Human Resources Policies and Practices

A Manual for the Employees of the Episcopal Church in Connecticut at The Commons

June 2017
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SECTION 1 – WORKPLACE VALUES

1-1 ENGAGING IN GOD’S MISSION

1-1.1 ECCT EXPECTATIONS

Employees of the Episcopal Church in Connecticut (ECCT), all according to assigned responsibilities and personal talents, serve God’s mission of restoration and reconciliation in ECCT and beyond. In various roles each member 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

1-1.2 LAY AND ORDAINED LEADERS WORKING TOGETHER

ECCT staff is composed of lay and ordained employees working together.

This Manual 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 Manual specifically notes such differences individually.

1-1.3 USE OF THIS MANUAL

- This Manual provides direction for ECCT employees with respect to Human Resources policies and practices. Questions are to be raised with your immediate supervisor.
- Parishes are encouraged to use this Manual 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 Manual regarding employee benefits is not a contract to provide these benefits to any employee.
- This Manual supersedes any and all previous personnel policies manuals, and any other ECCT policies and practices, whether written or oral, concerning topics covered in this Manual.

1-1.4 TERMINOLOGY AND DEFINITIONS

- Bishop: refers to the Diocesan Bishop of Connecticut, or in his/her absence, the Bishop’s designee, or in the event there is no Diocesan Bishop, the Ecclesiastical Authority.
- Bishops: refers to the Diocesan Bishop and Suffragan Bishop.
- Canon: refers to the Canon for Mission Integrity and Training.
- Advisory Committee: refers to the ECCT Human Resources Advisory Committee the members of which serve at the invitation of the Bishop.
- ECCT staff and/or employees: refers to
• people under the overall supervision of the Bishop and whose salaries are paid though the ECCT Budget of Convention or the Missionary Society.
• Clergy: refers to bishops, priests and deacons who are employed by the ECCT as described above.

1-1.5 EMPLOYMENT AT WILL

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 Manual creates an express or implied contract of employment.

The statements in this Manual do not create any type of contractual relationship between ECCT and employees.

1-2 GENERAL POLICIES RE: EMPLOYMENT AND WORK ENVIRONMENT

1-2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

ECCT adheres to this Equal Employment Opportunity Policy adopted by Diocesan Convention:

"It is the policy of the Episcopal Diocese of Connecticut to provide equal employment and volunteer service opportunities to all persons without regard to race, color, age, sex, religion, sexual orientation, marital status, or those who have AIDS, AIDS related Complex (ARC), or who test positive for the HIV antibody, national origin or ancestry, qualified handicapped or veteran status; in all employment matters, including hiring, training, compensation, promotions, transfers, terminations, or retirement practices; except with respect to those bona fide instances which require active Episcopal Church membership. Further this policy shall apply, as appropriate, to appointments to all Boards and Commissions."

1-2.2 HARASSMENT

1-2.2 A OVERVIEW

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.

1-2.2 B 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.

1-2.2 C REPORTING SEXUAL HARASSMENT

All allegations of sexual harassment shall be placed in writing and referred to the Canon who will shepherd the matter through the Grievance Procedure set forth in Section 8-3.
Reports of sexual harassment will be immediately investigated and, to the extent possible, treated as confidential. Retaliation against anyone who in good faith reports an incident of alleged sexual harassment or who cooperates with an investigation will not be tolerated.

1-2.2 D OTHER FORMS OF HARRASSMENT

Harassment other than sexual harassment is defined as:

Conduct that denigrates or show hostility or aversion toward an individual because of his or her protected status, or that of his or her 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 the Canon.

1-2.2 E CONSEQUENCES OF HARRASSMENT

If an individual is found to have violated this policy, he or she will be subject to disciplinary action, including, where appropriate, suspension or dismissal.

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.

1-2.3 POLICY AGAINST 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. Such behavior warrants disciplinary action, up to and including dismissal. 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

The Bishop will promptly investigate all such complaints and take appropriate action. The Bishop may engage the Canon and Advisory Committee.

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.

1-2.4 WEAPONS PROHIBITED IN THE 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.
1-2.5 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 alcohol test, and/or a positive test result will result in discipline, up to and including immediate termination of employment.

1-2.6 SMOKE-FREE ENVIRONMENT

The Commons of ECCT 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.

1-2.7 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 C.
SECTION 2 – PROFESSIONAL STANDARDS

2-1 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.

2-2 TRAINING AND 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.)

Generally, funding for 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.

All bishops and canons are entitled to receive time off at full salary and financial assistance for the purposes of continuing education each year with prior approval of their supervisor. 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.

