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Welcome

Welcome and thank you for joining the Bishop’s staff with the Episcopal Church in Connecticut (ECCT). You are now a member of an organization that is dedicated to participating in God’s mission of restoration and reconciliation. Whether you are an Episcopalian or not, you are welcomed to our community to share your gifts through your new role.

We are pleased to provide you with this Handbook, which outlines the personnel policies and procedures for ECCT. It is our intent that all employees are treated fairly.
Workplace Values

Engaging in God’s Mission

Employees of the ECCT*, in various roles, seeks to promote the right ordering of relationships by fostering the principles of personal dignity, justice, accountability, and participation. Through these principles ECCT staff seeks to promote both the dignity of the individual and the overarching common good entrusted to us in God’s mission in the World.

Believing in the call to participate in God’s mission to restore all people to unity with God and each other in Christ, ECCT seeks to provide employment environments that offer:

- Fair pay and benefits
- Written employment policies
- A safe workplace in compliance with the law
- A workplace free of harassment and violence
- Performance appraisals based on established goals and written job descriptions
- Training and development

As an employer, ECCT expects from each employee:

- Teamwork
- Performance to fullest potential
- Observance of the law and our workplace values
- A commitment to quality
- Honesty, truthfulness and integrity
- Support of the mission of the organization

*For purposes of this Handbook, “ECCT staff and/ or employees” refers to people under the overall supervision of the bishop and whose salaries are paid through the ECCT budget of Convention or the Missionary Society.

Use of this Handbook

ECCT staff is composed of lay and ordained employees working together. This Handbook recognizes that some policies and practices vary among different classes of employees, i.e., clergy and lay personnel. Where such distinctions are required by law, or are otherwise clear, separate sections are provided by class of employee. In other sections, the Handbook specifically notes such differences individually.

Parishes are encouraged to use this Handbook where applicable. Parishes that employ more than 50 people may need to add other policies as required by law.

ECCT reserves the right to change these policies and practices at any time in its sole discretion without prior notice.

The information contained in this Handbook regarding employee benefits is not a contract to provide these benefits to any employee.

This Handbook supersedes any and all previous personnel policies Handbooks, and any other ECCT policies and practices, whether written or oral, concerning topics covered in this Handbook.

The relationship between all employees, excluding bishops, and ECCT is referred to as “employment at will.” This means that an employee’s employment can be terminated at any time, for any reason, with or without cause, with or without notice, by the employee or ECCT. No manager, supervisor, or employee of ECCT has authority to enter into any agreement contrary to the foregoing “employment at will.”
relationship. Only the Bishop has the authority to make such agreement, and then only in writing. Nothing contained in this Handbook creates an express or implied contract of employment.

This Handbook contains useful information about policies and procedures and what it means to work for ECCT. While this Handbook contains general standards, it does not contain an exhaustive list of every policy. Some departments may have additional best practices or standards that may apply to your position. Please review individual questions with your supervisor.

**Terms**

Bishop: refers to the Diocesan Bishop of Connecticut, or in their absence, the Bishop's designee, or in the event there is no Diocesans Bishop, the Ecclesiastical Authority.

Bishops: refers to the Diocesan Bishop and Suffragan Bishop.
Equal Opportunity and Commitment to Diversity

Nondiscrimination

ECCT is committed to a work environment in which all individuals are treated with dignity and respect. ECCT recognizes and appreciates all of the differences among God’s people remembering that all differences have been blessed by God.

Equal Employment Opportunity

It is the policy of the ECCT to provide equal employment to all employees and applicants for employment without regard to race, ethnicity, color, age, sex, national origin, sexual orientation, gender identity or expression, disability status, HIV/AIDS status, veteran status, marital status, familial status, weight, size, height, or genetics. It provides equal employment opportunities without regard to religion except with respect to those bona fide instances that require active Episcopal Church membership. This policy applies to all terms and conditions of employment, including recruiting, hiring, training, compensation, placement, promotion, transfer, leave of absence, layoff, termination, and retirement. This policy applies, as appropriate, to all volunteer service opportunities, including internships and appointments to all Boards and Commissions.

Affirming Racial Healing, Justice, & Reconciliation

ECCT is committed to recognizing the reality of white supremacy and bias against people of color.

ECCT adopts from 2018 Annual Convention the resolution “that all searches for ECCT staff positions include at least two people of color, or one if there are fewer than four people in total, among the final candidates interviewed”.

Anti-Harassment Policy

All ECCT employees have the right to be treated with respect and dignity. ECCT supports employees’ right to work in an environment free from unlawful discrimination, including the freedom from sexual harassment. It is ECCT policy that no employee nor contractor, vendor or volunteer, may harass another. Additionally, harassment is illegal when it is based on age, color, disability, gender, national origin, race, religion, ancestry, sexual orientation, or any other legally protected class.

Sexual Harassment

Sexual Harassment is defined as: any unwelcome sexual advances or requests for sexual favors or other conduct of a sexual nature when:

a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or

b) such requests or conduct have the purpose or effect of substantially interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or offensive work environment.

Conduct constituting sexual harassment may be verbal, visual/non-verbal, physical, or other forms of behavior. See Appendix A for specific examples of sexual harassment. The behavior of individuals
engaging in such conduct, or supervisors or decision-makers, who knowingly allow such behavior to continue, will not be tolerated.

All allegations of Sexual Harassment shall be brought to Human Resources, who will investigate and shepherd the matter through the Grievance Procedures set forth in this Handbook.

Reports of sexual harassment will be immediately investigated and, to the extent possible, treated as confidential.

**Other forms of Harassment**

Harassment other than sexual harassment is defined as:

Conduct that denigrates or show hostility or aversion toward an individual because of their protected status, or that of their relatives, friends, or associates, and that (a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

All allegations of harassment other than sexual harassment shall be referred to an employee’s immediate supervisor. If the immediate supervisor is the subject of the allegations, then these allegations shall be referred to Human Resources.

**Consequences of Harassment**

If an individual is found to have violated this policy, they will be subject to disciplinary action, including, where appropriate, suspension, up to immediate termination of employment.

Additionally, ordained employees may be subject to Ecclesiastical Discipline pursuant to Title IV of the Canons of The Episcopal Church. If the misconduct involves a third party, such as a volunteer or vendor, that third party may be barred from ECCT property.

**Retaliation**

ECCT encourages reporting of all perceived incidents of discrimination or harassment. Human Resources will promptly and thoroughly investigate such reports. Retaliation against anyone who in good faith reports an incident or who cooperates with an investigation will not be tolerated.
Secure Workplace

Zero Tolerance Violence-Free Workplace

ECCT does not tolerate workplace violence. This policy strictly prohibits violent behavior or the threat of violent behavior in the workplace or during a work-related function. Such behavior can include, but is not limited to, any action, word, or object that has the effect of hurting or intimidating another person directly or indirectly. Employee behavior that threatens the safety of other employees, consultants, volunteers, clergy, parishioners, or others who may be in the workplace will not be tolerated. ECCT will not tolerate actions that would harm ECCT property. Such behavior warrants disciplinary action, up to and including immediate termination of employment. This policy against workplace violence applies to all employees.

Behavior prohibited under this policy includes, but is not limited to:

- Repeated hang-up telephone calls at work;
- Threat of a physical act or verbal abuse;
- Stalking or following another person in the workplace or to and from their place of employment;
- Blocking a path for the purpose of intimidation;
- Any part of physical contact that is intended, or does result in injury;
- Bringing any type of weapon into the workplace;
- Joking about bringing a weapon to or using violence in the workplace.

