



IOWA

**UNITED METHODIST CHURCH
EMPLOYEE HANDBOOK**

Effective July 1, 2007



**THE
IOWA
UNITED METHODIST
CONFERENCE
EMPLOYEE HANDBOOK**

Effective July 1, 2007

TABLE OF CONTENTS

Introduction	4
Americans with Disabilities Act (ADA) Policy	6
Bonding of Conference Personnel	7
Child and Youth Protection Policy	8
Communication -- External	17
Communication – Internal and Conflict Resolution	18
Computer Equipment and Usage	19
Disability and Death Benefit Coverage	22
Emergency Closing	23
Employee Assistance Program (EAP)	24
Employee Conduct	25
Employee Development	26
Employee Records	28
Employment-at-Will	29
Employment Classifications	30
Employment of Relatives	31
Equal Employment Opportunity	32
Flexible Spending Accounts (Section 125)	33
Harassment Prevention Policy	34
Health Insurance Program and COBRA	36
Hours of Work for Non-Exempt Staff	37
Jury and Witness Duty	38
Leave -- Bereavement Leave	39
Leave – Disaster Service Volunteer	40
Leave -- Holidays	41
Leave -- Military	42
Leave -- Paid vacation time	43
Leave – Sick Leave	44
Leave – Unpaid	45

Lost Items	47
Non-Smoking Workplace	48
Outside Employment	49
Overtime	50
Pay Days and Paychecks	51
Performance Improvement Process	52
Performance Management	53
Retirement Plan	54
Right to Search Policy	55
Safety and Workers' Compensation	56
Salary Structure for Professional and Support Staff	57
Serious Communicable Diseases	58
Severance Pay Plan	59
Substance Abuse Policy	60
Termination and References Release	61
Travel Expenses for Staff	63
Unemployment Benefits	64
Voting	65
Weapons in the Workplace	66
Whistleblower Protection Policy	67
Workplace Hostility	68
Receipt of Employee Handbook	69

INTRODUCTION

Welcome to a relationship where your work is part of our ministry and in which you join with other professionals to support The United Methodist Church in Iowa. It is the mission of The United Methodist Church to make disciples for Jesus Christ and your gifts and graces are welcomed as we pursue this mission together. As a Conference employee you are invited to help create a work environment that reflects concern for the whole person, where responsibilities are understood, where training and support are offered, and where successes are shared.

This handbook provides information you need in your position. The relationship between you and your employer (the Iowa Annual Conference of The United Methodist Church) is one in which mutual respect demands clear statements of policies and procedures. The handbook is not an employment contract and employment of any person for a specific period of time is not guaranteed. Your employment is “at will” for both you and the Conference which means both you and the Iowa Annual Conference retain the right to end the employment relationship at any time with or without cause.

This handbook contains general information; some of this information is superseded or supplemented by other documents such as *The Book of Discipline of The United Methodist Church*, the Journal of the Iowa Annual Conference, the Rules of Order of The Iowa United Methodist Church, legal plan documents and insurance contracts. If there is a conflict between the provisions in this Handbook and other documents, the other documents are the final authority.

This Handbook applies to persons in full-time and part-time positions as defined by the Annual Conference Human Resources Committee. This includes:

- Annual Conference staff whose salaries are paid directly by the Central Treasury of the Iowa Annual Conference;
- Employees of an incorporated or unincorporated agency that receives 50 percent or more of its annual funding through apportionments or fees collected by the Annual Conference and whose salaries are paid by the Central Treasury of the Iowa Annual Conference;
- Lay staff and clergy in paid staff positions appointed to Extension Ministries shall be subject to provisions of policies in this Employee Handbook with respect to the terms and conditions of the staff position appointment. However, for purposes of retirement and pension benefits, the provisions of the clergy policy shall apply; and
- Director-level positions are not subject to the Annual Performance Evaluation or compensation system outlined in this Handbook. However, evaluations are conducted by the appropriate supervisor.

The Conference has the right to add to, amend, or eliminate the handbook or any portion thereof at any time, with or without notice. Any changes will supersede previously published information. As you read this handbook, please know that a key

goal of the Conference is to create a supportive and fair work environment. Specifically, these principles guide the development of the employment policies and procedures:

- All employees, non-exempt and exempt ¹, add significant value to the work of the Iowa Annual Conference because of their gifts and graces;
- All employees are encouraged to provide meaningful and useful input to improve the functioning of their area of responsibility;
- Supervisors are responsible for conducting annual performance evaluations for all full-time employees;
- Internal candidates are encouraged to apply for open positions. The criteria for selection will focus on the best qualification match for the position; and
- As appropriate, resources will be provided to help employees perform their job responsibilities and to enhance their professional development. Employees have the responsibility and opportunity for their own career development.

Thank you for joining with the Iowa Annual Conference to be in ministry with others.

Effective date: January 1, 1997
Revision date: January 1, 2002
Revision date: July 1, 2007

¹ See "Employment Classifications" for an explanation of the terms non-exempt and exempt.
Iowa Annual Conference

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

It is the policy of the Iowa Annual Conference to comply with the Americans with Disabilities Act by providing a work environment free from discrimination against qualified individuals with disabilities. Employment opportunities will be available to qualified individuals with disabilities. Further, reasonable accommodation will be provided for qualified individuals with disabilities unless that accommodation produces an undue hardship. In addition, events and activities planned, conducted or sponsored by the Iowa Annual Conference shall be in a location that is accessible to the disabled with or without accommodation. To request an accommodation, contact your supervisor or the Conference Human Resources Committee Chair.

Definitions

Disability. A physical or mental impairment, a record of such an impairment, or being perceived as having such an impairment, which substantially limits one or more major life activity, such as hearing, speaking, breathing, and certain manual tasks.

Essential functions. The fundamental duties of a position; eliminating these duties would fundamentally change the job.

Qualified individual with a disability. A person with a disability and with the qualifications to perform the essential functions of a position with or without reasonable accommodation.

Reasonable accommodation. Modification or adjustment to the work environment or to the manner or circumstances under which a job is customarily performed which enables a qualified person with a disability to perform the essential functions of the position.

Effective date: January 1, 1997

BONDING OF CONFERENCE PERSONNEL

The Conference provides a blanket bond as a protection in the handling of money. Because of the trust placed in our church and the responsibility we have to its members, all personnel associated with the Iowa Conference of the United Methodist Church who handle money must be bondable as a condition of employment or appointment.

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CHILD AND YOUTH PROTECTION POLICY

- I. Purpose – From The 2000 Iowa Annual Conference Journal
- II. General Policies and Procedures
- III. Incident Reporting and the Code of Iowa
- IV. Mandatory Reporting

I. PURPOSE OF THE CONFERENCE CHILD AND YOUTH PROTECTION POLICY

**Accepted by the 2000 Iowa Annual Conference Journal, page 167,
2000 IAC Journal:**

Our conference's purpose for establishing this Child and Youth Protection Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of the children and youth involved in conference and district ministry settings.

Statement of Covenant

Therefore, as an annual conference in The United Methodist Church, we pledge to:

- Conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth;
- Follow reasonable safety measures in the selection and recruitment of workers;
- Implement prudent operational procedures in all programs and events;
- Educate all our employees and volunteers who work with children and youth regarding the use of appropriate policies and methods (including first aid and methods of discipline);
- Have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Iowa state law; and
- Be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children and youth, the Iowa Conference is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love,... established in the faith, and confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant II," *United Methodist Hymnal*, p. 44).

II. GENERAL POLICIES AND PROCEDURES TO IMPLEMENT THE CONFERENCE CHILD AND YOUTH PROTECTION POLICY

Key points of these policies and procedures

- Adults who have been identified as having committed sexual or physical abuse or having a criminal record involving violent crime to another person will not knowingly be employed by the Conference for service or accepted as a volunteer with programs or activities for children or youth.

- Applicants and volunteers must be able to provide a list of personal (non-relative) references, as requested.
- At least two adults (including staff, volunteers with extended contact, and other regular volunteers identified by the staff) will be present whenever possible at all settings involving children or youth.
- Youth employees and youth volunteers must present a signed Parental Permission form before they can be authorized to work with children.
- All employees and volunteers may be required to participate in training at the discretion of the Child and Youth Protection Committee.

A. Behavioral Policies

All Conference employees and volunteers are specifically prohibited from child/youth mistreatment, neglect, or abuse. Prohibited behaviors by all employees and volunteers include, but are not limited to the following:

- Using verbally or emotionally abusive or derogatory language
- Using sexually implicit or explicit language
- Physically striking, hitting, or spanking
- Fondling or kissing
- Touching or tickling in an inappropriate or sexual manner
- Verbal or physical assaults
- Intentional causing of physical injury
- Intentional denial of critical care
- Other behaviors deemed to be illegal, exploitive or elective

B. Employee and Volunteer Selection Policies

The following screening process for employee and volunteer applicants should be followed when reasonably possible:

1. The person completes an application form.
2. An in-person interview is conducted.
3. References are checked. Note: Volunteers must be known by the supervising person or recommended by someone who is a member or employee of The United Methodist Church of Iowa whose judgment is trusted by the supervising person.
4. Appropriate background records are checked, e.g., criminal records and child abuse registry.

