compensation for the week.

Holidays:

All **full-time** and **regular part-time** employees are entitled to full compensation for the following paid holidays:

New Year's Day	President's Day	Birthday
*Good Friday	Memorial Day	
Independence Day	Labor Day	
Thanksgiving Day	*Day after Thanksgiving	
Christmas Eve	Christmas	

*Fridays equal half day

Remuneration for a holiday is the equivalent of normal hours worked in a day for an employee. When an observed holiday falls on a Friday, compensation will be given for half a day since the office is closed at noon on Friday.

Part-time and **temporary** employees are ineligible for holiday compensation.

Office Closures:

The Office Manager may close the office due to unforeseen circumstances. Depending on the nature of an office closure the Office Manager will determine if compensation is provided. In the event the office is closed and compensation is not provided, an employee may use Flex Time or Vacation to receive regular compensation. In cases of an office closure due to inclement weather, regular compensation will be provided for all employees.

Snow Day or Delay:

The RMDC follows Academy School District 20 directives regarding inclement weather. If Academy School District 20 is delayed or closed, RMDC will have a two-hour delay, opening the office at 10:00 AM. The decision to close the office will be made by the Office Manager. Full compensation will be provided for full-time and regular part-time employees when the office is closed due to inclement weather.

Flex Time:

Flex time is considered a benefit and available only to full-time and regular part-time employees. Flex time hours shall accrue after the end of the month. A Full-time employee working 36 hours a week accrues flex time at the rate of 8 hours a month for the first 9 months, or until maximum is reached. For a full-time employee a normal work day equates to eight hours, meaning that eight hours of flex time would accrue each month (until maximum is reached). Regular part-time employees accrue flex time based on the average hours worked each day, meaning that four hours of flex time would accrue for an employee that only works four hours in a normal day.

Flex time can be used in increments of hour/s or day/s. The maximum shall not exceed 72 hours. Flex time is provided in lieu of sick leave and can be used at employee's discretion (with the Office Manager's approval) for sick days, personal time off, or bereavement. All employees will receive normal compensation for flex time off. No employee is entitled to compensation for unused flex time acquired at the time of departure.

Once a maximum of 72 hours has accrued, they can be carried over into a new year.

Leave:

A. Personal Leave

A leave of absence may be granted to any employee for appropriate reasons. Such requests must be submitted in writing to the Office Manager.

B. Jury Duty or Witness Leave

Any employee who is called to jury service, must notify the Office Manager as soon as notice of jury service is received. Full-time employees, and regular part-time employees, will receive their regular rate of salary, less any jury pay received, for the time of jury service. While on jury duty, the employee will be expected to return to work during those hours when not required to be present in court. Exceptions to this, such as being required to remain in the immediate area for possible return to the court room, will be handled on an individual basis.

Normal benefits will continue through the full duration of jury duty leave. Accrual for benefits calculations, such as vacation, flex time, or holidays, will not be affected for the jury duty leave benefit period. Employees are required to furnish the Office Manager with written attendance slips received from the Jury Commissioner's office verifying jury service and duration of same.

Insurance:

The RMDC makes available through various plans and/or programs the insurance listed below. The employee shall look only to the carrier and/or insurance plan for payment or other provision of benefits. The RMDC does not guarantee performance of any carrier or insurance plan.

A. Medical Insurance

Medical coverage is provided to all full-time employees in accordance with the policy coverage of The RMDC. Medical insurance is available to regular part-time employees through payroll deduction or reduction. Contact the Financial Administrator for current information regarding medical coverage.

B. Workers' Compensation Insurance

Workers' Compensation Insurance is provided to all employees of the RMDC. The policy covers employee in event of occupational injury or illness. Contact the Financial Administrator for further information. In the event of an injury, the office of the Financial Administrator will provide and assist the employee with the required forms to be completed. After the forms are completed, they will be forwarded by the office of the Financial Administrator to the proper agency for processing.

C. Social Security

Social Security is provided in accordance with federal laws for all employees excluding some credentialed ministers who serve at the district office. Any questions concerning the withholding of Social Security shall be directed to the Accounting Office Payroll Department. Social Security is an important part of every employee's retirement benefit. The RMDC pays a contribution toward Social Security taxes for each employee, as the law provides. Credentialed ministers may opt for exclusion from certain programs.

D. Dental Insurance

Dental coverage is provided to all full-time employees in accordance with the policy coverage of The RMDC. Dental insurance is available to regular part-time employees through payroll deduction or reduction. Contact the Financial Administrator for current information regarding dental coverage.

Retirement:

A. Voluntary Retirement Plan

At the time of initial employment, a summary of retirement options shall be provided to the employee, setting forth contributions of both the employer and the employee.

Per provisions of section 403(b) of the United States Internal Revenue Code, employees of a nonprofit corporation may elect to voluntarily contribute a certain percentage of their earnings, pre-tax, to a qualifying Tax Sheltered Annuity. For more information regarding voluntary retirement plans, please contact the Accounting Office.

B. Notification

Any employee intending to retire should give written notice to the Office Manager of such intent at least three months prior to the proposed date of retirement.

Acknowledgement of Receipt of Staff Manual – Employee Copy:

Each employee of the RMDC shall receive a copy of the Staff Manual prior to or at the time of commencement of employment. The employee shall sign two copies of the Acknowledgment of Receipt of Staff Manual, one copy of which shall be retained by the employee, and the other kept with the records of the RMDC. The same restrictive regulations and policies apply to uncompensated volunteers involved at the RMDC and in any department, activity, program, or local church of the RMDC. Portions of the Staff Manual that relate to compensation, vacation, benefits, etc., do not apply to volunteers. Unless a particular volunteer has a specific written contract with the RMDC providing otherwise, volunteers shall receive no mandatory or discretionary benefits.

This is to acknowledge that I, _____, have received a copy of the Staff Manual and I understand this document sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of employment with the RMDC.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the RMDC’s policy of “Employment-at-Will.” All such changes will be communicated through official notices and are to be made an official part of this Staff Manual. As an employee, I understand that revised information may supersede, modify, or eliminate existing policies. Only the RMDC Presbytery is authorized to adapt any revisions to the policies in this handbook.

I understand and agree it is my responsibility to read and familiarize myself with the provisions of the Staff Manual. I agree to be bound by all provisions of each of these documents, as they currently exist and as they might from time to time be amended, as a condition of employment and continuing association with the RMDC.

Signature of employee:

Date: _____

Executed in duplicate – one copy for the employee to stay with their manual and one copy for the RMDC to be kept on file.

Acknowledgement of Receipt of Staff Manual – RMDC Copy:

Each employee of the RMDC shall receive a copy of the Staff Manual prior to or at the time of commencement of employment. The employee shall sign two copies of the Acknowledgment of Receipt of Staff Manual, one copy of which shall be retained by the employee, and the other kept with the records of the RMDC. The same restrictive regulations and policies apply to uncompensated volunteers involved at the RMDC and in any department, activity, program, or local church of the RMDC. Portions of the Staff Manual that relate to compensation, vacation, benefits, etc., do not apply to volunteers. Unless a particular volunteer has a specific written contract with the RMDC providing otherwise, volunteers shall receive no mandatory or discretionary benefits.

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