Human Resources will promptly investigate all such complaints and take appropriate action.

Employee reports will remain confidential to the extent possible, and ECCT will not tolerate any form of retaliation against an employee for making a good faith report.

In addition, if an employee is concerned about a potentially violent situation from outside the workplace interfering with the work and life of ECCT, please let Human Resources known as soon as possible so we can design a confidential, to the extent possible, safety action plan.

Weapon-Free Workplace

ECCT bans weapons, including but not limited to firearms, on its workplace property to protect the health and safety of everyone in the workplace, to maintain a climate of respect and cooperation among employees, and to protect property. Therefore, it is against ECCT policy to use or possess weapons, concealed or otherwise, in the workplace or during a work-related function. This ban does not apply to law enforcement professionals serving in their professional capacity.

Drug-And-Alcohol-Free Environment

The ECCT provides a drug-and-alcohol free, healthful, safe, and secure work environment. The use of controlled substances and alcohol by employees constitutes a serious threat to the health and safety of the workplace. For these reasons, ECCT has established the following policy:

Prohibited Acts include:

- The unlawful or unauthorized manufacture, distribution, sale, dispensation, possession, or use of a controlled substance or alcohol by employees are strictly prohibited on ECCT property during regular working hours;
- No employee shall work, report to work or be present on ECCT property, during working hours, or while engaged in ECCT activities, while impaired by a controlled substance, alcohol or any substance which could compromise job performance or safety;
- Violations of these rules will result in discipline, up to and including immediate termination of employment.
If an employee is using prescription drugs or over-the-counter medications, he/she is responsible for using them only as legally prescribed and is expected to be aware of any potential effects of such drugs that could compromise job performance or safety. The employee is responsible for reporting any potential side effects to his/her supervisor before reporting to work.

If, upon reasonable suspicion, ECCT believes an employee may be under the influence of alcohol or controlled substances on the job or that the employee is currently engaging in the illegal use of controlled substances or alcohol which could compromise job performance or safety, ECCT may require the employee to submit to a drug and/or alcohol test. A refusal to submit to a drug test and/or alcohol test, and/or a positive test result will result in discipline, up to and including immediate termination of employment.

The Commons (ECCT Office Space) is a nonsmoking environment. Smoking is allowed outside the building only and at a respectful distance from all entrances and pedestrian traffic area.

Smoking refuse must be disposed of properly.

**ECCT Emergency Action Plan**

The Commons has created an Emergency Action Plan for all members of the staff. This Action Plan can be found in Appendix B.

**Emergency Closings and Late Openings**

Extreme conditions, such as severe weather, power outages, or other unforeseen emergencies, may necessitate an emergency office closing or late opening of The Commons. This decision is made by the Operations Manager or their designee. An emergency closing or late opening decision will be made as soon as possible. Employees should check their text messages, email and can call the voice mail of the Operations Manager or his/her designee for an emergency closing message. When The Commons is closed during regular work hours, employees are expected to work from home during those hours using laptops provided by ECCT. If a decision is made to open The Commons late due to weather or other circumstances, employees are expected to report to work on a timely basis, taking the current conditions into consideration unless they make other arrangements with their supervisor. Employees with work space at The Commons will be paid for ECCT scheduled delayed openings and early releases.

**COVID-19: Remote Work Guidelines for Employees**

**Working during COVID-19**

ECCT is committed to the health and safety of our employees and visitors at The Commons and will be following the State of Connecticut’s recommendations on a phased approach to reopening.

The employee’s compensation, benefits, work status, and work responsibilities will not change due to participation in working remotely. ECCT has provided tele-work equipment which includes computer hardware, phone system rerouting, and other supplies as deemed necessary. Office supplies will be provided as needed with requests to the Operations Manager.

All employees are expected to be available to perform the essential functions of their roles. Employees who cannot complete their essential job functions remotely and have medical or personal concerns about returning to the Commons are encouraged to reach out to their supervisor and human resources.

All ECCT employees who are working remotely are encouraged to create a designated workplace in their home that is safe and free from hazards. The employee’s home workspace will be considered an extension of The Commons. Therefore, ECCT will continue to be liable for job-related accidents that occur in the employee’s home workspace during the employee’s regular working hours and while performing work-related duties as defined by their letter of employment. ECCT is not liable for non-work-related loss,
Deciding Who Returns to the Commons and When

Our work environment will be significantly different than it was before this crisis began, at least for the foreseeable future. All non-essential ECCT employees will continue remote work through December 2020 unless otherwise decided. Should an employee need to return to the Commons for a work task, this employee is encouraged to schedule this visit with the Operations Manager. The Operations Manager will oversee attendance to ensure The Commons is operating at half capacity. No more than 12 employees may be working at The Commons at one time while the state of Connecticut is in phase two of reopening. This section of the manual will be updated to reflect updated procedures and protocols for next phases of reopening.

Employee Expectations

All employees are required to wear a face covering/masks and to social distance. Employees who are sick must stay out of The Commons workplace to minimize potential exposure of their colleagues. These employees should use remote work, their vacation/personal or sick time off, or unpaid leave and should seek medical guidance.

Employees should notify their supervisor if they are unable to work. They do not have to share any medical diagnosis.

Employees coming in to The Commons should participate in the self-led questionnaire. If the employee answers yes to any of the questions this employee should work remotely from home.

Employees are encouraged to schedule all meetings virtually. If a meeting must take place at The Commons it is the employee’s responsibility to ensure all visitors understand and adhere to all COVID safety protocol.

Employees who are presenting COVID-19 symptoms are encouraged to get testing or quarantine for 14 days.

Failure to adhere to all required guidelines, policies, and procedures may lead to disciplinary action.

Self-Led COVID-19 Questionnaire

1. Are you currently experiencing or have experienced in the past 14 days any of the following symptoms?
   - Fever, cough, shortness of breath, sore throat, new loss of taste or smell, chills, head or muscle aches, nausea, diarrhea, vomiting.

2. In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

3. In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?

4. Have you been tested for COVID-19 and are waiting to receive test results?

Employees Responsibilities

All ECCT employees, working in The Commons, even if only occasionally, are required to adhere to all CDC, State of Connecticut, and ECCT guidelines, policies and procedures at all times. Failure to adhere may lead to disciplinary action, including termination.

All employees are strongly advised to follow CDC and health department guidance outside of work to minimize the potential spread of COVID-19 to themselves, their coworkers, and others.
Conflicts of Interest and Confidentiality

Conflict of Interest

All ECCT employees have a duty to avoid relationships, activities, and interests that conflict with the interests of ECCT or appear to conflict with the interests of ECCT.

Employees are required to report any relationship, activity, or interest that might involve an actual or potential conflict of interest to their supervisor. All questions regarding a possible conflict of interest are to be raised with the employee’s immediate supervisor.

Examples of relationships, activities, and interests that could represent a potential conflict of interest warranting disclosure, explanation, and analysis, include, but are not limited to, the following:

- Rendering services to (or being employed by) any outside concern that may interfere with the employee’s duties, cause loss or embarrassment, or adversely affect the interests of ECCT;
- An interest in (or relationship with) any transaction which might in any way affect an employee’s objectivity, independence of judgment, or conduct in carrying out his or her duties on behalf of ECCT;
- Serving as an elected officer or vestry member in an Episcopal parish;
- Borrowing from, lending to, investing in, or engaging in any substantial financial transaction with a potential customer, client, or supplier to ECCT, except in normal transactions for commercial banks;
- Performing outside work during normal office hours or during work time;
- Using ECCT facilities, equipment, labor, or supplies to conduct outside or personal activities;
- Disclosing or using confidential or proprietary information, without appropriate approvals.