2-3 INFORMATION AND TELECOMMUNICATIONS SYSTEMS (ITS)

ECCT recognizes the benefit of the organization’s computer network, internet and email, and encourages its use by employees where appropriate. ECCT is committed to having its Information and Telecommunication Systems (ITS)
used in a responsible, efficient, ethical, and legal manner and to safeguard its information assets. At the same time, ECCT is committed to making certain that, to the extent possible, confidential information shared in a pastoral or similar communication is kept confidential.

ECCT’s ITS includes, but is not limited to, computers, networks, internet access, email accounts, telephone, voice mail, ECCT issued or owned cellular phones, PDA, Blackberry, smartphone-like devices or any other means of communication known or hereafter developed.

2-3.1 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 Manual may subject employees to civil and criminal liability.

2-3.2 CONFIDENTIAL AND/OR PROPRIETARY INFORMATION

All data on the ECCT ITS is classified as confidential and/or proprietary information.

2-3.3 UNAUTHORIZED USE, DESTRUCTION, AND MODIFICATION PROHIBITED

Unauthorized use, destruction and/or modification of the ECCT ITS is strictly prohibited.

2-3.4 DISCLAIMER

The internet includes a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an email address on the internet may lead to receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk and ECCT is not responsible for material viewed or downloaded by users from the internet or for material viewed by employees on other users’ terminals.

2-3.5 PERSONAL USE OF ITS

Personal use of the ECCT ITS is permitted if such use 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.

2-3.6 DUTY NOT TO DAMAGE

All Employees have a duty not to damage or waste the ECCT ITS. In fulfilling this duty employees must:

- Appropriately access the internet. To ensure security and avoid the spread of viruses, users accessing the internet through a computer or other device attached to ECCT’s network must do so through an approved internet firewall or other security device. Bypassing ECCT’s computer network security by accessing the internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to the ECCT’s network.
- Comply with virus detection. Files obtained from sources outside the organization, including flash drives brought from home, files downloaded from the internet, newsgroups, bulletin boards, or other online services, files attached to email, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the ECCT’s computer network. Users should never download files from the internet, accept email attachments from outsiders, or use flash drives from non-ECCT sources, without first scanning
2-3.7 NO EXPECTATION OF PRIVACY AND MONITORING USAGE

ECCT ITS and all information contained therein are ECCT property. Information created, sent, received, accessed or stored using these systems is the property of ECCT.

Employees should have no expectation of privacy in anything they create, store, send or receive using the ECCT’s ITS. This includes, but is not limited to documents, voice mail, email, text messages, posting, whether of a business or personal nature.

ECCT reserves the right to monitor any and all aspects of its ITS to the extent permitted by law. This includes monitoring content, as well as any and all use by employees. All use of ECCT ITS is subject to viewing, downloading, inspection, release, and archiving by ECCT officials at all times. ECCT has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with ECCT policies and state and federal laws. ECCT will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, email use, and/or computer use.

Employees who wish to maintain their right to confidentiality must send or receive such information using some means other than ECCT systems or ECCT provided internet access.

2-3.8 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.

It is the employee’s responsibility to ensure that all personal electronic equipment used to connect to ECCCT ITS has appropriate and updated anti-virus protection.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, may result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face civil and criminal liability.

2-3.9 BLOCKING OF INAPPROPRIATE CONTENT

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.

2-3.10 SECURITY AND PASSWORDS

ECCT will provide each employee with a separate user account and password.

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 you leave such computer or device unattended.

Any attempt to circumvent ECCT security procedures is prohibited.

2-3.11 COPYRIGHTED MATERIALS

Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted.

Copyright protected material may include, among other things, poems, prayers, text, published articles, photographs, audio, visuals, graphic illustrations, and computer software. 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.

2.3.12 ECCT-ISSUED ELECTRONIC DEVICES, CELLULAR PHONE AND SERVICE

Electronic devices and cellular phones purchased by ECCT and issued to employees are the property of ECCT. As set forth in section 2.3.7 of this manual, employees should not have an expectation of privacy in anything they create, store, access, send or receive using an ECCT issued electronic device, cellular phone or provided service. This includes among other things, calendars, conversations and voicemail, email, and text messages.

Employees issued electronic devices or cellular phones are responsible for safeguarding them from damage and misuse. Employees must report any damage, loss, unauthorized use or malfunction to the Canon for Mission Finance and Operations.

Rather than issuing cellular phones to employees who are required by their position 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. minute allotment, personal use, cost to employees, etc.).

2.3.13 ELECTRONIC COMMUNICATION

Electronic communications enhance the exchange of information and support the functions and pastoral activities of ECCT. Use of electronic communication also raises questions concerning responsibility and privacy. When communicating electronically, ECCT requires adherence to the organization’s professional standards and a commitment to excellence. No communication by email should contain foul or abusive language or be used to transmit objectionable, lewd or pornographic material. This applies to all forms of electronic communication including, but not limited to, email, text messages, Facebook, Twitter and other forms of “social networking.” Abuse infringes on personal productivity and may also create legal risks and liabilities.