The new employee/volunteer:

1. Signs an acceptance of Child and Youth Protection Policy;
2. Signs a Release and Consent form permitting the Conference to conduct reference checks, contact current and former employers, and conduct criminal and background checks. Such Release and Consent will relieve the Conference, references, and former employers from liability to the applicant for disclosing information to the Conference.
3. Submits other necessary forms, e.g., Parental Permission form; and

4. Completes the Child and Youth Protection Training Program. Supervisors are responsible for the training. Individuals who do not satisfactorily pass the screening criteria may be considered for employment or volunteer positions within the Conference other than working with youth and children. Pastoral guidance and counseling may be offered to assist them in understanding the Conference's duty to provide the highest level of protection to its children and youth and to persons associated with the Conference.

C. Supervision of Children and Youth

1. Programs for children and youth

Under normal circumstances two or more employees or volunteers must be present at all times, one of which must be an adult. This applies in both occasional contact with children and youth and also in regular, on-going contact situations.

2. Nursery

The process for infants and children who are presented to a nursery is:

- a. Infant/child must wear a nametag.
- b. Parents must sign-in child in the register and note where they can be reached in case of emergency.
- c. Parent will be provided a numbered token.
- d. This number will be noted on the infant/child's nametag.
- e. At time of pick-up, the nursery coordinator will verify that the parent's token number matches infant/child's number.

3. Classrooms

Children in classrooms should be visually accessible from outside the classroom unless two employees or volunteers are present. If a door does not have a window, the door should be left open or be gated.

D. Driver Policy

All Conference-related activities requiring transportation for children and/or youth must adhere to the following policy:

- Drivers must have a valid Iowa driver's license and adhere to applicable laws.
- All drivers must be at least 18 years of age. Because waivers or parental releases do not release the Conference from liability in case of an accident, no exceptions will be made.
- In vehicles carrying more than four children, at least one adult, preferably two, must be in the vehicle.
- Passengers are required to wear seatbelts as required by state law.
- The owner of the vehicle must have evidence of insurance coverage equal to or greater than the minimum state requirements.
- Smoking or consumption of alcohol is prohibited for the driver and any passengers (adult or youth) while traveling for Conference-related activities.

E. Administration of Policies and Procedures

Administration of Policies and Procedures will be handled through the Child and Youth Protection Committee, which reports to the Conference Human Resources Committee. Membership of the Child and Youth Protection Committee includes:

- Chair of Conference Human Resources Committee or designee
- Assistant to the Bishop for Connectional Ministries
- Leadership Development Minister for Young Adult and Generational Ministries
- Leadership Development Minister for Camps and Christian Formation
- Three at-large members to be appointed by the Bishop to include one District Superintendent, one pastor of a church with membership under 250, and one pastor of a church with a membership over 600

F. Response to Allegations

The Conference will investigate all allegations of improper conduct involving children and youth in a timely manner. Opportunities for spiritual and emotional support will be offered to all parties involved. The policies and reporting procedures will be carried out as tactfully and discreetly as circumstances reasonably permit.

All reporting of allegations of misconduct will be handled by the Child and Youth Protection Committee and the Conference Human Resources Committee as confidentially as circumstances reasonably permit. It may, however, be appropriate and necessary in some instances to report allegations to parental, legal and social welfare authorities, and the Conference's insurance and legal counsel.

III. INCIDENT REPORTING AND THE CODE OF IOWA

State Toll-Free Number

1-800-362-2178

Child Abuse Reporting, available 24 hours per day

Iowa Department of Human Services

Mandatory reporters are required by Iowa Code Section 232 to make a report of child/youth abuse within 24 hours of awareness of an incident when there is reasonable belief a child has suffered abuse, according to the following definitions:

“CHILD” means any person under the age of 18 years. Adults are age 18 and over.

“CHILD ABUSE” or “ABUSE” means harm or threatened harm occurring through:

1. Any non-accidental physical injury or injury which is at variance with the history given, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child.
2. The commission of any sexual abuse with or to a child as defined by Chapter 709 of the Code Supplement, as a result of the act or omissions of the person responsible for the care of the child.
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian

legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however, this provision shall not preclude a court ordering that medical service be provided to the child where the child's health requires it.

“PERSON RESPONSIBLE FOR THE CARE OF A CHILD” means:

1. A parent, guardian, or foster parent.
2. A relative or any other person with whom the child resides without reference to the length of time or continuity of such residence.
3. An employee or agent of any public or private facility providing care for a child, including an institution, hospital, health care facility, group home, mental health center, residential treatment center, shelter care facility, detention center, or child care facility.
4. Any person providing care for a child, but with whom the child does not reside without reference to the duration of the care.

When in the course of your activities you counsel, attend, treat, and reasonably believe a child has suffered abuse by a person responsible for the care of the child, immediately notify your supervisor, any other supervisor within the Conference, or the Chair of the Conference Human Resources Committee of the facts as you know them. If you are a mandatory reporter, you must make a report to the locally designated child Protective Investigation Unit of the Department of Human Services within 24 hours so that an investigation can be made. The state toll-free number is 1-800-362-2178. In making a child abuse report, the following information is needed, if known:

1. The names of the child and person responsible for the care of the child;
2. The home address of the child and parents or other persons believed to be responsible for his/her care;
3. The child's present whereabouts, if not at the address mentioned above;
4. The child's age;
5. The nature and extent of the child's injuries, including any evidence of previous injuries;
6. The name, age, and condition of other children in the same home;
7. Any other information helpful in establishing the cause of injury to the child;
8. The identify of the person or persons responsible for the abuse or neglect to the child; and
9. Your name and address.

As required by law, the report shall be made orally within 24 hours. A written report (Form 470-0665) is to be sent to the DHS within 48 hours using a form available from your supervisor or the Conference Treasurer/Director of Administrative Services.

Any person required by law to report a suspected case of a child abuse who knowingly and willfully fails to do so is guilty of a simple misdemeanor and is also civilly liable for the damages proximately caused by such failure.

Reporting false information regarding an alleged act of child abuse, knowing that the information was false or that the act did not occur, would result in a simple misdemeanor conviction under Iowa code.

IV. MANDATORY REPORTING

Section 232.69.1(a)(b) of the Code of Iowa (2001) requires that persons in certain professions, positions, or jobs must report cases of child abuse within 24 hours of gaining knowledge through their professional or employment duties which causes them to reasonably believe that child abuse has occurred.

Clergy members are not identified in the statute or considered to be mandatory reporters unless they are functioning as social workers, counselors, or another role described as a mandatory reporter. If a member of clergy provides counseling services to a child, and the child discloses an abuse allegation, then the clergy member is mandated to report as a counselor. (The counseling is provided to a child during the scope of the reporter's professional as a counselor, not clergy.)

Note: It is our opinion that the statute does not apply to clergy as such unless the clergy person is certified, licensed, or holds himself/herself out as a counseling professional, or is an employee or operator of certain licensed facilities listed specifically and in detail in the statute in question.

Lay persons employed by the Conference or volunteers performing work for the Conference are likewise mandatory reporters only if they are in positions identified by the statute as having such a duty to report. Any mandatory reporting duty of such persons, under the statute, would be as a consequence of the lay person's holding one of the professions, positions, or jobs specifically identified in the statute and not as a consequence of being a Conference employee or volunteer (religious worker).

The Iowa statute does provide that any person who believes that a child has been abused may make a report as provided and described in the Iowa Code. It is highly probable that a number of clergy persons would consider it their professional obligation, apart from legal considerations, to report known incidents of sexual abuse to those having authority in, and having responsibility for, administration of the Conference and Churches as well as to the Iowa Department of Human Services.

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Iowa Annual Conference

Page 13 of 69

**THE UNITED METHODIST CHURCH
IOWA ANNUAL CONFERENCE
PARENTAL PERMISSION FOR YOUTH VOLUNTEERS**

Name of Youth Volunteer _____

Name of Camp/Program and location _____

The undersigned represents that s/he is the custodial parent/legal guardian of the above identified participant. The volunteer has my/our permission to assist with the ministry of the Iowa Annual Conference of The United Methodist Church during the following time period: _____ to _____ .

This permission is given by me/us with full knowledge of the conditions and activities with which s/he will be assisting, including but not limited to, work with children and other youth. The youth volunteer has no physical or mental disabilities that would impair his or her ability to perform the duties assigned except as noted here:

I/We will not hold the Iowa Annual Conference its employees or volunteers liable for injuries suffered during the course of the volunteer activities and will hold the Conference harmless from any financial loss as a result of injury to and/or claim by the volunteer.

I/We give permission for pictures taken to be used for Conference promotional purposes.

Readable Signature of Custodial Parent/Legal Guardian Date

Readable Signature of 2nd Parent/Legal Guardian Date

**THE UNITED METHODIST CHURCH
IOWA ANNUAL CONFERENCE
ACCEPTANCE OF POLICY FORM**

By signing this document, I am stating that I have read and understand the Child and Youth Protection Policy of the Iowa Annual Conference of The United Methodist Church. I further agree that I accept it and will abide by its provisions.

Readable Signature of Staff or Volunteer

Readable Signature of Witness

Date

Date

CONSENT AND RELEASE

As a requirement for my application for employment, I hereby give my consent and authorization for the Iowa Annual Conference of the United Methodist Church to conduct a thorough and complete check of my personal and employment background. I acknowledge that such a check may include, but not limited to the following: current and former employers, references, educational verification, criminal background and credit history.

In exchange for the Conference considering me for employment, which I acknowledge as good and valuable consideration, I hereby release and hold harmless the Iowa Annual Conference of the United Methodist Church, its employees or volunteers, and the entities I have identified as references, employers, or educational institutions from any and all liability with respect to the release of information.