In the event that a conflict of interest exists or may exist, an employee may be given an opportunity to correct it within a reasonable time, depending on the nature of the conflict, if it was done unknowingly and without harmful intent. A violation of this policy is a serious matter. If an employee knew or should have known of a conflict of interest and proceeded anyway, appropriate disciplinary action will be taken, up to and including immediate dismissal.

Confidential Information

ECCT employees are trusted and held in high regard to maintain confidences. All ECCT employees are responsible for maintaining the confidentiality of the sensitive data with which they work. All employees must protect all sensitive information by using such information only for approved purposes, controlling its dissemination, and reducing to the extent reasonably possible the risk of its unauthorized use or disclosure.

Additionally, ECCT will only collect personal information of its employees that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by ECCT includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by ECCT in the course of its business operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be
maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under ECCT proprietary electronic transmission and intranet policies and security systems. Participants in ECCT benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

ECCT-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, ECCT coding and recording systems, telephone directories, e-mail lists, ECCT facility or location information and addresses, is considered by the ECCT to be proprietary ECCT information to be used for internal purposes only. ECCT maintains the right to communicate and distribute such ECCT information as it deems necessary to conduct business operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of their personal information, the employee should report the incident to their supervisor or human resources. Human Resources has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with department heads who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to department head in order to facilitate ECCT work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with department heads.
- Employee’s company anniversary or service recognition information will be distributed to appropriate department heads periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.
Employment Relationship

Employment Classification

Regular employees work at least 20 hours per week on a regular basis.

Temporary and Part-Time employees work fewer than 20 hours per week, or fewer than 3 months per year, are not considered regular employees and are not eligible for any but the statutory benefits (e.g., Social Security). All sections of the Handbook apply to temporary and part-time employees except the sections on vacation/personal time, other leaves, benefits, and retirement.

Non-Exempt employees should model the provisions of the Fair Labor Standards Act and Connecticut wage and hour laws. As the law requires, they are to keep records of time worked and are eligible for overtime pay. For full-time employees, the normal work week is 37.5 hours, excluding the one-hour lunch break. For part-time employees, the regularly scheduled hours of work are determined at the time of hire.

Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act and the Connecticut wage and hour laws. They do not receive pay for overtime work.

Exempt employees are paid on a salary basis for their overall responsibilities rather than for the number of hours worked per week. On average, the work hours for a full-Time Exempt employee are defined as 40-50 hours per week.

Quarter, half, and three-quarter time exempt employees will follow the clergy guidelines for hours of work per workweek. This agreement of hours will be stated in an employee’s Letter of Employment.

Work Week

The Commons operating hours are Monday through Friday 8:15 - 4:45 p.m. From Memorial Day through Labor Day the Commons closes at 4:00 p.m. on Fridays.

ECCT is committed to helping employees face the demands of juggling work, family, and life-related issues by offering a flexible approach to work arrangements. This provides employees increased flexibility in their work schedule while allowing ECCT to maintain a progressive and productive work environment.

To participate in flex time, an employee must have a satisfactory attendance records, the employee must be meeting all performance expectations in their current role, and consistently demonstrating the ability to complete tasks and assignments in a timely manner and the nature of the employee’s work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Pay for Outside Conferences and Meetings

When a non-exempt employee is asked to assist at Convention, conferences, or other meetings outside the normal workplace, the working hours are likely to vary from the regular work hours. Prior written approval by the employee’s immediate supervisor or other authorized person is required to vary from the regular work hours. ECCT will pay for all hours actually worked beyond regular work hours for that day, as shown on the time sheet. Time spent in transit beyond the employee’s regular commute time may be compensated for if the employee has received prior written authorized approval.
Meal, Rest, and Spiritual Breaks

A one-hour unpaid period of time for a meal is provided for all non-exempt employees working 7.5 hours per day or more. The meal break must be taken at least two hours after the employee begins work and at least two hours before the employee completes their 7.5 hour work day.

Exempt employees are encouraged to participate in a break from work for either the purpose of a meal or rest from work.

All ECCT employees are encouraged to attend the weekly Holy Eucharist and any other worship or prayer services held at The Commons. Attendance at worship services is voluntary and counted as work time.

Time Records

In accordance with law, a record of actual hours worked each day as well as time taken off for allowable benefits such as sick days, vacation/personal time, etc. will be kept by each non-exempt employee and failure to do so could result in disciplinary action. Time sheets must be reviewed and signed by the employee's immediate supervisor on a bi-weekly basis.

Volunteering for projects employees would normally be paid for and/ or working “off-the-clock” is strictly prohibited. “Off-the-clock” is defined as any hours that a non-exempt employee does not report on their timesheet as hours work. This action may be subject to disciplinary action, up to and including termination of employment.

Overtime

Overtime work by a non-exempt employee is permitted only with the prior written approval of the employee’s immediate supervisor or by a person specifically designated within the organization to approve such overtime. An employee who works overtime without prior authorization may be subject to disciplinary action, up to and including termination of employment.

Overtime pay is one and one-half times the employee’s regular rate for each hour worked during a week that exceeds 40 hours worked. In calculating whether the employee is eligible for overtime, holidays, vacation/personal time, or sick time in any specific week shall not count as hours worked for satisfying the 40 hour requirement. For non-exempt employees, it is the responsibility of the immediate supervisor to plan the employees work load to permit the completion of assigned responsibilities within the regular hours work.

Pay Deductions

Deductions for Federal and State Income Tax are withheld from pay checks according to instructions given by employees on W-4 forms. FICA (Social Security) deductions are withheld at the current rate for all lay employees and matched by the employer. For ordained employees, an allowance for Social Security is provided according to the rate established by Convention. Your pay also may be reduced for certain types of deductions, such as: your portion of health, dental or life insurance premiums; or voluntary contributions to a 401(k) or pension plan.

Other deductions, such as Tax Sheltered Annuities, Flexible Spending Account for Medical and Dependent Care expense may be arranged through the Benefits Administrator.

Paychecks

Compensation is paid bi-weekly. Direct deposit is required.

Employees who terminate employment with the ECCT will be given their final pay check as per Connecticut Department of Labor Wage and Workplace Standards on the next payday. Employees who
have been terminated by ECCT will receive their final pay the following business day.

Access to Personnel Files

ECCT maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request.

Employment Requirements

Requirement for Physical Examination

Exempt ECCT employees may be required to undergo a pre-employment physical examination and an alcohol and drug screening at ECCT expense after a conditional offer of employment has been made. Any offer of employment that an applicant receives is contingent on, among other things, satisfactory completion of these examinations.

Thereafter employees are encouraged to have physical examination every two years.

Requirement for Behavioral Questionnaire & Background Checks

All ECCT employees are required to complete a background screening questionnaire prior to employment and redone every five years or according to the Safe Church Polices. Background checks include a written application, a public records check conducted by a company designated by ECCT, an interview and reference checks, and any additional components as may be deemed necessary.

Safe Church Training

All ECCT employees are required to attend Basic Safe Church Training within three months of commencement of employment, or provide a current certificate of completion of Basic Safe Church Training. Thereafter, employees are required to attend Recertification Safe Church Training at least every three years and provide the certificate of completion of such training. Staff who are clergy are encouraged to participate in the Mandatory Professional Development Day rather than the Basic Safe Church Training. This program reviews Safe Church Training and is tailored for specific circumstances for clergy.

Multicultural Competency Training (Antiracism Training)

All ECCT employees are required to attend Multicultural Competency Training. ECCT will organize these trainings for staff or require staff to participate in outside workshops.