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).

2.3.14 RECOMMENDED ETIQUETTE FOR EMAIL AND ELECTRONIC COMMUNICATIONS

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.
- Do not treat electronic communications as confidential; they are neither secure nor private.
- When appropriate, include a signature footer at the bottom of the message with name, title, affiliation and contact information. You may also include the following:

This message is intended for the sole use of the individual and entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable laws. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender and delete the message. Thank you very much.
2-3.15 USE OF SOCIAL MEDIA

Responsible use of social media can further God’s mission by sharing information, building community and creating online collaborations. Social media includes, but is not limited to, social networking sites such as Twitter, Facebook, Instagram, SnapChat, LinkedIn and YouTube.

When using social media employees should:

- Maintain appropriate professional boundaries with youth, clergy and colleagues in accordance with Diocesan Recommended Norms of Digital Communications, available on the ECCT website;
- 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.

When using social media employees should NOT:

- Use ECCT logos or shield in their personal posts;
- 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.

Failure to follow these Recommended Norms of Digital Communications may result in disciplinary action including termination of employment.

2-3.16 PROHIBITED USE OF THE COMPUTER NETWORK AND INTERNET

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

- Excessive personal use of ECCT’s ITS as set out in 2-3.5 of the Manual;
- 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.
SECTION 3 – THE WORK DAY

3-1 EMPLOYEE CLASSIFICATIONS

3-1.1 REGULAR EMPLOYEES

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

3-1.2 TEMPORARY AND PART-TIME EMPLOYEES

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 Manual apply to Temporary and Part-Time employees except the sections on vacation/personal time, other leaves, benefits, and retirement.

3-1.3 NON-EXEMPT EMPLOYEES

Full-time Non-Exempt Employees work 37.5 hours per week on a regular basis. This excludes the one hour lunch break. The lunch 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.

Non-Exempt Employees are subject to 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.

3-1.4 EXEMPT EMPLOYEES

Full-Time 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.

3-1.4 A HALF-TIME EXEMPT EMPLOYEES

Half-Time Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act. Their work is defined, on average but not limited to 20-25 hours per week.

3-1.4 B THREE-QUARTER TIME EXEMPT EMPLOYEES

Three Quarter Time Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act. Their work is defined, on average but not limited to 30-37.5 hours per week.

3-1.4 C EXEMPT BASED ON LETTER OF EMPLOYEMENT

Exempt based on Letter of Employment is an exempt position from the overtime provision of the Fair Labor Standards Act. The average hours is defined by the percent to Full Time Exempt work hours.

3-2 HOURS OF WORK

3-2.1 REGULAR WORK DAY

From Labor Day through July 1 The Commons (ECCT offices) is open 8:15 AM - 4:45 PM Monday through Friday. From July 1 through Labor Day The Commons closes at 4:00 PM on Fridays. All full-time employees may, after checking in with their immediate supervisor, depart at 4:00 PM on these Fridays and will be compensated as though they worked until 4:45 PM. These 45 minutes do count as hours worked for overtime purposes. For all employees, prior written approval by the employee's immediate supervisor is required before varying from the regularly scheduled hours of work.

3-2.2 WEEKLY WORK HOURS

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 is determined at the time of hire.

3-2.2 A FLEXIBLE WORK SCHEDULES

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.

Flex time will allow employees to shift their schedule in the block of time at the start or end of the traditional 7.5 hour work day. The core hours of ECCT will be 10 a.m. to 3 p.m. (with the exception of Wednesdays to accommodate the weekly 9 a.m. all staff meeting). The time between 6:30 a.m. and 10 a.m. and 3 p.m. and 6:30 p.m. can be used to flex an employees’ schedule to begin earlier or later in the day depending on the personal preference of the employee.

Upon policy approval there will be a six month trial period to access the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement will be reviewed annually thereafter to ensure continued success. The arrangement may be canceled for any reason by either management or the employee with the flexed schedule.

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.

3-2.3 EARLY CLOSING BEFORE CERTAIN HOLIDAYS

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.

3-2.4 LUNCH TIME

A one hour unpaid period of time for lunch is provided for all employees working 7.5 hours per day or more.

3-2.5 CHAPEL

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.

3-2.6 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. This decision is made by the Operations Manager or his/her 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. Employees with work space at The Commons will be paid for ECCT scheduled delayed openings and early releases.

Absences when The Commons is open will be recorded as vacation/personal time.