I authorize all such entities to release information as requested by the Iowa Conference of the United Methodist Church so that I may be given full consideration for employment. I hold harmless and release all such entities from any and all liability and/or claims based on the release of such information. My signature below authorizes such release.

I affirm that I have no objections to these investigations or checks, and that I release and hold harmless the Conference and its employees from any and all liability and/or claims based on the conduct of these checks and the information obtained.

Applicant

Date

Witness

Date

COMMUNICATIONS – EXTERNAL

If you are contacted by an outside communications/media source, for example, radio/TV stations, newspapers, and magazines, the contact should be referred to the Director of Communication Services and Resources.

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COMMUNICATIONS – INTERNAL AND CONFLICT RESOLUTION

The Conference recognizes that employees give their best performance when working in a congenial atmosphere and therefore encourages an "open door" and informal approach to communications. Please feel free to talk with your supervisor at any time if you have a job-related concern.

If your concern or dissatisfaction is not resolved or if it involves your supervisor, contact the chairperson of the Conference Human Resources Committee, who will provide you with the process for addressing your concerns.

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COMPUTER EQUIPMENT AND USAGE

Computer hardware, software, and Internet connections are provided solely for Conference use and should not be used for personal purposes. Electronic mail (received, composed, sent and stored), computer systems, Internet systems, data or any software or files downloaded via the Internet onto any Conference system or computer or data stored onto various types of disks and other storage devices are at all times the property of the Conference. Messages or other information are the property of the Conference and not any employee. As a result, the Conference reserves the right to monitor, access, read, disclose or retrieve any data and/or electronic mail without prior notice to any employee or any party involved.

Employees who use the Internet for personal messages or to access information of personal interest should set up personal Internet access accounts through their home computers/phone lines.

You are responsible and accountable for all activity connected with your user identification and password. Employees may not use the email or Internet systems or other Conference computer systems to view, archive, store, distribute, edit or record material that is fraudulent, harassing, sexually exploitive, profane, obscene, intimidating, defamatory, discriminatory or otherwise unlawful or inappropriate. Employees may not transmit or otherwise distribute confidential Conference information.

Violation of the computer usage guidelines can lead to disciplinary action up to and including termination of employment. All other existing Conference policies, including but not limited to harassment prevention and employee conduct, apply to an employee's conduct with regard to use of the Conference email, Internet and computer systems.

Compliance is required with the following Conference practices. For clarification and authorization, contact your supervisor and the Manager of Information Technology (IT).

Hardware and Software

- Use only the computer equipment (including modems, software, and files) for which you have authorization and use them in the authorized manner. Before downloading software or bringing software from home, check with your supervisor and the IT Systems Manager.
- Do not illegally copy software or other electronic files. Copyrights should be respected on all materials whether purchased or downloaded. Use of Internet file sharing sites should be avoided.
- If authorization is received, use extreme caution when downloading software or other items from the Internet; many contain viruses.
- Keep your anti-virus software up to date.

Passwords

- Use only **your** user identification and password.
- Do not disclose your user identification and/or password to anyone.

- Passwords on the main database are one-way encryption and cannot be checked by anyone.
- Passwords on e-mail accounts are accessible by the Manager of Information Technology.
- Individual passwords on users' PC's (Windows 9x) are easily circumvented, and therefore cannot be considered secure. If someone has physical access to your machine, they have access to your data.
- The most secure passwords contain at least 8 characters, combine upper and lower case letters, numbers, and punctuation. Example: "SHE likes:2!"
- The least secure passwords contain common words such as "password," your name, a family member's name, your pet's name, words in the dictionary.

Electronic Mail Guidelines -- Receiving

- Read in-coming messages carefully and remember you are responding on behalf of the Conference.
- Electronic mail can be a carrier of viruses that can infect your own and other Conference computers, especially through attached programs or files. Before opening attachments, use virus-checking software.
- Because of the number of viruses in attachments, the Conference reserves the right to use virus scanning software to filter viruses before they get to individual users' systems.
- Employees need not tolerate obscene, harassing, discriminatory, or threatening messages. If you receive such inappropriate mail, forward it to your supervisor and the Manager of Information Technology (IT) for assistance.

Electronic Mail Guidelines -- Sending

- When composing messages, make sure the information is correct and written in a brief and concise manner, using good grammar, spelling, and punctuation.
- Recipients can't see you or hear your voice – so be careful with the words chosen and the tone of the message.
- Misspelling an e-mail address is easy, so double-check all addresses. Remember when using "Reply/All" command, the response is going to all addresses listed on the incoming message.
- Even if provoked, do not send angry messages.
- Do not forward chain letters or bulk mailings; they are rarely connected with the business of the Conference.
- When sending messages to large groups, use the Bcc (Blind Carbon Copy) rather than Cc (Carbon Copy) or rather than including them in the "TO" address line.

Conference Web Site

The Conference is committed to communicating in the most effective ways possible with clergy, local churches, individual members, and employees. Staff

persons with special expertise and/or specific resourcing and ministry responsibilities are expected to regularly collect information and write articles for posting on the Conference web site or in Conference publications. In addition, all Conference staff will be required from time to time to post information to the web site.

The Conference web site is a necessary, timely, and effective method of communication. Employees should be knowledgeable about and utilize the Conference web site. Employee suggestions regarding improved use of the web are strongly encouraged; contact the Director of Communication Services and Resources.

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DISABILITY AND DEATH BENEFIT COVERAGE

Employees who work 30 hours or more per week on a regular basis are eligible for the long-term disability and death benefit. The disability plan provides income for you if you become fully or partially disabled because of illness or accident. The premium for this coverage is paid in full by the Conference.

For additional information, see the booklet titled, *Basic Protection Plan: A Disability and Death Benefit Plan*.

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EMERGENCY CLOSING

When the Conference office is unexpectedly closed because of uncontrollable factors such as unusual weather conditions, personnel scheduled to work on that day will be excused and will be paid for the hours normally scheduled to be at work on that day.

For inclement weather closings, the Conference follows the schedule of the Des Moines Public School System and closes when schools are not in session due to the weather. For personnel residing in areas outside of the Des Moines Public School system that may be affected by local weather conditions, absences will be excused with pay when the school system of that area is closed due to weather. Personnel not able to report to work due to these closings and weather conditions will be paid for the hours normally scheduled to work on the day of the closing.

For inclement weather conditions occurring during periods when the school systems are not in session, the Conference Directors in consultation with the Information Technology Department, will determine if the Conference facility will be open or closed. Personnel are encouraged to contact the Office for further information.

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EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program (EAP) services are available to provide you with confidential, off-work-site counseling and referral services. These services are offered as a benefit to you and your family at no cost to you.

Assistance is offered through the Office of Pastoral Care and Counseling located in Des Moines. If you are not able to participate at the Des Moines location, this Office may be able to refer you to a local provider, in which case, there may be a per visit cost to you.

Contact the Office of Pastoral Care and Counseling at 515-244-2994 for information.

Effective Date: January 1, 2002

EMPLOYEE CONDUCT

Every position within the Conference is important and is a vital part of a team; therefore, your conscientiousness about attendance and punctuality is vital. You should be present and ready to work at the expected time.

If you are going to be late or absent, contact your supervisor (or his/her designee) giving as much notice as practical. Excessive lateness or absenteeism may result in disciplinary action up to and including termination. Failure to notify your supervisor when you are absent for three consecutive working days is considered a voluntary termination. Also, three days of unapproved absence is considered a voluntary termination.

Ethical and professional conduct is expected at all times with colleagues, visitors, and others. Employees are expected to dress in a manner that displays professionalism and respect for their position and one that reflects the mission of the Conference. For all positions clothes should be clean, in good repair, and appropriate for the type of work performed. Also, visible body tattoos and body piercing may not be acceptable.

Summer Camping Staff. You will be asked to sign a statement saying you will not smoke or drink while you are a member of the camping staff. This prohibition applies not only when you are on the job, but when you are off the job representing the Conference as well. No smoking and no drinking at any time are conditions of employment. Failure to comply with this policy may be cause for discharge.

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EMPLOYEE DEVELOPMENT

Employee development is important for both one's own career and personal improvement. The focus on continuous personal improvement and development helps to maintain and enhance current skills, learn new skills, keep abreast of new job-related information, and continue in one's own spiritual formation and growth.

The creation of a plan for employee development is a collaborative process between the employee and the employee's supervisor. Employee development may take a number of forms, ranging from short workshops, seminars, college courses and conferences to retreats, sabbaticals and renewal leaves. The Conference may assist with costs associated with several of these opportunities based on the nature of the developmental opportunity and the relatedness to the employee's position with the Conference. And while the Conference encourages all employees to undertake life-long learning, eligibility for receiving financial assistance are contingent upon available Conference resources. Since employee development is a department expense, department heads/directors serve as the final authority for approvals.

A. Professional Development

Professional development opportunities are those related to an employee's own personal development and skills enhancement. The nature of the course or program may not directly benefit the Conference, but provides further skill development or the learning of new skills for future job growth. These types of opportunities are typically unpaid. However, an employee may apply for assistance if the course/program can be justified and supported by the employee's supervisor. To request consideration for covering the cost of the course/program, employees are expected to provide a written request specifying the name, course/program description, date(s), cost, and rationale for requesting assistance. This request must be submitted at least 10 days prior to the course/program.