Supervisor Training

All supervisors will attend Supervisor Training within 45 days of appointment as a supervisor. Training topics should include the provisions of this Handbook, conflict resolution, the setting of measurable goals, performance appraisals, and general supervision skills.

Sexual Harassment Prevention Training

All employees are required to complete Sexual Harassment Prevention Training within the first six months of hire. This training is two hours in length and satisfies Connecticut State Law. This training is required to be reviewed at least every ten years.
Continuing Education

In the process of Annual Reviews and setting of goals, all employees are encouraged to identify areas of continuing education/staff training needed to:

- Enhance ability to perform functions of current job,
- and/or -
- Develop professional abilities beyond the current job demands that will also enhance the capacity to perform the current job. (This could include course work needed to complete an educational goal or degree.)

Employees must request permission from their immediate supervisor for review and approval to attend and to receive reimbursement for a desired training and/or resource.

Generally, funding for non-exempt staff training is provided by Convention budget in a single pooled line item. These funds are to be used to enhance job related work skills. Accessing these funds is dependent on supervisor approval and availability.

The funding for such continuing education is specified for each exempt employee in the annual budget passed at Convention. Accessing these funds is dependent on supervisor approval and availability.

If an employee does not complete the training and/or coursework or provide documentation to support the completion they will be required to reimburse ECCT for the amount of the course or training.

If an employee terminates their employment within the year where continuing education funds were used, they will be required to pay a monthly prorated amount to ECCT.

Annual Review

Each employee is eligible for an Annual Review of performance based on their job description and agreed upon goals. This regular review is intended to provide support for the employee, to improve performance by giving an objective and constructive assessment of performance, to assist in the development and fulfillment of the individual’s career or occupational goals, and to provide information for a salary recommendation. The Annual Review is part of an ongoing process in which achievements are noted and the employee may be counseled on further steps necessary for meeting goals. An employee who disagrees with their performance evaluation may prepare written comments and give them to the supervisor within seven business days after the review date. The employee’s comments will be placed along with the evaluation in the employee’s personnel file.

A successful annual review does not guarantee continued employment, modify the at will nature of employment, or result in an automatic wage increase.

When the Annual Review results in significant changes to the role of the employee, the job description should be revised and a decision made as to whether or not the changes should result in any change in compensation.

Supervisors should complete Annual Reviews for supervisees during the months as noted by Human Resources.

Separation from Employment

Voluntary Resignation

All employees, other than the Bishops, are employees at will. As such, employees may resign at any time with or without reason, and may have their employment terminated at any time with or without reason. Only the Diocesan Bishop has the authority to create or enter into an employment contract.
Non-Exempt employees planning to voluntarily terminate their employment are requested to give at least two weeks’ notice. Accrued but not used vacation/personal time will be reimbursed only if the employee has given the Bishop notice, at least two weeks prior to the planned termination date. If the employee has used vacation/personal time that has not yet accrued, pay for the used and unaccrued time may be deducted from the last payment of wages.

Exempt employees planning to voluntarily terminate their employment are requested to give written notice at least one month prior to the planned termination date. Earned but not used vacation days will be reimbursed on a prorated basis only if the employee has given appropriate notice. If the employee has used vacation/personal time that has not yet accrued, pay for the used and unaccrued time may be deducted from the last payment of wages.

Bishops must resign by the age of 72 years and may resign earlier. The process for resignation by a Bishop is set out in Title III 12.8 of the Constitution and Canons of The Episcopal Church.

Voluntary separation interviews are conducted with terminating ECCT employees during the final weeks of employment by the employee’s supervisor or individual designated by the Bishop.

Return of Property: at the time an employee leaves employment of ECCT, the immediate supervisor or Operations Manager will collect all ECCT property such as ECCT credit card, keys, cell phones, tablets, laptops, passwords to all devices, etc.

**Involuntary Resignation**

When ECCT initiates a termination, the termination is considered involuntary. Involuntary terminations may occur for a variety of reasons including with cause (i.e. employee misconduct) or without cause (i.e., as part of a layoff).

Return of Property: at the time an employee leaves employment of ECCT, the immediate supervisor or Operations Manager will collect all ECCT property such as ECCT credit card, keys, cell phones, tablets, laptops, passwords to all devices, etc.

Involuntary termination of a bishop’s service is governed by the Constitution and Canons of The Episcopal Church. Bishops serve until they choose to resign or age 72 (Title III. 12.8) are found to be incapacitated (Title III 12.8), have irreconcilable differences between the diocese and Bishop (Title III 12.8) or until removed from office for having committed an offense (Title IV. 17).

**Layoff**

Layoff due to a reduction in force (RIF) occurs when changing programmatic definition, budgetary constraints or other business condition require ECCT to eliminate a department or position that results in the termination of one or more employees which reduces the headcount.

Layoff due to reorganization occurs when changing business conditions require ECCT to eliminate one or more positions that changes the organizational structure within a department resulting in termination of employment and may not reduce the headcount.

When a potential layoff is identified, employees affected shall be given early warning. Ideally, such early warning will be given as soon as practical.

When position(s) identified for separation are approved by the Bishop, the supervisor, Human Resources, and/or the Bishop will notify each employee of their status and separation date.

Time off during notice period: The supervisor will grant reasonable time off for interviews to the employee so that he or she may seek other employment.
**Severance Pay**

Severance pay is available for eligible employees. All employees must sign a Separation Agreement and General Release prior to receiving any severance payout. Generally, this does not apply to termination for cause, refusal to be reassigned or refusal to relocate.

Non-exempt ECCT employees who are terminated for unsatisfactory performance may be granted severance pay equal to two weeks of salary and any accrued, unused vacation/personal time.

Exempt ECCT employees involuntarily terminated for unsatisfactory performance may receive, at the bishop’s discretion, either a one-month notice period or one month’s salary and any accrued, unused vacation/personal time.

Any employee discharged for cause other than unsatisfactory performance is not entitled to severance pay. No payment is required except for earned and accrued salary for time employed since the last pay period and any accrued, unused vacation/ personal time.

Severance pay for all employees terminated due to a layoff, is based on length of employment by ECCT from anniversary of hire. Employees whose positions were eliminated may apply for another comparable position within ECCT. Individuals that secure a new comparable position within ECCT would only receive severance pay until the start date of their new position.

- 0-5 years of service receives 2 weeks of pay per year of service up to 10 weeks of pay.
- 6-20 years of service receives 10 weeks of pay plus one additional week of pay for each year of service between 6-20 years.
- 21 or more years of service receives 26 weeks of pay.

**Severance Benefit**

In the event of an involuntary termination due to a layoff, job elimination or termination for unsatisfactory performance, ECCT provides a severance benefit for the affected employees. Generally, this does not apply to termination for cause other than performance, refusal to be reassigned, or refusal to relocate.

The Bishop may decide, on a case by case basis, whether to provide any benefits during the period of separation pay for terminations for unsatisfactory performance. In lieu of continuing benefits through ECCT, the Bishop has the option of providing funds to the employee to obtain benefits outside the ECCT system.

All benefits will continue while the employee who will be laid off is on notice. The benefits will usually extend past the last day of employment or consistent with applicable plan or policy.

Unused accrued vacation/personal time will be paid upon separation, and unused accrued vacation/ personal time will not extend benefits coverage.