3-2.7 TIME RECORDS AND TIME SHEETS

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.

3-2.8 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.

3-2.9 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.

3-2.10 TARDINESS

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 at work for more than one half hour should notify their immediate supervisor.

3-2.11 BREASTFEEDING

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

3-3 PAY PERIODS

3-3.1 PAY DATES

Compensation is paid bi-weekly. Direct deposit is required.
SECTION 4 – TIME AWAY FROM WORK

4-1 OVERVIEW

ECCT urges all employees to attend to interests, concerns, joys and responsibilities beyond those encompassed in their roles as ECCT employees. To facilitate this, ECCT provides various types of leaves from work. Some are paid, some are unpaid. Unless otherwise noted, all types of leaves may be taken in one hour increments.

4-2 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 his/her 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 9.

4-2.1 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.

4-2.2 VACATION ACCRUAL: EXEMPT EMPLOYEES

Full Time Exempt employees serving full time 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 an accrual rate stated in their Letter of Employment.

4-2.3 VACATION ACCRUAL: BISHOPS

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

4-2.4 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.

4-3 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
- Independence Day
- Labor Day
- Columbus Day (federal)
- 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.

4-4 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 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.

4-5 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.

4-6 ACTIVE MILITARY LEAVE

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

4-7 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.

4-8 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 prorated based on 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.

4-9 FAMILY LEAVE

4-9.1 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.

4-9.2 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 FTE.

4-9.3 PAY & BENEFITS

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

4-9.4 FORESEEABILITY

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

**4-9.5 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 in outpatient status, or on the temporary disability retired list due to a serious injury or illness incurred in the line of duty.

**4-9.6 DOCUMENTATION**

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

**4-10 BEREAVEMENT LEAVE**

Full-time exempt and non-exempt staff may take up to three (3) consecutive days bereavement leave to attend the funeral and take care of personal matters related to the death of an immediate family member which includes a parent, child, spouse, grandparents, partner, sibling, parent-in-law, partner’s, spouse’s child, or grandchild. 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.

**4-11 JURY DUTY**

A regular employee who gives prior notice to his/her 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.

**4-12 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.

**4-13 RETREAT LEAVE**

Bishops and canons, both lay and ordained, are entitled and encouraged to take up to six days of Retreat Leave per year.
SECTION 5 – COMPENSATION

5-1 DEFINING A JOB

The job description frames the employee’s role and accountability, and generally includes no more than 12-20 tasks clearly setting forth the core elements of the job. They provide a description of the major functions of the job for candidates, clarify employer expectations and provide an unambiguous basis for measuring performance. ECCCT may amend the job description from time to time in its sole discretion.

5-2 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 his/her 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 of November and December.

5-3 MERIT PAY

Salary increases will be based on prevailing community practices, job performance and available resources.

5-4 EXPENSE REIMBURSEMENT

All employees will be reimbursed for reasonable business expenses they incur in carrying out their work responsibilities as follows:

- Non-exempt employees who are asked by their supervisor to use their personal automobile for official errands will be reimbursed at the mileage rate established by Convention or Mission Council.
- Exempt employees other than the Bishops are expected to use their personal automobiles as necessary in the discharge of their duties and will be reimbursed for mileage actually traveled in performance of their duties at the rate set by Convention or Mission Council.

To receive reimbursement, employees must submit a report of mileage traveled and other professional expenses no later than 90 days after incurring such expenses, using the current “Request for Reimbursement of Travel Costs” form accompanied by a mileage log.

5-4.1 NON-EXEMPT EMPLOYEE TRAVEL TIME

Travel time that constitutes work time must be compensated as such, according to the Fair Labor Standards Act.

Normal travel from home to work and travel from work to home at the end of the workday is not considered hours worked.

Travel time will be paid from home to work and travel from work to home on weekends or days when the employee is not regularly scheduled.
SECTION 6 – BENEFITS

6-1 OVERVIEW

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. The benefits summarized in this section are generally available to regular employees with some sections stating a full time requirement.

This Manual summarizes the ECCT’s benefits and serves only as a guideline because benefits may change as ECCT monitors and reviews their full value and effectiveness.

Employees should contact their supervisor if they have any questions. Benefit eligibility is dependent upon a variety of factors. ECCT can identify the programs for which an employee is eligible. Policies, contracts, or booklets describing insurance benefits are given to each employee as soon as eligibility requirements are met. Employees are encouraged to read the insurance policies and contracts thoroughly to be sure that the benefits and limitations are understood.

A more complete explanation of benefits is contained in the benefits plan documents, subscriber agreements or individual policies which should be obtained by each employee at the time a benefit is elected or otherwise commences. Benefits provided through an insurer are all subject to the carrier’s conditions and approval. Where the provisions of this Manual conflict with the specific written plan documents, the language of the specific plan document will prevail.