B. Continuing Education

Further development of an employee's skills that will directly benefit the Conference and are related to the employee's position with the Conference is strongly encouraged. Continuing education may include programs associated with professional certifications, seminars, retreats or workshops. Requests for continuing education are handled on a case-by-case basis; employees must submit a written request specifying the program, a description of course content, clarifying the relatedness to the employee's position with the Conference, and an explanation of the reasons for the request. A cost breakdown must also be included. This request must be submitted at least 10 days prior to the course/program. If approved, time away from work to attend the program generally would be considered paid time.

C. Educational Assistance

Educational assistance may be available for coursework associated with the pursuit of post-secondary education or the attainment of a post secondary degree. Assistance will be contingent upon the type of coursework or degree, the extent of its relatedness to the employee's Conference position, and whether the coursework/degree is required or expected of the position held by the employee.

To apply for educational assistance, a written request for approval to undertake coursework or pursue a post-secondary degree should be provided to the department manager. A projection of costs associated with the request, as well as length of the overall coursework should be included. Once participation is approved, the employee should submit, prior to each and every session/semester, the particular course to be taken, a brief description, and detailed costs (tuition and fees only) of the course. This course request must be provided to the employee's supervisor at least 10 days prior to the beginning of the course. In the case of a college credit course, a grade of C or higher for undergraduate coursework and B or higher for graduate-level coursework must be attained to participate in this benefit. Reimbursement for some college credits may be taxable under Section 127 of the IRS Code.

D. Renewal Leave

Renewal leave is provided to exempt employees for personal and spiritual renewal. This type of leave provides four weeks of paid leave for each completed five years of service. Employees who are eligible to undertake a renewal leave are encouraged to take this leave within the year of one's eligibility, i.e., in year six. Employees cannot "bank" renewal leaves for each five-year increment (such as not taking a leave in year 6 and requesting eight weeks in year 11). In addition, employees may be asked to agree to remain employed with the Conference for a defined period of time upon returning from the renewal leave.

Scheduling the renewal leave during the year requires agreement by the employee's supervisor. Once approved, the employee will be expected to provide a brief description of the experiences to undertake while on renewal leave. Upon the return from renewal leave, a summary of the renewal leave experience is requested.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

EMPLOYEE RECORDS

Up-to-date personnel records are important. If information on file is not correct, problems could arise concerning your taxes, employee benefits, and other important matters. Some forms, such as W-4 and I-9 forms, are required by federal law. When you have changes in your personal information, such as your home address or telephone number, emergency contact person, marital status, number of dependents, educational status, or military status, notify your supervisor and the Conference Treasurer/Director of Administrative Services.

It is the Conference's intent to collect and maintain only that personal information which is necessary and appropriate. Any information gathered is for internal use only and is handled in a responsible manner. Personnel records remain the property of the Conference.

Information regarding individual employees is not released to unauthorized persons without written consent, with the exception of verification of employment, dates of employment, and job title which may be released when requested for such things as credit and reference checks.

A personnel file is maintained for each employee by the supervisor. The file contains documents relating to your initial hire, performance reviews, and salary. You may view the file, obtain a copy of the entire file, or obtain a copy of particular records in the file, but you may not remove any records from the file. Contact your supervisor for more information.

Your payroll related documents are filed in the Accounting Office. These documents include your current W-2 and other withholding agreements, such as medical coverage.

Effective date: January 1, 1997
Revised: January 1, 2002

EMPLOYMENT-AT-WILL

Employment with the Iowa Annual Conference is "at-will," which means at the will of you, the employee, and at the will of the Conference. Both you and the Conference have the right to terminate the employment relationship at any time and for any reason.

No Conference representative may modify this policy for you or enter into any agreement with you, oral or written, contrary to this policy. No statements made in pre-hire discussions, recruiting materials, other parts of this manual, or other Conference materials can alter the at-will nature of your employment.

Effective date: January 1, 1997
Revised: January 1, 2002

EMPLOYMENT CLASSIFICATIONS

Regular, full-time employees are those persons who regularly work 40 or more hours per week. These employees are eligible for benefits.

Regular, part-time employees are those persons who regularly work less than 40 hours per week.

Part-time employees who regularly work 21 or more hours per week (or 1,000 hours per year) are eligible for health insurance coverage and retirement plan contributions. They are also eligible for pro-rated vacation, sick leave, holiday pay, bereavement leave, and professional development.

Part-time employees who regularly work 30 hours or more per week are eligible for the part-time benefits identified above plus the long-term disability/death benefit.

Part-time employees who regularly work 20 hours or less per week are not eligible for benefits.

Temporary employees are those employees hired to fill a temporary need for a special, limited project and/or on a casual or short-term nature. Examples of temporary employees are persons hired for weekend work only and summer camp employees. Temporary employees are not eligible for benefits.

Persons who are hired as independent contractors are not employees, are not covered by this handbook, and are not eligible for benefits.

Exempt employees are persons whose positions are considered not eligible for overtime compensation as defined in the Fair Labor Standard Acts (FLSA) guidelines i.e., exempt from the overtime provisions of the FLSA.

Non-exempt employees are persons whose positions are considered eligible for overtime compensation as defined in the Fair Labor Standard Acts (FLSA) guidelines, i.e., non-exempt from the overtime provisions of the FLSA.

Job Classifications and Salary Levels for Professional and Support Staff were determined by a special conference-wide Compensation Task Force and approved by the Iowa Annual Conference. Updates and changes are made by the Human Resources Committee who may delegate the implementation to the appropriate conference staff member(s). Salaries for Conference Director positions are determined by the Iowa Annual Conference and are so noted in the Journal of the Iowa Annual Conference.

Effective Date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

EMPLOYMENT OF RELATIVES

To avoid favoritism or the appearance of favoritism, no person shall be employed in a regular position that is within the chain of supervision of a member of his/her immediate family. Immediate family is defined as spouse (or significant other), children (including foster, step, and grandchildren), parents (including foster, step, and grandparents), siblings (including foster and step), aunts, uncles, nieces, nephews, first cousins, and in-laws of all of the above relatives. Also included are the corresponding relatives of the employee's spouse (or significant other) and any such other person as determined by the Conference Human Resources Committee to be equivalent to the listed relationships.

In unique circumstances, Conference Directors can initiate over-riding this policy with the Conference Human Resources Committee giving final approval.

For summer camps, see the specific camp policies for further information.

Effective date: January 1, 2002
Revised: July 1, 2007

EQUAL EMPLOYMENT OPPORTUNITY

The Iowa Annual Conference believes employment decisions should be based on an individual's qualifications and without regard to condition or status of race, color, gender, age, disability, marital status, sexual/gender orientation, veteran status, national origin, and any other protected class under applicable laws. This nondiscrimination policy applies to all employment areas, including recruitment, hiring, compensation, benefits, training, promotions, workforce reductions, discipline, and termination. A preference for United Methodist membership may be included in the qualifications for some positions as determined appropriate by the Conference Human Resources Committee.

Effective date: January 1, 1997
Revised: January 1, 2002

FLEXIBLE SPENDING ACCOUNTS (SECTION 125)

The Section 125 Flexible Spending Account allows employees to pay for certain medical, dental, and dependent care costs with tax-free dollars. If you elect to participate, the Conference deducts money from your paycheck for these expenses before taxes are computed. Therefore, your taxes are less because they are figured on a smaller base. The taxes are not deferred; they are avoided permanently. This benefit is allowed as outlined in the Internal Revenue Code, Section 125.

You may change your election option only once per year during open enrollment in November. If, however, you have a change in your family situation, such as a marriage, divorce, birth of a child, or loss of a job for you or your spouse, you may be eligible to change your election option during the year. Any money remaining in your flexible spending account(s) at the end of the year is forfeited as required by the IRS code.

For complete information, see the Summary Plan Description (SPD) of the *Flexible Spending Account Plan*.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

HARASSMENT PREVENTION POLICY

The Iowa Annual Conference is committed to providing a work environment free from all forms of discrimination, including harassment and intimidation on the basis of one's race, color, gender, age, disability, religion, marital status, sexual/gender orientation, veteran status, national origin, and any other protected class under applicable laws. Such harassment of and by any worker or guest is prohibited and will not be tolerated.

Harassment. It is the policy of the Iowa Annual Conference to provide a working atmosphere free from harassment in any form based upon one's being a member of a protected class. Harassment includes, but is not limited to intimidating or hostile acts, verbal abuse; racial, ethnic, and religious epithets; and slurs, jokes, photographs, or pictures of a derogatory nature that create a hostile or offensive work environment.

Sexual Harassment. Sexual harassment is a form of discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly as a term or condition of one's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may be expressed verbally, non-verbally, or physically. Examples include the offer of a raise or promotion in return for sexual favors, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, sexually suggestive objects, pictures, suggestive or insulting sounds, leering, whistling, or making obscene gestures, unwanted physical contact, including unnecessary touching, patting, pinching; or subtle or overt pressure for sexual activity.

Reporting and Investigation Procedures

The Conference takes all complaints of harassment seriously. Employees who believe they are being harassed are encouraged to immediately and directly inform the offender that the conduct is offensive and unwelcome. In some instances, offensive conduct is due to insensitivity and is discontinued once the offender is made aware of it.

An employee who believes that he or she is being harassed by another individual is encouraged to report the behavior immediately to his or her supervisor. If, for any reason the employee feels uncomfortable discussing the matter with his or her supervisor, the employee should contact a member of the Conference Human Resources Committee.