If benefits are not provided by ECCT, an extension of benefits is available through the Church Medical Trust. To exercise this option an employee should contact the Church Medical Trust before ECCT provided benefits terminates.
Workplace Guidelines

Attendance

All employees are expected to comply with regular work hours. Lateness, early departure, or extended lunch hours without advanced authorization may affect decisions on promotion opportunities and/or salary increases. When considered excessive by the employee’s immediate supervisor, such conduct may result in warnings or termination.

Employees who are delayed in arriving to work or meetings for more than one half hour should notify their immediate supervisor.

Social Media Acceptable Use

Responsible use of social media can further God’s mission by sharing information, building community and creating online collaborations. Social media can take many different forms including blogs, online profiles, podcasts, pictures and video, email, instant messaging, and music sharing to name a few. Examples of social media applications are Twitter, Facebook, Instagram, SnapChat, LinkedIn, and YouTube.

When participating in social networking employees are representing both themselves personally as well as ECCT. It is not ECCT’s intention to restrict employees’ ability to have an online presence and to mandate what can and cannot be said.

When using social media employees should:

• Maintain appropriate professional boundaries with youth, clergy, and colleagues in accordance with Called to Right Relationship, Resources for a Safe and Healthy Church, Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications
• Comply with ECCT policies concerning confidentiality. If an employee is unsure regarding the confidential nature of information that they are considering posting, the employee should consult with their immediate supervisor;
• Use appropriately respectful speech in their social media posts;
• If contacted by the media, refer them to the Communications & Media Department.

When using social media employees should NOT:

• Use ECCT logos or shield in their personal posts;
• Post any financial, confidential, sensitive information about ECCT;
• Use harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate language;
• Use ECCT social media communications for private financial gain, political, commercial, advertisement, or solicitations purpose;
• Use ECCT sponsored social media communications in a manner that misrepresents personal views as those of ECCT, or in a manner that could be construed as such.

Be aware of comments that could reflect poorly on you and ECCT. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or ECCT.

Failure to follow the Called to Right Relationship, Resources for a Safe and Healthy Church, Appendix B: Recommended Practices and Guidelines for Social Media and Electronic Communications may result in disciplinary action including termination of employment.

Computer, E-Mail, and Internet Usage

ECCT recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place ECCT and others at risk. ECCT has established the following guidelines for employee use of the ECCT’s Information
and Telecommunication Systems (ITS), including the Internet and email, in an appropriate, ethical, and professional manner.

**Use Constitutes Consent**

Use of ECCT ITS constitutes consent by the user to all terms and conditions in this Manual. All questions are to be raised with your immediate supervisor.

Violation of the terms may result in disciplinary action, including loss of the privilege to use the ECCT ITS systems and/or immediate termination from employment. In some situations, violations of the terms of the Handbook may subject employees to civil and criminal liability.

**Confidentiality and Monitoring**

All technology provided by ECCT, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of ECCT and not the employee. All data on the ECCT ITS is classified as confidential and/or proprietary information. In general, use of the ECCT’s ITS should be job-related and not for personal convenience. ECCT reserves the right to examine, monitor, and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Unauthorized use, destruction and/or modification of the ECCT ITS is strictly prohibited.

Internal and external e-mail, voice mail, text messages, and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the ECCT.

**Appropriate Use**

ECCT employees are expected to use the ITS responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Personal use if such is occasional, limited, and does not:

- Interfere with the employee’s job performance;
- Violate any other ECCT policy, provision, guideline or standard;
- Interfere with ECCT’s operation of its information technologies or compromise or interfere with the security or integrity of the ECCT computer system;
- Interfere or disrupt the work of other employees.

Personal use of the computer is a privilege that may be revoked at any time. Users are always responsible for the professional, ethical and lawful use of the computer system.

Employees may not use ECCT's ITS to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than ECCT may not be transmitted by employees on the ECCT's network without permission of the copyright holder. Employees using the ECCT ITS should generally assume that material is copyrighted unless they know otherwise and not copy, download, or distribute copyrighted material without license or permission of the copyright holder.

Employees may not agree to a license or download any material for which there is a registration fee without prior express permission from your supervisor.
Employees may not use ECCT’s computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into ECCT systems and networks.

Every employee of ECCT is responsible for the content of all text, audio, video, or image files that they places or sends over the ECCT’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. ECCT’s corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

ECCT has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

All electronic communications should be job-related, to the point, and professional in tone and content. Employees should exercise sound judgment and common sense when distributing email messages and ensure that the correct email address is used for the intended recipient(s).

In addition to the activities prohibited by the foregoing sections, the following activities are prohibited:

- Excessive personal use of ECCT’s ITS as set above;
- Sending, storing, viewing or forwarding commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political campaign material unrelated to ECCT, pornographic text or images, or any other unauthorized materials without prior written permission from a supervisor;
- Accessing ECCT networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of ECCT files or other ECCT data;
- Destroying, deleting, erasing, or concealing ECCT files or other ECCT data, or otherwise making such files or data unavailable or inaccessible to ECCT or the other authorized users of ECCT systems’
- Accessing another employee’s computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate ECCT official.

Individual passwords and access codes must be kept strictly confidential. No employee should give a username, password or access code to another person, unless instructed to do so by a supervisor, in which case the employee must immediately provide the requested information. Employees must log off any secure, controlled-access computer or electronic devise, when they leave such computer or device unattended.

Any attempt to circumvent ECCT security procedures is prohibited.

The following is recommended etiquette for all email and electronic communications:

- Check the in-boxes of all forms of communication regularly;
- Keep messages short and to the point;
- Be professional and careful regarding what you say about others;
- If you receive a communication that is angry, critical, or reflects hurt feelings, consider responding with a phone call, a hand-written note, or, in certain circumstances, with silence, rather than the form in which the message was received. When the right course of action is not clear, consult with a supervisor or colleague;
- Make sure appropriate persons are copied on communications;
- As a general rule, do not forward messages without the authorization of the sender, unless sending the message to a more appropriate recipient with an explanation both to the new recipient and the sender;
Personal Electronic Equipment

To ensure security and to avoid the spread of viruses, employees need to obtain express approval from their immediate supervisor before connecting their personal computers or other electronic devices to the ECCT ITS. Any employee connecting a personal computer or other electronic device to ECCT ITS thereby gives permission to ECCT to inspect that computer or device, at any time with personnel of ECCT’s choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to that computer or device.

Rather than issuing cellular phones to employees who are required to have a cellular phone, ECCT may reimburse such employees for their work related expenses on their personally owned phones.

ECCT reserves discretion and control over whether to issue cellular phones or other electronic devices, and if so upon what terms (e.g. personal use, cost to employees, etc.).

Progressive Disciplinary Policy

ECCT’s disciplinary policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of ECCT’s progressive discipline policy and procedures. ECCT reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee’s work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between ECCT and its employees.

Procedure

Step 1: Coaching Conversations

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of ECCT policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve their performance or resolve the problem.

Step 2: Documented Performance Coaching

The Step 2 written warning involves a formal documentation of the performance, conduct, or attendance issues and consequences.

During Step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Supervisors will outline the consequences for the employee of their continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee’s immediate and sustained corrective action will be issued following the Step 2 meeting with the employee. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.
**Step 3: Suspension and/or final warning**

Some performance, conduct, or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the bishop and Human Resources.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

**Step 4: Recommendation for termination of employment**

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, ECCT will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, ECCT reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Supervisors’ recommendation to terminate employment must be approved by Human Resources and Bishops & Canons. Final approval is required from the Bishop or designee.

**Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, harassment, violence, and other prohibited behaviors at work are also not subject to progressive discipline and may be grounds for immediate termination.

**Documentation**

ECCT employees will be provided copies of all discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee’s official personnel file.