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.

6-2 DISABILITY INCOME BENEFITS FOR LAY EMPLOYEES

6-2.1 SHORT-TERM DISABILITY INCOME FOR NON-EXEMPT LAY EMPLOYEES

These benefits are, based in part, on years of service.

- For the first 6 weeks of absence ECCT will pay 75% of salary.
- For the next three months of absence from work, ECCT will pay 2/3rds of salary, provided the person has been employed by ECCT for at least one year.
- Beyond this, ECCT will pay 2/3rds salary for a total of six months including all short term disability benefits only if the person has been employed by ECCT for five years before the commencement of disability leave.

An employee may opt to be paid 100% of salary by using accrued sick time rather than accepting the benefits described above for that period of time covered by accrued sick time.

The Short-term disability benefit provided by ECCT is a self-funded plan for income replacement for employees unable to work due to illness or injury.

A regular, full-time employee who has completed six months of continuous employment and who is unable to work due to illness or injury is eligible. The employee must have exhausted all paid sick leave. Employees may use vacation time to replace wages from the reduced short term disability pay. An employee receiving workers’ compensation or disability pay under any state or federal plan is ineligible for this benefit. The employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work.

The employee must provide medical certification of the disability that includes the starting and expected ending date of the disability.
6-2.2 SHORT-TERM DISABILITY INCOME FOR EXEMPT LAY EMPLOYEES

For the first six months ECCT will pay 100% of salary regardless of length of service.

6-2.3 LONG-TERM DISABILITY INCOME FOR LAY EMPLOYEES

Long-Term Disability income is provided for all regular employees (who work at least 30 hours weekly) after one month of employment. This income begins after six months of continuous disability at a rate of 2/3 salary with a maximum monthly benefit of $5,000, and may be payable for the period proscribed in the Benefit Table in the Long Term Disability Benefit Plan, or termination of disability. A copy of the Plan is available in the office of Benefits Administrator.

6-3 DISABILITY INCOME BENEFITS FOR ORDAINED EMPLOYEES

Short and long-term disability income for eligible ordained employees is provided through the Church Pension Group. For a description of plan benefits, please visit the Church Pension Group website at www.cpg.org.

6-4 MEDICAL & DENTAL INSURANCE

All exempt and regular non-exempt employees who work at 1,000-1,499 hours per year are offered Medical and Dental Benefits with 100% of premiums borne to the employee. All exempt and regular non-exempt employees that work 1,500 hours or more per year can enroll in benefits and a portion of the premium is borne to ECCT as described in separate materials, available from the Benefits Administrator.

Employees contribute toward the cost of medical and dental benefits are established in different employee premium percentco for Platinum (The CIGNA In-Network Open Access Plan), Gold (The Anthem 80/20 Plan) and Bronze (The CIGNA HDHP Plan). Employers cover 100% of Bronze plan premiums, 95% of Gold plans, and 85% of Platinum premiums beginning in 2016.

ECCT will make contributions to Health Savings Accounts for Bronze plan enrollees, equal to the employer’s premium differential between Bronze and Gold plans, or up to the maximum allowable by law, whichever is less.)

6-5 LIFE INSURANCE

All full-time non-exempt and all exempt employees are provided with Life Insurance Coverage as described in separate materials, available from the Benefits Administrator.

6-6 RETIREMENT

6-6.1 LAY EMPLOYEES

Exempt and non-exempt regular employees are entitled to participate in the Diocesan Lay Employees Retirement Plan. This is a defined contribution plan. Through this plan ECCT contributes 8% of each employee’s salary to a fund offered by the Church Pension Group. In addition, ECCT will match an employee’s contribution up to 4% of the employee’s salary. The benefits provided by ECCT become fully vested upon participation. (See the Diocesan Lay Employees Retirement Plan for details, including special provisions applicable to those hired before January 1, 1993, available through the Benefits Administrator). No compensation will be paid in lieu of the Diocesan Plan.

6-6.2 ORDAINED EMPLOYEES

Clergy retirement benefits are provided through the Church Pension Fund, and are governed by rules of that program. For a description of plan benefits, please visit the Church Pension Group website at www.cpg.org.

6-7 MEDICAL & LIFE INSURANCE FOR RETIRED EMPLOYEES AND EARLY RETIREMENT

Lay and ordained regular employees (those who work at least 20 hours per week on a regular basis per year) may be entitled to a continuation of Medical Plan and Life Insurance benefits after retirement over the age of 62. Eligibility is dependent on a number of factors including length of employment. This coverage is coordinated with Medicare after age 65. The cost of the coverage is shared between the employee and ECCT using a sliding scale based on years of employment.
There may also be benefits for spouses and dependents, and surviving spouses and dependents.