One or more members of the Conference Human Resources Committee will investigate each complaint in a timely and thorough manner. Because of the sensitive nature of such complaints, incidents will be promptly investigated with discretion and will remain,

to the extent possible, confidential. Absolute confidentiality cannot be promised. If the alleged offender is a member of the Conference Human Resources Committee, the alleged offender will not be involved in any deliberations involving the complaint.

If the complaint is found to be valid, action will be taken to address the harassment, prevent its recurrence, and take appropriate disciplinary action, up to and including the termination of employment. Documents for a valid harassment complaint will be kept in the harasser's personnel file. In addition, the Conference will take appropriate remedial action to address sexual harassment by a vendor or guest of the Conference.

If the complaining employee is dissatisfied with the outcome, s/he may appeal the decision of the Conference Human Resources Committee to a Harassment Appeals Committee, which is two or more persons named as necessary by the Bishop. Any person who participates in any harassment investigation is protected from retaliation and will not be adversely affected by reporting a harassment incident. Likewise, persons who are alleged offenders are assured that the intent is to provide them a process, which is fair and unbiased. Any employee causing any type of retaliation against an alleged harasser or the alleged victim of harassment will receive documented disciplinary action up to and including termination.

If the alleged offender is clergy, notification to the Office of the Bishop will occur concurrently with the investigation; if the complaint is determined to be valid, a formal complaint to the Bishop will be filed by the Conference Human Resources Committee. Procedures for handling sexual harassment investigations of appointed clergy are defined in *The Book of Discipline*.

The Iowa Annual Conference is committed to working together to prevent harassment. Everyone's cooperation is needed to insure successful implementation of this policy. In that spirit, educational opportunities on this topic will be offered from time to time.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

HEALTH INSURANCE PROGRAM (also COBRA)

Please refer to the Summary Plan Description (SPD) of the Conference's health insurance program for specific information regarding eligibility and coverage.

COBRA Provisions. Although the Iowa Conference Health Insurance Group is exempt from compliance with Federal COBRA regulations as a church group, the Conference will voluntarily comply with the intent of COBRA regulations. Divorced, separated, and Medicare-ineligible spouses and dependents of covered clergy persons, Conference employed diaconal ministers or Conference employed lay employees may be offered continuing health insurance coverage for up to 36 months. Continuation of health insurance coverage will be offered to terminated or laid-off Conference employees for up to 18 months. The premium for this continuation of coverage will be 102 percent of the full cost of such coverage in accordance with the provisions of the COBRA law. A participant's coverage will be terminated if premiums are unpaid for 30 days. The Board of Pensions is authorized to make exceptions to any of the above requirements in special or unique circumstances. The Conference Treasurer/Director of Administrative Services is authorized to make interpretations and adjustments in individual situations.

Effective date: January 1, 1997
Revised: January 1, 2002

HOURS OF WORK FOR NON-EXEMPT STAFF

Conference Center. The Conference Center switchboard and public access doors are open from 8:30 a.m. to 4:30 p.m. Individual work hours themselves are flexible within the workday. The normal workweek for full-time employees is 40 hours per week; lunch time (generally a half-hour or an hour) is not included in paid time. Clarify your normal work hours with your supervisor and discuss temporary adjustments as needed from time to time.

Exceptions to “Open Hours”. On paid Conference holidays, neither the switchboard nor the public access doors are open. On Saturdays and Sundays, when there are scheduled meetings or other gatherings at the Conference Center, the public access doors will be open from one hour before the starting time of the meeting or event until one-half hour after the scheduled end of the meeting or event. The entry foyer will be staffed by a regular, temporary or volunteer staff person during this time. The switchboard, however, will not be open.

Other Locations. Supervisors determine work hours at locations other than the Conference Center. However, full-time employees work 40 hours per week. In general, planning should be done to accommodate the workload within the normal working hours. From time to time, however, extra work hours may be needed to complete special projects and assignments. Hours worked beyond the normal workweek need prior approval from your supervisor. A bi-weekly time card must be completed by hourly (non-exempt) employees and submitted to your supervisor for each pay period.

For non-exempt employees, overtime pay begins after 40 hours of worked time in a workweek. Worked Time does not include paid time away from work, e.g., holiday or sick pay. A workweek is Saturday morning through Friday evening. Overtime hours are compensated with time-and-a half pay.

If extra work hours are required, employees are encouraged to re-arrange their work hours within that workweek to stay within the 40-hour limit. Supervisor approval is necessary.

Non-exempt staff persons who work on a holiday are paid double-time. Written prior approval for work on holidays is required.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

JURY AND WITNESS DUTY

Serving on a jury or testifying as a witness is a civic duty and are recognized and supported by the Conference.

Jury Duty. If you are notified of jury duty, discuss your work situation with your supervisor. If you are selected to serve on a jury, keep your supervisor informed of your court involvement on a day-by-day basis.

If you are a regular full-time or part-time employee and serve on a jury, you are compensated by the Conference at your regular rate of pay. Compensation received for jury duty is to be paid to the Conference Treasurer.

Witness Duty. If you are subpoenaed as a witness on personal matters, notify your supervisor immediately. Every attempt should be made to make up your work upon your return from court. If the witness duty involves Conference business, discuss the situation with your supervisor, the Conference Treasurer, and the Council Chancellor.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

LEAVE – BEREAVEMENT LEAVE

When a death occurs in an employee's immediate family, the employee is granted up to five days of leave with pay. Immediate family includes spouse, significant other, child, parent, brother, sister, daughter-in law, son-in-law, parent-in-law, grandparent, grandparent-in-law, grandchild, stepchild, and step-parent/grandparent. Also included are the corresponding relatives of the employee's spouse or significant other.

Employees are granted up to three days of leave with pay for a death of the following family members: brother-in-law, sister-in-law, uncle, aunt, niece, nephew, step-sister or step-brother. Also included are the corresponding relatives of the employee's spouse or significant other.

In certain situations, bereavement leave may be granted for the death of a close friend or relative not covered in the preceding sections.

All bereavement leave is to be approved by your supervisor.

Bereavement leave is prorated for part-time employees.

With your supervisor's approval, other paid time may be used to extend bereavement leave.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

LEAVE - DISASTER SERVICE VOLUNTEER

An employee of the Iowa Conference of the United Methodist Church who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay from work for not more than fifteen working days in any twelve-month period to participate in disaster relief services for the American Red Cross at the request of the United Methodist Committee on Relief (UMCOR). If called for service, the employee will not be penalized in terms of loss of seniority, pay, vacation time, personal days, sick leave, insurance and health coverage benefits. The Conference shall compensate an employee granted leave under this section at the employee's regular rate of pay for those regular work hours during which the employee is absent from work. An employee deemed to be on leave under this policy shall not be deemed to be an employee of the state for purposes of workers' compensation. An employee deemed to be on leave under this policy shall not be deemed to be an employee of the state for purposes of the Iowa tort claims Act. Leave under this policy shall be granted only for services relating to a disaster in the state of Iowa.

Effective date: July 1, 2007

LEAVE – HOLIDAYS

The following holidays are observed by the Conference:

New Year's Day
Martin Luther King, Jr's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day

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

Employees preferring alternative religious holidays should contact their supervisors and the Chair of the Conference Human Resources Committee or designee.

Holiday benefits are pro-rated for part-time employees.

Non-exempt staff persons who work on a holiday are paid double-time.

The above statements may not be the practice for all Conference employees. For specifics, contact your supervisor.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

LEAVE – MILITARY

As a member of a National Guard or military Reserve unit, you may take leave to attend camp or other required training. You are paid the difference between your salary and your military pay.

Employees who are called into active duty will be granted time off without pay. For those leaves that qualify for coverage under the Uniformed Services Employment and Re-employment Rights Act of 1994, the period of leave and applicable benefits as required by law will be provided by the Conference. Contact the Office of the Treasurer for further information.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

LEAVE – PAID VACATION TIME

Paid vacation time² is determined and granted on the basis of the calendar year, January 1 through December 31. On January 1, each active, full-time employee is entitled to 16 days (128 hours) paid vacation time for that year. After the fifth year of employment, each active, fulltime employee is entitled to 21 days (168 hours) paid vacation time. After the tenth year of employment, employees may take 22 days (176 hours) of paid vacation time per year. Part-time employees who regularly work 21 or more hours per week are entitled to prorated paid vacation time based on their work hours per week.

During the first six months of employment, employees are not eligible for paid vacation time. For the remainder of the first calendar year of employment, the amount of paid vacation time is prorated. For example, if your first six months of full-time employment ends June 30, you are eligible for prorated paid vacation time based on six months (July through December) which is one-half the annual paid vacation time amount or 64 hours. Upon termination, an employee is reimbursed for any unused, prorated vacation time.

For example, if an employee left March 31 and had not used any vacation hours, the employee would be reimbursed for one-fourth of the annual allotment of vacation time amount. If, however, the employee had used more than the prorated amount, excess vacation time used beyond the prorated amount is deducted from the final paycheck. For example, if an employee left June 30 and had used the entire allotted vacation time amount for that year, pay for one-half of the vacation time is deducted from the final paycheck. There is no monetary reimbursement for earned, but unused vacation time except as explained here.