**Problems and Grievances**

All ECCT employees are called to holiness of life and accountability to one another. ECCT seeks to address misunderstanding, conflict, inappropriate behavior, and/or abuse of power by promoting healing, repentance, forgiveness, restitution, justice, amendment of life, and reconciliation among all employees involved or affected in accordance with the following processes.

**Resolution Process**

There is a three-step informal process to address and resolve problematic issues. The formal Grievance Procedure may be invoked if the informal process fails to resolve an issue.

Step 1: The employee seeks to resolve the problem by going directly to the staff member involved in the alleged problem. Through conversation, both employees share the intent and impact of their actions in an effort to come to a common understanding.
Step 2: If no solution is reached in Step 1, the employee attempts to resolve the matter with the aid of their supervisor.

Step 3: If no solution is reached OR if the person directly involved in the alleged problem is the supervisor and the employee does not feel comfortable addressing the issue with the supervisor, the employee can bring the matter to Human Resources. Human Resources may seek to resolve the matter through informal intervention, determine if an investigation or fact-finding exercise is necessary or shepherd the matter through the more formal grievance procedure. At this stage, the employee may request that the matter be resolved through the grievance procedure.

**Grievance Procedure**

The grievance procedure is available only in situations that meet all the following criteria:

- The informal steps did not resolve the matter or the employee does not feel safe exhausting the informal steps;
- The matter involves an alleged violation of a workplace value or professional standard as specified in earlier sections of this Handbook (which includes various forms of harassment);
- The matter significantly impacts the working conditions of the employee, and the matter is raised no later than 45 days after the alleged incident.

Grievances are shepherded through the process by Human Resources. Human Resources identifies individuals and/or outside consultants that would serve on the Grievance Council. The Grievance Council will review the grievance with all parties concerned to obtain relevant information and seek resolution. If the matter is resolved by the Grievance Council, a summary of the resolution is placed in the employee’s file and no further action is required.

If the Grievance Council does not resolve the matter, the Grievance Council prepares a grievance report for the Bishop. The report contains a summary of the presenting problem. The employee and employee’s supervisor will sign the report to attest to the accuracy of that summary. The report will also recommend steps the Bishop could take to resolve the matter.

The Bishop may further engage the Grievance Council as a source of counsel, advice and support to resolve the matter.

The Bishop is the final arbiter.
Time Off and Leaves of Absence

Vacation/Personal Time

All eligible employees are encouraged to take vacation/personal time away from their ECCT responsibilities on an annual basis. All regular employees (those who work at least 20 hours per week on a regular basis) are entitled to paid vacation/personal time. Vacation/personal time is prorated by FTE (Full Time Equivalent) for employees who work 20 hours or more per week and less than full time. Vacations may be taken at any time during the year that is agreeable to the employee and their immediate supervisor. Before approving vacation requests, all supervisors should ensure that there is adequate coverage to maintain the functioning of The Commons.

Vacations may not be waived and double salary drawn for the vacation period. Normally vacation time may not be carried over to the next year and unused vacation/personal time will not be paid out at the end of the calendar year. In extreme circumstances, an employee may carry over some vacation time with prior written approval by the employee’s immediate supervisor or other authorized person. All employees are encouraged to take off at least one week of five consecutive business days of vacation at some point each year. Scheduled holidays do not count as vacation days.

Vacation/personal time does not count as hours worked for overtime purposes. Accrued, but unused, vacation/personal time will not be paid out upon termination of employment, except as set forth below in Section for Separation for Employment.

Vacation Accrual: Non-Exempt Employees

Non-exempt employees accrue vacation/personal time on a bi-weekly basis in accordance with each pay period. With prior written approval by the immediate supervisor, non-exempt employees may use vacation time before accrual not exceeding that which would be accrued during a twelve month period. Non-exempt employees hired during the course of the year earn prorated vacation during their first calendar year. Non-exempt staff members accrue vacation time as follows:

- 15 days of vacation/personal time per calendar year if they have been employed by ECCT for less than 3 years on the anniversary date of employment;
- 17 days of vacation/personal time if they have been employed by ECCT between three to five years on the anniversary date of employment;
- 22 days of vacation/personal time if they have been employed by ECCT five or more years as of the anniversary date of employment;
- Adjustments in the amount of vacation/personal time accrued are made on the first of the month in which the anniversary date of hire falls.

Vacation Accrual: Exempt Employees

Full Time Exempt employees receive five calendar weeks (25 work days) of paid vacation per year irrespective of length of service on ECCT staff. All other Exempt employees receive vacation based on a Full Time Equivalent (FTE) accrual rate stated in their Letter of Employment.

Vacation Accrual: Bishops

Bishops receive six calendar weeks (30 work days) of paid vacation per year irrespective of length of service on ECCT staff.

Vacation Sharing Policy

The vacation sharing policy is to establish a means for employees to transfer vacation days to eligible employees in need of additional leave after exhausting their own accrued sick leave and vacation hours.
due to a family health related emergency or other personal crisis.

**Donating Employee:**

- All regular employees who have one year of continuous service are eligible to participate in the program as a donor.
- Employees can donate no more than 50% of current accrued vacation leave in any twelve-month period.
- Employees who are currently on an approved leave of absence cannot donate sick/vacation time.

**Receiving Employee:**

- All regular employees who have one year of continuous service are eligible to participate as a recipient.
- The number of days an employee can receive through this program must be approved by the recipient’s supervisor.
- Recipient must have exhausted all sick and vacation time before becoming eligible for donations.

**Qualifying Situations:**

- The receiving employee’s absence must be due to the employee’s own medically certified “serious health condition” as defined by the federal FMLA, or medically certified “serious health condition” of the employee’s spouse, parent, child, sibling, grandparent, or grandchild.
- A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee’s primary residence such as a fire or severe storm.
- The program does not include normal pregnancy, minor illness, or conditions resulting from any occupationally-related accident or illness and for which Workers’ Compensation benefits have been awarded.

**Donations:**

- Must be accrued vacation time.
- Must be anonymous.
- Approved by both donor’s and recipient’s supervisor.
- Entirely voluntary.
- Donation hours will be set at 7.5 hour minimums.

**Sick Time**

All employees who are sick or injured are encouraged to rest and recuperate before returning to work for their own wellbeing and that of their coworkers. All exempt and non-exempt full-time employees may take up to 10 days leave at 100% pay for illness or injury.

Unused sick time may be carried over each year to a maximum of 30 days. Accrual and carryover of sick leave is prorated by Full Time Equivalent (FTE) for exempt and non-exempt regular employees. Unused sick time will not be paid out during employment or upon termination of employment.

A supervisor may require documentation of an illness or injury for which an employee wishes to use sick time.

Sick time may be used for appointments with doctors and other medical providers.

Sick time also may be used for illness and well-care of a member of an employee’s immediate family (including the employee’s spouse, children, grandchildren, mother, and father).

Advanced notice of this leave should be given to the employee’s supervisor.

Sick time does not count as hours worked for overtime purposes.
Holidays

The Commons is closed on the following days:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- President’s Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People Day
- Thanksgiving Day and Day After (in lieu of Veteran's Day)
- Christmas Day

If the holiday falls on a Sunday, it is observed on the following Monday. If the holiday falls on a Saturday, it is observed on the preceding Friday.

When day of Holiday Observance falls on a part-time employee’s scheduled day off and employee does not work this day the employee is not paid for the holiday.

Part-time employees are paid for holiday only if holiday falls in the employee’s normal work schedule or according to their LOE.

If a regular non-exempt employee works on the Holiday or day of Holiday Observance the employee will get paid time and a half.