Eligibility for these benefits is governed by “Retired Clergy Medical & Life Insurance, Early Retirement Provisions, adopted by Executive Council, December, 2002, effective July 1, 2003.” A copy of this document is attached as Appendix B. As stated in that document, the provisions are subject to change without notice.
SECTION 7 – EMPLOYEE REQUIREMENTS

7-1 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.

7-2 REQUIREMENT FOR BEHAVIORAL QUESTIONNAIRE & BACKGROUND CHECKS

All ECCT employees are required to complete a background screening questionnaire prior to employment and periodically thereafter. 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 delineated in Health Church Practices.

7-3 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 five years and provide the certificate of completion of such training.

7-4 MULTICULTURAL COMPETENCY TRAINING (ANTIRACISM TRAINING)

All ECCT employees are required to attend Multicultural Competency Training.

7-5 SUPERVISOR TRAINING

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

7-6 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.
SECTION 8 – PROBLEMS AND GRIEVANCES

8-1 OVERVIEW

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.

8-2 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 his/her 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 the Canon. The Canon may seek to resolve the matter through informal intervention 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.

8-3 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 sections 1 and 2 of this Manual (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 addressed by the Advisory Committee. The Advisory Committee will review the grievance with all parties concerned to obtain relevant information and seek resolution. If the matter is resolved by the Advisory Committee, a summary of the resolution is placed in the employee’s file and no further action is required.

If the Advisory Committee does not resolve the matter, the Advisory Committee 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 Advisory Committee as a source of counsel, advice and support to resolve the matter.

The Bishop is the final arbiter.
SECTION 9 – ENDING EMPLOYMENT

9-1 VOLUNTARY RESIGNATION

9-1.1 NON-EXEMPT EMPLOYEES

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.

9-1.2 EXEMPT EMPLOYEES

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.

9-1.3 BISHOPS

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.

9-2 INvoluntary RESignation

9-2.1 EMPLOYMENT AT WILL

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.

Involuntary termination of a bishop’s service is governed by the Constitution and Canons of The Episcopal Church. Bishops service 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).

9-2.2 TERMINATION FOR UNSATISFACTORY PERFORMANCE

An employee is subject to discipline up to and including discharge for unsatisfactory job performance or attendance.

Any written warning regarding unsatisfactory performance or attendance shall be by the supervisor with copies to the employee and the Canon. If the employee disagrees with any of the information contained in a disciplinary action or termination, the employee may submit a written statement explaining his or her position, which shall be maintained as part of the employee’s personnel file.

If an employee does not show sufficient improvement and no solution is indicated in a timely manner, the supervisor may recommend the employee’s discharge from employment. The Bishop has final approval authority of all terminations. It will be at the discretion of the Bishop if advance notice or any pay in lieu of notice is given the discharged employee.

9-2.3 TERMINATION FOR CAUSE OTHER THAN UNSATISFACTORY PERFORMANCE

Dismissal may be for cause, as determined by the Bishop. Such cause may include, but is not limited to, misconduct, insubordination, failure to follow polices or procedures, violations of law, theft, or harassment in the work place.

Dismissal can occur at any time and is effective as of the time notice is given. No payment is made except for earned and accrued salary for time employed since the last pay period and any accrued, unused vacation/personal time.

Employees discharged for cause other than unsatisfactory performance are not entitled to separation pay.
9.2.4 REDUCTION IN FORCE (RIF)

9.2.4 A EARLY WARNING

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

9.2.4 B SEPARATION NOTICE

- When position(s) identified for separation are approved by the Bishop, the supervisor and/or the Bishop will notify each employee of his/her status and separation date.
- Notice Period Options: The Bishop may implement any one of the following options in satisfying the separation notice:
  a. Total Notice: The supervisor or Bishop will give each employee notice of his or her specific separation date. If an employee secures other employment, he or she may be separated before the end of the notice period. Payment of salary will continue until the end of the separation period specified in the notice.
  b. Total Pay in Lieu of Notice: This option will be used when conditions dictate such action. Circumstances such as no work available or the immediate removal of the employee for residual staff morale, are two examples. The supervisor or Bishop will inform the affected employees if they are to be immediately separated. If so, full pay in lieu of standard notice will be given.
  c. Combination of Notice and Pay in Lieu of Notice: This option is an exception to be used only when unusual conditions dictate such action. It may be used to help ECCT work schedules and/or the employee’s schedule in seeking outside employment.
  d. 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.

9.2.4 C EMPLOYEES NOT SEPARATED

Employees not expected to be separated will be so informed by the Bishop after separated employees have been notified of their status.