Partial year entitlements are calculated using full pay periods. An employee must work an entire pay period to earn vacation time entitlement for that period of time. This applies when calculating vacation time in the first year of employment, the year of termination, and any other partial year worked. (A pay period is two weeks in length.) Vacation time may be used in one-hour or more increments and is to be approved by your supervisor in advance.

Vacation time is to be used in the year in which it is granted and may not be forwarded to the next year.

Effective Date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

² Paid vacation time was formerly known as PTO (Paid Vacation Time), Vacation and Floating Holiday time.
Iowa Annual Conference

LEAVE – SICK LEAVE (PAID)

The purpose of sick leave is to help you maintain income during periods of incapacity which are beyond your control and which are not work related. Sick leave may be used for your illness or that of an immediate family member. Immediate family is defined as spouse, significant other, child, stepchild, grandchild, step-grandchild, parent, step-parent, parent-in-law, sister, brother, stepsister/brother, and sister/brother-in-law. Also included are the corresponding relatives of the employee's spouse or significant other. No more than one-half your sick leave accrual may be used for illnesses other than your own. In certain circumstances, sick leave may be granted for the illness of a close friend or relative not covered in the preceding sections. Check with your supervisor.

Regular full-time employees accumulate 3.7 hours sick leave each pay period. This results in 12 days of accumulated sick leave at the end of each 12 months of service until a maximum of 480 hours (60 working days) is reached.

Sick leave is prorated for part-time employees regularly working 21 hours or more per week.

Partial year accumulations are calculated using full pay periods. You must work an entire pay period to accumulate sick leave for that period of time. Sick leave may be used in one-hour increments. Sick leave time used is deducted from your accumulated balance.

If you are unable to report for work, please notify your supervisor by 8:30 a.m. Whenever possible, doctor and dentist appointments should be scheduled during non-work hours. When necessary, you may be able to re-arrange your work schedule or use sick leave. In both cases, you must have the prior approval of your supervisor.

Employees who are sick for more than five days and who qualify for coverage under the Family and Medical Leave Act are required to apply for a FMLA leave.

Effective Date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

LEAVE – UNPAID

The following stipulations apply to family and medical leaves and personal Leaves of absence:

- Benefits such as paid vacation time hours do not accumulate while you are on unpaid leave. Likewise, you are not paid for holidays that occur while you are on unpaid leave.
- Leaves are approved for a defined period of time. You are expected to return to work upon or before the expiration of your leave of absence. A medical release to return to work may be required if you are on a medically-related leave of absence.
- If you need to extend a leave, you must submit the written request prior to the expiration of the original leave. If you do not return to work on the first work day following the expiration of a leave and you do not notify your supervisor of the reason for the absence, you are voluntarily terminating your employment.
- Although employees on leave are considered inactive employees, they are subject to reorganization and layoff on the same basis as employees who are actively at work.

Unpaid Family and Medical Leave. Employees of the Conference are allowed up to 12 weeks of unpaid leave per calendar year for family and medical leave as provided through the Family and Medical Leave Act (FMLA). To be eligible for FMLA coverage, employees must have been employed at least 12 months (not necessarily consecutive months; the twelve month calculation must include time worked as a contingent or temporary worker) and have worked a minimum of 1000 hours (which must include the time worked as a contingent or temporary worker) during the 12-month period preceding the commencement of the leave.

During the period of approved leave, and in accordance with federal law, the Family and Medical Leave Act provides job protection to eligible employees during the period of leave. Employees are entitled to such leave under the following circumstances: birth and care of a child; adoption or foster care child placement; care for spouse, child, or parent with a serious health condition; or employee's own serious health condition. A letter from an attending professional may be required at the beginning of the leave and intermittently throughout the leave.

Leave is scheduled based on family and medical need and may be taken in one continuous period of time, in separate blocks of time on an intermittent basis, or in small amounts of time by reducing the work hours per day or per week. Earned Paid vacation time, such as vacation and sick leave, may be used in conjunction with the unpaid leave. Medical coverage continues during family and medical leave if you pay your portion of the monthly premium.

Employees who are out sick for more than five days are required to apply for FMLA. The FMLA coverage begins on day six of the leave. An employee will be expected to provide a Medical Certification if the FMLA leave is for the employee's own serious health condition or the serious health condition of the employee's family member. A

FMLA application and Medical Certification form as available in the Office of the Treasurer.

Upon return from an approved FMLA leave of absence, you will be reinstated in your previous position or a comparable position. For key/high level managerial employees, this reinstatement may not be guaranteed.

Clergy serving in a paid staff position appointed to Extension Ministries are subject to the policies of the employer.

Unpaid Personal Leave of Absence. A personal leave of absence is defined as an absence of one pay periods or more without pay for personal reasons or for medical reasons which are not covered by the Family and Medical Leave Act. Leaves are limited to three months or less. Employees must have 5 years of continuous service to request a personal leave.

Requests for personal leaves of absence must be submitted in writing to the employee's supervisor. Supervisory approval is required for all personal leaves. All requests for leaves will be given individual consideration. Factors that will be considered before approving a leave of absence include: the reason(s) for the leave, its duration, the effect on others' workload and length of service.

During a personal leave, the health insurance program may be continued for 3 months if you pay your portion of the monthly premium. After that time, you have the option to continue your coverage under COBRA (see the Health Insurance Program section of this handbook).

Reinstatement to your previous position is not guaranteed after a personal leave. When you return to work, an attempt will be made to place you in a job and salary grade that is the same or close to your previous level if possible.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

LOST ITEMS

While the Conference takes appropriate precautions in the safeguarding of personal belongings, it is not responsible for lost, stolen, or damaged personal articles in work locations or automobiles.

Effective date: January 1, 1997
Latest revision: July 1, 2002

NON-SMOKING WORKPLACE

The Conference Center and all Conference work locations are smoke-free environments.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

OUTSIDE EMPLOYMENT

Outside employment is any service provided by you for pay with an employer other than the Iowa Annual Conference. Employees are to have no outside employment that would interfere with job performance or involve a conflict of interest. Discuss any outside employment with your supervisor prior to your accepting outside employment.

Effective Date: July 1, 2002
Revised: July 1, 2007

OVERTIME

Non-Exempt Personnel: Non-exempt employees are subject to the provisions of the Fair Labor Standards Act and are generally paid overtime for hours worked in excess of 40 hours per week. The normal workweek for the calculation of overtime begins Saturday and ends Friday.

Overtime must be approved in advance by the employee's immediate supervisor.

Non-exempt staff members are paid straight time for all hours worked up to 40 hours in a workweek and at time-and-one-half for all hours worked in excess of 40 hours in that workweek. Only hours worked are counted in the calculation of time worked for overtime; vacation hours, sick hours, inclement weather closing hours, or other hours paid but not worked do not count in the determination of the hours needed to incur overtime.

Exempt Personnel: Exempt personnel are not subject to the provisions of the Fair Labor Standards Act and are not paid for overtime or hours worked in excess of the 40 hour workweek.

Effective Date: July 1, 2007

PAY DAYS AND PAYCHECKS

Each pay period is two weeks in length; thus there are 26 pay periods per year. Employees are paid every other Friday, one week in arrears, for two weeks work. The work week begins on Saturday at 12:01 am and ends on Friday at midnight.

Hours worked beyond an employee's normal workweek need prior approval by the employee's supervisor. (Without prior approval the hours will not be paid)

At the time of employment, each employee will be given a login identification and a password with instructions on how to enter their work hours through their computer to an electronic time clock. Employees are to log in when they arrive at work, log out for lunch and again log in after lunch and log out at the end of their workday. Directors' may edit the hours entered. The swipe clock records hours worked and the supervisor will enter the time not worked but is eligible to receive pay. The Monday of each pay week, the Director will review each entry, edit and then forward a signed report to the Treasurer's Office for pay checks. If for some reason the hours are not entered into the electronic time clock at the appropriate time the employee may not receive a check and corrections will need to be made on the next pay period.

Employees are encouraged to have paychecks electronically deposited into a checking and/or saving accounts. A direct deposit program ensures one's pay will be in the designated account(s) on payday. Employees on direct deposit receive a direct deposit notice, which looks like a check and itemizes one's pay and deductions.

Federal and state taxes, Social Security, and Medicare are deducted from employee paychecks as required by law. Employees may authorize other deductions from one's paycheck such as deductions for health insurance, retirement plan, and flexible spending accounts.

Effective date: January 1, 1997
Revised: January 1, 2002
Revised: July 1, 2007

PERFORMANCE IMPROVEMENT PROCESS

Employees of the Conference are expected to perform their job duties satisfactorily, meet work standards, and conduct themselves professionally and appropriately. Failure to do so will subject the employee to corrective action, up to and including the termination of employment. Employment with the Conference is at-will, which means both the employee and the Conference have the right to end the employment relationship at any time for any reason.

While the Conference does not utilize a progressive disciplinary process, there are various methods established to provide feedback to an employee when improvement in his or her performance or behavior is necessary. Correcting the problem and improving one's performance are the objectives of such action; the following performance improvement methods are generally utilized. Depending on the circumstances and degree of severity of the performance or behavior, performance improvement disciplinary action may include one or more of the following:

Verbal warning. A verbal warning occurs when the supervisor meets with the employee to discuss the problem or behavior. The goals of this discussion are to define the problem, indicate required changes in behavior, gain the employee's agreement to solve the problem, and establish a date for follow-up discussion of required improvement. The verbal discussion is documented in the employee's file with details of the unacceptable performance and the discussion. The employee receives a copy of this documentation.