Holidays do not count as hours worked for overtime purposes.

Early Closing Before a Holiday

The Commons closes at 3:00 PM on the workday preceding the following holidays: New Year’s Day, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas.

National Guard and Military Reserve Leave

Any employee who serves in the National Guard or Military Reserve may leave work to attend mandatory exercises or meetings that occur during the employee’s regularly scheduled hours of work. This leave will not reduce vacation time. ECCT may require documentation of such mandatory attendance.

Active Military Leave

Leave without pay will be granted for the purpose of fulfilling activity duty military requirements.

Family Violence Leave

Family violence leave is available to an employee who is the victim of family violence and needs time to seek medical care, counseling, victim services, relocate due to family violence, or participate in civil or criminal court proceedings. Family violence leave can be taken for up to 12 days per calendar year.

Family violence leave is unpaid. An employee could choose to use available vacation/personal time or sick time to be compensated for this time away from work.
If the need to take family violence leave is foreseeable, the employee should give prior notice to his/her supervisor.

**Parental Leave**

Parental leave is for the purpose or issues related to parenting. Twelve weeks of paid parental leave is available to regular employees after twelve months of employment following the birth or adoption of a child. Leave benefits for regular employees working over 20 hours and less than full time are pro-rated based on Full Time Equivalent (FTE).

The twelve weeks shall be taken consecutively. Employees who wish to use this time are expected to provide their supervisor with reasonable advance notice. If the supervisor determines that scheduling leave as requested is a major problem, an alternative proposal shall be developed to meet the work requirements of ECCT. However, eligibility for such leave ends twelve months after the birth or adoption. Employees participating in Parental Leave will accrue PTO/ Vacation and Sick time while they are on this leave.

**Family Leave**

**Purpose**

Family Leave is available for one or more of the following reasons:

- To care for a spouse, offspring, or parent, if the spouse, offspring or parent has a serious health condition;
- Because of a serious health condition of the employee;
- To serve as an organ or bone marrow donor.

**Eligibility & Duration**

Sixteen weeks of Family Leave is available to regular employees after twelve months of employment during any 24-month period.

Leave benefits for regular employees working over 20 hours and less than full time are prorated based on Full Time Equivalent (FTE).

**Pay & Benefits**

Family Leave is unpaid. ECCT requires an employee to substitute any accrued vacation/personal or sick time.

**Foreseeability**

If the need for medical treatment is planned, an employee shall make reasonable efforts to schedule the treatment so as to not unduly disrupt the functioning of ECCT, and will give the immediate supervisor as much advanced notice as possible.

**Care for Current Member of Armed Forces**

Eligible employees may take a one-time Family Leave of 26 workweeks to care for a spouse, son, daughter, parent or next of kin who is a current member of the armed forces and is undergoing medical treatment, recuperation or therapy, is on outpatient status, or on the temporary disability retired list due to a serious injury or illness incurred in the line of duty.
Documentation

An employee may be required to provide documentation to verify the need to take Family Leave.

Bereavement Leave

Regular exempt and non-exempt staff may take up to five (5) days bereavement leave per calendar year to attend the funeral and take care of personal matters related to the death of a loved one. Such leave must be arranged in consultation with a supervisor and cannot be carried over from year to year. Bereavement leave does not count as hours worked for overtime purposes.

Jury Duty

A regular employee who gives prior notice to their supervisor will be made whole for time spent on Jury Duty if documentation of Jury Duty is provided. Time spent on Jury Duty leave does not count as hours worked for overtime purposes.

Professional Development Leave (Sabbatical)

Bishops and canons, both lay and ordained, are entitled and encouraged to take periodic Professional Development Leaves at full salary for the purposes of professional development, spiritual renewal, and personal refreshment.

These employees are entitled to Professional Development Leave after five years of employment and each fifth year thereafter for a period of three months in addition to other time off during that calendar year. Employees anticipating Professional Development Leave must review their plan with the Bishop and seek approval from the Bishop at least six months before the anticipated commencement of such leave. In approving Professional Development Leave the Bishop may take into account previously scheduled leaves and time away for other staff members and the needs of ECCT. For these reasons the Bishop may delay the taking of Professional Development Leave.

Retreat Leave

Bishops and canons, both lay and ordained, are entitled and encouraged to take up to six days of Retreat Leave per year.

Breastfeeding

ECCT will provide a reasonable amount of time each day to an employee who needs to express breast milk for their infant child and provide accommodations where an employee can express their milk in private.
Employee Benefits

A large part of ECCT’s success depends upon our employees’ health and ability to perform their jobs in a reliable and productive manner. ECCT offers a variety of benefits to assist employees and their families cover expenses and promote well-being. Benefit eligibility is dependent upon a variety of factors.

The Benefits Administer updates the Benefits Manual annually to provide the most updated information for ECCT employees.

The information contained in this Manual regarding employee benefits is not a contract to provide these benefits to any employee.

ECCT reserves the right to replace, terminate, and/or amend benefits at any time in its sole discretion.
Appendix A: Examples of Sexual Harassment

Examples of Sexual Harassment

ECCT prohibits all forms of sexual harassment. Specific examples of sexual harassment are set forth below:

Verbal:

- Repeated sexual innuendos, sexual epithets, derogatory slurs, off-color jokes (for example, jokes that include sexual language, innuendo, references, scenarios, etc.);
- Proposition, threats, or suggestive or insulting sounds (for example, comments about body, sexuality, etc., including insults and innuendo) even if the comment is about someone else;
- Inappropriate email (for example, email that includes sexual jokes or other references of a sexual nature about any person, gossip or speculation about a person’s sexuality, sexual practices, sexual health, pregnancy, virility, etc.). This includes email that was sent accidentally, for example by hitting the “forward” button instead of “reply”, or forgetting that a particular individual or worker is on one of your group lists.

Visual/Non-Verbal:

- Derogatory posters, cartoons or drawings (for example, cartoons and calendars that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.);
- Suggestive objects or pictures (for example, photographs that include nudity, sex acts, provocative poses; wallpaper, screensavers, or other electronic displays of sexual nature);
- Graphic commentaries; leering; or obscene gestures (for example, vulgar gestures simulating sexual acts, “shooting the finger,” kissing the air toward someone or licking the lips in a sexually suggestive or provocative manner).

Physical:

Unwanted physical contacts (including touching, interference with an individual’s normal work movement, unwelcome displays of romantic or sexual affection, aggressive physical contact or assault); and

Other:

Making or threatening reprisals to an individual who opposes, objects to or complains about sexual harassment, possession of inappropriate material of a sexual nature in the Church or its display, duplication, or transmission

These examples are taken from Model Policies for the Prevention of Sexual Harassment of Church Workers, Church Pension Group, NY, NY, 2008
Appendix B-ECCT Emergency Action Plan at the Commons

OBJECTIVE

The objective of the ECCT Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and ECCT resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at 290 Pratt Street, Meriden CT.

ASSIGNMENT OF RESPONSIBILITY

Emergency Plan Manager: Human Resources shall manage the Emergency Action Plan for ECCT. The Emergency Plan Manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of ECCT emergency notification system with the appropriate authorities.