9.3 SEPARATION PAY

ECCT employees are not eligible for federal or state unemployment compensation. Therefore ECCT provides the following:

9.3.1 SEPARATION PAY FOR UNSATISFACTORY PERFORMANCE

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.

9.3.2 NO SEPARATION PAY FOR CAUSE OTHER THAN UNSATISFACTORY PERFORMANCE

Any employee discharged for cause other than unsatisfactory performance is not entitled to separation 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.

9.3.3 SEPARATION PAY FOR RIF

Separation pay for all employees terminated due to a RIF is based on length of employment by ECCT from anniversary of hire:

- 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.
9-4 BENEFITS STATUS UPON SEPARATION

9-4.1 TERMINATION FOR UNSATISFACTORY PERFORMANCE

The Bishop may decide, on a case by case basis, whether to provide any benefits during the period of separation pay. 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.

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 terminate.

9-4.2 TERMINATION FOR CAUSE OTHER THAN UNSATISFACTORY PERFORMANCE

Generally, benefits terminate immediately upon termination of employment. Although accrued, unused vacation/personal time will be paid, benefits are not provided for this time period.

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 terminate.

9-4.3 TERMINATION DUE TO RIF

All benefits will continue while the employee is on notice or is receiving salary continuance in the form of pay in lieu of notice (since they are, in fact, still on active employee status.) If the employee is paid a lump sum for the separation notice period, the employee is considered to be on an active status and benefits will continue until the end of the separation period. Unused accrued vacation/personal time will be paid upon separation, but benefits will not usually extend past the separation period.

The Bishop has discretion to extend benefits beyond the separation period and will make this determination on a case by case basis. In making such decisions, the Bishop will strive to treat all employees separated due to the RIF in a fair and equitable manner while taking into account individual circumstances. In so doing, the Bishop has the option of providing funds to the employee to purchase benefits outside the ECCT system.

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 terminate.

9-5 SEPARATION PROCEDURES

Voluntary separation interviews are conducted with terminating ECCT employees during the final week 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 Human Resource Administrator will collect all ECCT property such as ECCT credit card, keys, cell phones, tablets, laptops, passwords to all devices, etc.
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: RETIRED CLERGY MEDICAL & LIFE INSURANCE EARLY RETIREMENT PROVISIONS


THE FOLLOWING BENEFITS APPLY TO RETIRED CLERGY FROM AGE 62 TO MEDICARE ELIGIBILITY:

100% Benefit Paid: For all Retired Clergy who have been canonically resident and full time parochially active for at least 20 years in The Episcopal Church in Connecticut. Spouses of clergy covered for 50% of the cost.

75% Benefit Paid: For all Retired Clergy who have been canonically resident and full time parochially active for at least 15 years but less than 20 years in The Episcopal Church in Connecticut. Spouses of clergy covered for 50% of the cost.

50% Benefit Paid: For all Retired Clergy who have been canonically resident and full time parochially active for at least 10 years but less than 15 years in The Episcopal Church in Connecticut. Spouses of clergy covered for 25% of the cost.

25% Benefit Paid: For all Retired Clergy and surviving spouses of clergy who have been canonically resident and full time parochially active for at least 5 years but less than 10 years in The Episcopal Church in Connecticut.

0% Benefit Paid: For all Retired Clergy and surviving spouses of clergy who have been canonically resident and full time parochially active for less than 5 years in The Episcopal Church in Connecticut.

CANNONICALLY RESIDENT: From date of receipt of Letters Dimissory or Ordination (if never moved outside this ECCT).

PAROCHIALLY ACTIVE: Full-time Parochial Employment or Employment with ECCT Staff or ECCT Related Agency.
RETIRE D CLERGY: Over age 62, Church Pension Fund recipient, and enrolled in the Diocesan Group Insurance Program at the time of retirement and for at least the three preceding years.

FULL-TIME: Over 1000 hours annually (20 hours per week) or 7 units or more (on a 14 unit system).

DENTAL BENEFITS: Available to full-time active clergy. Available to certain early and disabled retirees and survivors (see following detail). Not available to anyone receiving Medicare supplemental insurance, except in certain rare disability circumstances.

EARLY RETIREMENT: For clergy electing to retire prior to age 62, full medical and dental and adjusted life insurance coverages are available at the clergy person’s expense until the insured is Medicare eligible. For clergy retired prior to or retiring at or after age 62 the cost would be shared in accordance with the service based schedule.

DISABILITY RETIREMENT: For clergy retiring on disability benefits prior to age 65+, full medical and adjusted life insurance coverage for the clergyperson and dependents would be made in accordance with the schedule of cost sharing, based on projected Diocesan service to age 65. Disabled time would be counted as parochially active. Dental benefits are not provided but may be obtained at the insured’s cost but not after age 65.