Written warning. The written warning occurs when behavior or performance have not significantly improved after a verbal warning or when the employee's performance or conduct is such that more immediate action is necessary. Prior to the development of a written warning, the supervisor should involve his or her immediate supervisor. If the warning is to be issued to a director, another director should be included in the discussion. As with the verbal warning, all details of performance and the discussion are documented, and a date is established for follow-up discussion of required improvement. The employee receives a copy of the written warning, which becomes part of the employee's personnel file.

Discharge. If the unacceptable work behavior or unsatisfactory performance continues, the employee is subject to discharge. Such action must be reviewed with the Conference Human Resources Committee Chair prior to the termination of employment.

Immediate termination. Certain actions and misconduct will result in one's immediate termination of employment. Actions such as, but not limited to, violation of Conference policies, possession of weapons or firearms, threats or acts of violence, theft, insubordination, misuse of property, failure to report to work as scheduled, falsifying Conference documents or records, or similar serious performance or behavior issues will be grounds for immediate termination.

Effective date: January 1, 1997
Latest revision: January 1, 2002
Revised: July 1, 2007

PERFORMANCE MANAGEMENT

The Iowa Annual Conference undertakes a performance management and evaluation process to provide a mechanism for reviewing employees' job performance, establishing goals for performance, and set clear and mutually understood expectations for future objectives. The opportunity and expectation for open dialogue between the supervisor and employee regarding performance and goal-setting provides an effective way to ensure mutual understanding as to what is expected.

Generally, the performance management process has three components:

Planning. At the beginning of the year, the supervisor should initiate a meeting with the employee. Job responsibilities as well as specific goals should be discussed and decided. The job responsibilities, specific goals, descriptions of effective job performance, behavioral expectations and professional growth goals should be documented utilizing the Performances Management form. Ongoing discussion and a mid-year review are encouraged to ensure the employee is receiving sufficient feedback regarding his or her performance.

Coaching and Discussion. Job responsibilities, specific goals, measures of effective performance, behavioral expectations and professional growth goals should guide supervisor-employee discussions throughout the year. Informal discussion notes should be maintained in an incident file maintained by the supervisor. The goal of coaching and discussion is to enhance the contribution made by the employee and to provide on-going feedback between the supervisor and employee.

Evaluation. A formal evaluation should be conducted at the end of the year. The employee's overall annual performance should be reviewed, comparing results to the goals established at the beginning of the year. The supervisor should schedule a meeting with the employee, giving advance notice. Both the supervisor and employee are expected to complete the Performance Management Form, completing the "Results" section using brief comments as well as providing a performance rating in each small box.

The end of the year evaluation should be a discussion. The supervisor should consider input from the employee and then develop a final evaluation. Both individuals are asked to sign and date the completed evaluation; the original document shall be retained in the employee's personnel file.

Effective Date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

RETIREMENT PLAN

Clergy. All clergy serving in a position on the Conference staff will participate in the Clergy Retirement Security Program (CRSP). The plan has three components; a death and disability insurance program, a defined benefit component and a defined contribution component. Clergy may also elect to contribute by way of a payroll deduction either before or after taxes in the United Methodist Personal Investment Plan.

Non-Clergy. All non clergy meeting eligibility requirements and serving a position on the Conference staff will participate in the United Methodist Personal Investment Plan (UMPIP). The employing agency of the conference will contribute 6% of the employee's compensation into the retirement plan. The employee may elect to contribute by way of a payroll deduction either before or after taxes in the plan. Non clergy who are eligible are also provided a death a disability insurance plan paid by the employing agency.

Effective date: January 1, 2002
Revised: July 1, 2007

RIGHT TO SEARCH POLICY

The Iowa Conference of the United Methodist Church and its member organizations are committed to providing a safe environment for its personnel and membership. As a result, if there is reasonable cause to believe a safe environment may be compromised, the Conference reserves the right at any time and at its discretion to search all conference-owned property, suspicious packages, lockers, desks, purses, briefcases, personal property, vehicles on Conference premises or vehicles used to carry out Conference business etc. This includes the retrieval of any information bound on computers or written documents on Conference facilities, equipment and or properties. Searches may be conducted if needed to determine if misconduct has occurred, a situation exists that constitutes a safety concern, or to determine if there is a violation of a Conference policy or procedure. Searches will be conducted by Conference directors or local authorities and may be conducted without notice. Personnel in violation of the weapons or substance abuse policies or who refuse to permit a search under this policy may be subject to discipline up to and including the termination of employment.

SAFETY AND WORKERS' COMPENSATION

The Conference is committed to providing safe working environments for employees and to maintaining space and equipment in safe condition. Know the location of fire extinguishers and first aid kits, and know where to relocate in the event of a tornado. Evacuate the building in case of fire.

All employee accidents should be reported to your supervisor even if no injury is apparent. When an injury occurs, a "First Report of Injury" form is to be completed by the supervisor within 24 hours. Contact your supervisor or the Conference Treasurer/Director of Administrative Services for a copy of the form.

If a work-related injury or illness occurs, you are covered by Workers' Compensation. Workers' Compensation provides benefits to employees injured or unable to work because of occupational injury or illness. If the illness or injury results in the employee being absent from work for more than five days, the employee must request a leave of absence under the Family and Medical Leave Act for their own serious health condition. Both the FMLA leave and the workers' compensation coverage will run concurrently.

While the Conference believes workplaces and parking lots are safe, employees are encouraged to be cautious about personal safety. If you plan to work during an evening or weekend, the Conference suggests you take the necessary actions and precautions to ensure your personal safety.

If a visitor is injured, contact the Conference Treasurer/Director of Administrative Services.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

SALARY STRUCTURE FOR PROFESSIONAL AND SUPPORT STAFF

The Iowa Annual Conference strives to attract, motivate and retain qualified employees committed to the mission of the Conference. A compensation program has been established based upon the following objectives:

1. Provide a structure that is internally equitable
2. Ensure that salaries are externally competitive (comparable)
3. Provide a structure and system that is fair and consistent
4. Provide training to employees on the structure to aid general understanding
5. Provide a system that is based upon employee performance
6. Tie rewards to performance.

The Compensation and Salary Structure for the Conference provides a mechanism for evaluating the duties of each position through the use of a Position Description Questionnaires (PDQ). Once completed, an evaluation of the scope and complexity of duties is performed, and the job is placed within a salary range. Jobs requiring similar levels of expertise and making a similar level of contribution to the organization are paid similarly. Therefore, jobs of relatively comparable value are usually placed in the same salary range.

There may be situations when the salary range for a particular position does not meet the internal or external equity objective. The Conference reserves the right to make necessary adjustments as needed in order to best meet the overall goal of attracting, motivating and retaining staff.

The salary structure is the responsibility of the Conference Human Resources Committee. For further information on the salary ranges for positions of the Conference, contact your supervisor.

Effective Date: January 1, 2002
Revised: July 1, 2007

SERIOUS COMMUNICABLE DISEASES

Serious communicable diseases may occasionally affect staff members. The Conference is committed to supporting anyone known to have such a disease in a compassionate, nondiscriminatory, and fair manner.

If you have a serious communicable disease, notify your supervisor, a member of Management, or the Chair of the Conference Human Resources Committee or designee. Appropriate measures may be taken to support you and to help ensure the health and safety of others with whom you have contact. Confidentiality of information will be maintained as appropriate and possible; other persons will be informed only on a need-to-know basis.

To protect you and others, relevant federal and state guidelines regarding disease exposure will be applied. You may work as long as the illness poses no health risk to others and the illness does not prevent you from performing the essential functions of the job.

Specific questions related to serious communicable diseases and the ADA (Americans with Disabilities Act) should be directed to the Conference Human Resources Committee Chair.

Effective date: January 1, 2002

SEVERANCE PAY PLAN

The Severance Pay Plan is intended to ease the transition for an employee whose position has been eliminated due to reductions in staffing or reorganization. Severance pay provides income to terminated employees while searching for another position.

This plan does not apply to: employees who are hired under a temporary hire situation, employees who resign at any time, employees who retire, employees who are terminated for misconduct or conduct detrimental to the Conference, and employees who are offered transfers from one department or location to another and thus have the opportunity to remain employees.

This plan applies to eligible employees whose employment is terminated due to staffing reductions or reorganizations. Severance pay is consideration for and available only to those employees who sign a release of all claims against the Conference relating to their employment and the termination of their employment.

The severance pay formula is as follows: A base severance pay of two weeks, plus one week for each full year of service up to a maximum of 12 weeks. Years of service are determined from initial employment date.

The supervisor may provide the employee with two weeks notice and exclude the base severance pay of two weeks from the above formula. In this case, the formula would be reduced by two weeks, and the maximum severance period would be 10 weeks.

Severance benefits are pro-rated for eligible part-time employees.

At the Conference's discretion, severance is generally paid in one lump sum less applicable taxes.

The severance pay plan is subject to interpretation by the Conference Human Resources Committee. The Conference reserves the right to change or eliminate this plan at any time and without notice.

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

SUBSTANCE ABUSE POLICY

Substance abuse is defined as the use of illegal substances or the misuse of controlled substances, alcohol, or other drugs.

Illegal drugs and alcoholic beverages are not allowed on any Conference property. Also, you may not come to work under the influence of alcohol, illegal drugs or the misuse of prescription drugs or other controlled substances. Employees not complying with these policies are subject to disciplinary action up to and including termination.