The Emergency Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

Emergency Plan Coordinators: ECCT Emergency Plan Coordinators are as follows:

<table>
<thead>
<tr>
<th>Primary Name</th>
<th>Primary Phone #</th>
<th>Alternate Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Handi</td>
<td>X107</td>
<td>860-944-9839</td>
</tr>
<tr>
<td>Deborah Kenney</td>
<td>X132</td>
<td>860-305-5467</td>
</tr>
<tr>
<td>Amber Page Gehr</td>
<td>X131</td>
<td>860-305-5617</td>
</tr>
<tr>
<td>Alison Hollo</td>
<td>X112</td>
<td>203-214-2449</td>
</tr>
<tr>
<td>Kayla Tubolino</td>
<td>X119</td>
<td>860-216-7070</td>
</tr>
</tbody>
</table>

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency. Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred. In cases that Human Resources is not present at work, the Operations Manager will take responsibility for getting final head counts.

The following individuals shall be responsible for assisting employees who have disabilities or who do not speak English during evacuation:
### PLAN IMPLEMENTATION

**Reporting Fire and Emergency Situations**

All fires and emergency situations will be reported as soon as possible to The Emergency Action Coordinators by one of the following means:

- verbally as soon as possible during normal work hours; or
- by telephone if after normal work hours or on weekends.

The telephone numbers and contact information for the emergency response personnel for ECCT are:

- **Fire:** 911 or Fire Marshal 203-537-1329
- **Police/Sheriff:** 911
- **Ambulance/EMS:** 911

Under no circumstances shall an employee attempt to fight a fire that has passed the incipient stage (that which can be put out with a fire extinguisher), nor shall any employee attempt to enter a burning building to conduct search and rescue. These actions shall be left to emergency services professionals who have the necessary training, equipment, and experience (such as the fire department or emergency medical professionals). Untrained individuals may endanger themselves and/or those they are trying to rescue.

**Informing ECCT Employees of Fires and Emergency Situations**

In the event of a fire or emergency situation, a member of the Emergency Plan Coordinators team shall ensure that all employees are notified as soon as possible using the building alarm system (which includes both audible and visual alarms 24 hours a day). Emergency Plan Coordinators shall provide special instructions to all employees.

If a fire or emergency situation occurs after normal business hours, Emergency Plan Coordinators shall contact all employees not on shift of future work status, depending on the nature of the situation.

**Emergency Contact Information**

Human Resources shall maintain a list of all employees’ personal emergency contact information and shall
keep the list in the **red folder in the drawer of the side table, a folder in the archives, and a folder at the back exit (taped to exit door)** for easy access in the event of an emergency. The contact list for all ECCT employees is on the shared drive in the folder ECCT Contact List.

**Evacuation Routes**

Emergency evacuation escape route plans are posted in red folder at the front door by the fire extinguisher. In the event that a fire/emergency alarm is sounded or instructions for evacuation are given, all employees (except those noted in this plan) shall immediately exit the building(s) at the nearest exits as shown in the escape route plans, and shall meet as soon as possible at the far corner of the parking lot to the west of the building. The primary exit is the staircase located in the front of the building. The back staircase should be used only if the main staircase is inaccessible. Employees with offices shall close the doors (unlocked) as they exit the area. Employees or visitors who have mobility impairment and cannot safely use the stairs will gather in stairwell and a member of the Emergency Plan Coordinators team will contact emergency officials to notify them of the location of employee/visitor.

Mobility impaired employees and their assigned assistants will gather at the top of the stairwell within the building to ensure safe evacuation.

**Advanced Medical Care**

Under no circumstances shall an employee provide advanced medical care and treatment. These situations shall be left to emergency services professionals, who have the necessary training, equipment, and experience. Untrained individuals may endanger themselves and/or those they are trying to assist. Members of the Emergency Action Coordinators Team have received their CPR/AED training to assist emergencies until trained professionals arrive.

**Accounting for Employees/Visitors After Evacuation**

Once an evacuation has occurred, a member of the Emergency Action Coordinators Team shall account for each employee/visitor assigned to them at the far corner of the parking lot. Each employee is responsible for reporting to the appropriate emergency action coordinators so an accurate head count can be made. The emergency action coordinators are listed in this document. If/when changes to the team are made an announcement will be made at staff meeting followed by an email to all employees. The emergency coordinators should report employee counts which shall then be reported to the Human Resources or Operations Manager as soon as possible.

**Re-entry**

Once the building has been evacuated, no one shall re-enter the building for any reason, except for designated and properly trained rescue personnel until the “All Clear” announcement had been made by rescue personnel. Untrained individuals may endanger themselves and/or those they are trying to rescue.

All employees shall remain in the far corner of the parking lot to the west of the building until the fire department or other emergency response agency notifies the emergency response coordinators that either:

- the building is safe for re-entry, in which case personnel shall return to their workstations; or
- the building/assembly area is not safe, in which case personnel shall be instructed on how/when to vacate the premises.

**Sheltering in Place**

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity and/or proximity to ECCT, authorities and/or the Emergency Plan Coordinators may determine that is safer to remain indoors rather than to evacuate employees. The Emergency Action Plan Manager or Operations Manager shall announce Shelter in Place status verbally.

Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency...

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contacts to let them know where they are and that they are safe.

The Emergency Plan Coordinators shall quickly lock exterior doors, close window, and close the window shades, blinds, or curtains.

The Emergency Plan Coordinators shall gather the essential disaster supplies kit (i.e., bottled water, first-aid supplies, flashlights, and batteries), which are stored in the server room, and shall take them to the archives area within the building.

All employees, customers, and visitors shall move immediately to the archives area within the building. The Emergency Plan Coordinators shall seal all windows, doors, and vents with plastic sheeting and duct tape.

The Emergency Plan Coordinators shall write down the names of everyone in the room, and call the diocesan Emergency Contacts to report who is in the room, and their affiliations with ECCT (employee/visitors).

The Emergency Plan Coordinators shall monitor radio and Internet reports for further instructions from authorities to determine when it is safe to leave the building.

**Severe Weather**

The Emergency Action Plan Manager shall announce severe weather alerts (such as tornadoes) verbally or through text message. All employees shall immediately retreat to the archives area until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

**Training**

*Employee Training*

All employees shall receive instruction on this Emergency Action Plan as part of New Employee Orientation upon hire. Additional training shall be provided:

- when there are any changes to the plan and/or facility;
- when an employee’s responsibilities change; and
- annually as refresher training.

Items to be reviewed during the training include:

- proper housekeeping;
- fire prevention practices;
- fire extinguisher locations, usage, and limitations;
- threats, hazards, and protective actions;
- means of reporting fires and other emergencies;
- names of Emergency Action Plan Manager and Coordinators;
- individual responsibilities;
- alarm systems;
- escape routes and procedures;
- emergency shut-down procedures;
• procedures for accounting for employees and visitors;
• closing doors;
• sheltering in place;
• severe weather procedures; and
• Emergency Action Plan availability.

Fire/Evacuation Drills

Fire/Evacuation drills shall be conducted at least annually, and shall be conducted in coordination with local police and fire departments. Additional drills shall be conducted if physical properties of the business change, processes change, or as otherwise deemed necessary.

Training Records

Human Resources shall document all training pertaining to this plan and shall maintain records.

Plan Evaluation

This Emergency Action Plan shall be reviewed annually, or as needed if changes to the worksite are made, by Human Resources.

Last revised 8/6/2020
Acknowledgment
Acknowledgement of Receipt for Employee Handbook (HR Copy – Keep with personnel file)

I acknowledge that I have access to a copy of the most recent Employee Policies and Practices Handbook for employees of the Episcopal Church in Connecticut. This Handbook is available to me on the episcopalct.org website. I understand that I am responsible for reading the information contained in the Handbook and am responsible for complying with all the provisions. I understand that this Handbook supersedes all other Handbooks and Manuals.

_________________________________
Employee Signature

_________________________________
Employee Name

_________________________________
Date Signed