SURVIVORS BENEFITS: Surviving spouses and dependents of active, full-time (non-retired) clergy would receive full medical and dental coverage benefits at no cost until the spouse reaches age 65+ and/or is otherwise Medicare eligible or remarries. No life insurance is available. Surviving spouses and dependents of retired clergy would receive benefits in accordance with the schedule of cost sharing, based on projected Diocesan service to age 65 or Medicare eligibility.

WAIVER: Waiver of any of these provisions is at the determination of the Diocesan Bishop with the advice of the Insurance Board.
THESE PROVISIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

(7/1/2003)
APPENDIX C: ECCT EMERGENCY ACTION PLAN

I. OBJECTIVE

The objective of The Episcopal Church in Connecticut 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 company 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 The Episcopal Church in Connecticut (ECCT) in Meriden CT.

II. ASSIGNMENT OF RESPONSIBILITY

A. Emergency Plan Manager

The HR Administrator 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.

B. Emergency Plan Coordinators

ECCT Emergency Plan Coordinators are as follows:

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<tr>
<th>Primary Name</th>
<th>Primary Phone #</th>
<th>Alternate Phone #</th>
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<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>Molly James</td>
<td>X126</td>
<td>203-988-4031</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 HR Administrator 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:
<table>
<thead>
<tr>
<th>Name of Person Requiring Assistance</th>
<th>Phone #</th>
<th>Assigned Assistant’s Name and Position</th>
<th>Assistant’s Phone #</th>
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C. Supervisors
Supervisors shall themselves follow and ensure that their employees are trained in the procedures outlined in this plan.

D. Employees
Employees are responsible for following the procedures described in this plan.

E. Contractors
Contract employees are responsible for complying with this plan, and shall be provided the training described herein by the HR Administrator.

III. PLAN IMPLEMENTATION

A. 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:

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

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

1. Fire: 911 or Fire Marshal 203-537-1329
2. Police/Sheriff: 911
3. 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.

B. 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.

C. Emergency Contact Information

The HR Administrator 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.

D. 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. Handicap employees/visitors who cannot safely use the stairs will gather in stairwell and a member of the Emergency Plan Coordinators team will contact emergency officials to state location of employee/visitor.

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

E. 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.

F. 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 the emergency action coordinators so an accurate head count can be made. The emergency action coordinators is listed in this document. If/when changes to the team are made an announcement made at staff meeting followed by an email to all employees. The emergency coordinators should report employee counts shall then be reported to the HR Administrator or Operations Manager as soon as
possible.

G. 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 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:

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

H. 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.

1. Unless there is an imminent threat, employees, customers, clients, and visitors shall call their emergency contacts to let them know where they are and that they are safe.
2. The Emergency Plan Coordinators shall quickly lock exterior doors, close window, and close the window shades, blinds, or curtains.
3. 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.
4. 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.
5. The Emergency Plan Coordinators shall write down the names of everyone in the room, and call Molly James or Karin Hamilton to report who is in the room, and their affiliations with ECCT (employee/visitors).
6. 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.

I. Severe Weather
The Emergency Action Plan Manager shall announce severe weather alerts (such as tornados) by 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.

IV. TRAINING

A. 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:

1. when there are any changes to the plan and/or facility;
2. when an employee’s responsibilities change; and
3. Annually as refresher training.

Items to be reviewed during the training include:

1. proper housekeeping;
2. fire prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency Action Plan Manager and Coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and

B. 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.

C. Training Records

The HR Administrator shall document all training pertaining to this plan and shall maintain records at her workspace.

V. PLAN EVALUATION

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

Last revised 5/31/17
Acknowledgement of Receipt for Employee Handbook (Employee Copy)

I acknowledge that I have received a copy of the Human Resources Policies and Practices Manual for employees of the Episcopal Church in Connecticut. I understand that I am responsible for reading the information contained in the Manual and am responsible for complying with all the provisions. I understand by signing this it is not a contract and that my employment is at will.

___________________________ (Signature of Employee)

___________________________ (Print Name)

___________________________ (Date)

___________________________ (Signature of Human Resources Administrator)
Acknowledgement of Receipt for Employee Handbook (HR Copy – Keep with personnel file)

I acknowledge that I have received a copy of the Human Resources Policies and Practices Manual for employees of the Episcopal Church in Connecticut. I understand that I am responsible for reading the information contained in the Manual and am responsible for complying with all the provisions. I understand by signing this it is not a contract and that my employment is at will.

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____________________________________ (Print Name)

____________________________________ (Date)

____________________________________ (Signature of Human Resources Administrator)