Should an employee be at work under the influence of alcohol or drugs as explained above, the employee will be taken home or to a safe alternative, unless the employee refuses. The employee will be discouraged from driving under these conditions.

Employees affected by the use of alcohol, illegal drugs, or illegal use of prescription drugs and other controlled substances are encouraged to seek counseling assistance with the Director of Pastoral Care.

Persons with or recovering from alcohol abuse problems may be covered by the ADA (Americans with Disabilities Act), as may be recovering drug addicts. Not covered by the ADA are current drug users. All persons, however, may be disciplined or terminated for performance problems, assuming applicable ADA requirements have been met.

Effective date: January 1, 2002

TERMINATION

Just as you retain the right to terminate your employment at any time for any reason, the Conference retains a similar right and may terminate one's employment for any reason and with or without notice. The Conference's intent is to treat employees leaving employment in a respectful and consistent manner.

Voluntary Termination. If you find it necessary to terminate your employment, please give your supervisor as much notice as practical, but a minimum of two weeks. In certain situations, your supervisor may ask you not to work during those two weeks.

Involuntary Termination. In most cases, your performance will be the deciding factor in your continuing employment with the Conference. No organization can, however, guarantee your job even with good performance. Reorganization may occasionally be necessary and may cause a reduction in workforce and elimination of positions. In such cases, the Conference will give you at least two weeks notice or a minimum of two weeks of severance pay.

Immediate Termination. Certain actions and misconduct will result in one's immediate termination of employment. Actions such as, but not limited to, violation of Conference policies, possession of weapons or firearms, threats or acts of violence, theft, insubordination, misuse of property, failure to report to work as scheduled, falsifying Conference documents or records, or similar serious performance or behavior issues will be grounds for immediate termination.

Upon your separation of employment, the following will occur:

- You will be asked to return all Conference property including keys, key cards, credit cards, laptop computers, electronic passwords or any other equipment.
- You will be asked to submit any outstanding expense items.
- You will be provided with information regarding the termination of benefits.
- Employees who give two weeks notice will receive payment for unused, prorated Vacation time. Those who resign without giving two weeks notice do not receive payment for unused prorated vacation time.
- You will be asked to sign a Reference Release form. See the following page for a copy of this form.
- An exit interview with your supervisor or a representative from the Conference Human Resources Committee may be offered. The exit interview provides you with an opportunity to give feedback about the Conference's strengths and weaknesses as an employer. Both praise and criticism from exiting employees are helpful.
- You will receive your final paycheck for hours worked on the next regular pay date following termination .

Effective date: January 1, 1997

Revised: January 1, 2002

Revised: July 1, 2007

**THE IOWA ANNUAL CONFERENCE
OF THE UNITED METHODIST CHURCH
REFERENCES RELEASE**

I give my consent and authorization to the Iowa Annual Conference of the United Methodist Church to furnish the following prospective employers with the work-related information I have identified below. I hereby release and hold harmless the Iowa Annual Conference and its staff from any and all liability in releasing the information as requested.

PROVIDE THE FOLLOWING INFORMATION TO THE FOLLOWING EMPLOYER(S):

Information: _____ Employer Name and Address

Date

Signed

TRAVEL EXPENSES FOR STAFF

When the services of staff are requested away from the normal work location, travel and other expenses are reimbursed by the employing department/district/agency, etc. Mileage is paid at the rate set by the Iowa Annual Conference. Contact your supervisor for details.

Effective date: January 1, 1997
Revised: January 1, 2002

UNEMPLOYMENT BENEFITS

Church-related organizations are not allowed to participate in state unemployment insurance programs. As a result, the Conference does not provide unemployment benefits. If you leave the Conference, you will not be eligible to receive unemployment compensation based on your time worked for the Conference.

Effective date: January 1, 1997
Revised: July 1, 2002

VOTING

The Iowa Conference of the United Methodist Church encourages all personnel to participate in the electoral process. As such, full and part time personnel whose work schedule prevents them from reaching their polling places are eligible for time off with pay in accordance with this policy.

Polls are open both before and after work in most communities to allow sufficient time to vote without interference to the work schedule. While it is expected that individuals make every effort to schedule election day voting during non-working hours, this may not always be possible. To accommodate such situations, the Conference will allow personnel who are unable to get to the polling places during non-working hours up to three consecutive hours off work from the opening to the closing of the polls in order to vote. The employee will be paid for those hours normally scheduled to be at work if this time falls within the three hour maximum requirement. The employee's manager may designate the period of time to be taken.

Effective Date: July 1, 2007

WEAPONS AND DANGEROUS INSTRUMENTS IN THE WORKPLACE

The Iowa Conference of the United Methodist Church and its member organizations are committed to providing a workplace that promotes the safety and health for all personnel. As such, the Conference strictly prohibits employees, contract or temporary staff, or any other individuals associated with the Conference (“personnel”) from possessing, transferring, selling, using or threatening to use an unauthorized weapon or dangerous instrument as defined below in the workplace or property owned by the Conference. This includes any personally owned vehicles that are parked in any area provided for Conference personnel, regardless of whether the individual is licensed to carry the weapon or not. Conference personnel are further prohibited from being in the possession of weapons off Conference or church property when involved in any activity of or for the Conference.

For purposes of this policy, weapons include but are not limited to any firearm (including loaded or unloaded BB guns), knife, police baton or nightstick, any other martial arts weapon, explosives, and any electronic defense weapon. A dangerous instrument is defined as any instrument, article or substance that, under immediate circumstances, is capable of causing death or physical injury. Law enforcement officials are excluded from coverage under this policy.

Procedure:

Personnel who know or reasonably believes another individual is in possession of a weapon or dangerous instrument should notify a supervisor or manager. If the individual is found to be in violation of this policy, he/she will be subject to disciplinary action, up to and including the termination of employment. In cases involving clergy or other personnel under appointment, the Bishop’s Office will be notified and appropriate action taken. Where appropriate, the Conference will report the possession or use of weapons or dangerous instruments to local law enforcement authorities.

Effective Date: July 1, 2007

WHISTLEBLOWER POLICY

In order to protect the Iowa Annual Conference of the United Methodist Church, its employees, and members from the consequence of criminal or unethical conduct employees are encouraged to report any suspected misconduct that has the potential for having an adverse impact on the Conference. Employees who make such reports in good faith are assured of confidentiality to the extent possible and they are protected from retaliation as a result of making the report.

Criminal Acts

Employees should immediately consult a Director or Bishop if they suspect someone has committed a criminal act that has an adverse impact on the Conference.

Employees should immediately consult a Director or Bishop if they believe that someone poses a serious, foreseeable, and imminent threat of harm to any person. The Conference may seek legal opinion or aid as to whether confidential information may be disclosed in order to protect the safety of others.

Financial Mismanagement

Employees should report any suspected financial misconduct with regards to the Conference assets. Reports of suspected inappropriate financial activity may be made verbally or in writing to the Conference Treasurer or the President of the Conference Council on Finance and Administration and the Chairperson of the Audit Committee. If the suspected activity involves the Conference Treasurer, the employees may give their report to the Chairperson of the Audit Committee.

Ethical Violations

Employees are encouraged to report suspected ethical violations to their Directors unless the Director is the subject of the complaint. In that case, the report may be made to the Chairperson of the Human Resources Committee. This policy is not intended to supersede the clergy complaint process as outline in the Book of Discipline or Rule of Order.

Protection from Retaliation

If an employee files a report of suspected misconduct, that employee is protected from retaliation in the form of any adverse employment action such as termination, compensation decreases, or punitive work assignments. An employee making such a report who believes s/he is being retaliated against should contact the Chairperson of the Human Resources Committee.

The right of employees for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. Also, an employee who intentionally files a false report under this policy will be subject to disciplinary action which may include termination.

Effective Date: July 1, 2007

WORKPLACE HOSTILITY

The Conference strictly prohibits hostility in any form against another employee, individual associated with the Conference, any member of the Conference or any individual having any involvement with the Conference. Hostility under this policy is considered to include, but not limited to, unwelcome physical contact or violence, harassment, intimidation, stalking, coercion, display of weapons, threats, and talking or joking about hostility whether in person or through some other means of communication (writing, telephone, voice mail, electronic mail, etc.) All incidents of hostility should be reported to your supervisor. Any such reports will be promptly investigated. If an individual is determined to have violated this policy, immediate and appropriate disciplinary action will be taken, up to and including the termination of employment. Retaliation against any person who has reported a possible or actual violation of this policy is strictly prohibited and if it occurs, will be grounds for disciplinary action, up to and including the termination of employment.

Effective Date: July 1, 2007

**THE IOWA ANNUAL CONFERENCE
OF THE UNITED METHODIST CHURCH
RECEIPT OF EMPLOYEE HANDBOOK**

I acknowledge receipt of my copy of the Iowa United Methodist Conference Employee Handbook and understand I am obligated to read and to familiarize myself with its contents.

The purpose of this handbook is to provide general information and guidelines regarding the Iowa United Methodist Conference's benefits and employment practices. The content of the Handbook is subject to change without prior notice to employees. I understand that this Handbook is not intended to be and is not a contract for employment.

I understand and agree my employment with the Iowa United Methodist Conference is for an indefinite period of time and may be terminated by either the Conference or by me at any time and for any reason.

Name _____

Readable Printing of Name

Signature _____

Date _____

Return this completed form to Conference Treasurer/Director of Administrative Services