



SAINT MARK'S

EPISCOPAL CATHEDRAL

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Employee Handbook
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TABLE OF CONTENTS

	<u>Page</u>
1. INTRODUCTION	4
1.1 Welcome	4
1.2 About this Handbook	4
1.3 Responsibilities of the Dean	5
2. EMPLOYMENT CLASSIFICATIONS AND POLICIES	5
2.1 Employees, Independent Contractors and Volunteers.....	5
2.2 Employee Position.....	6
2.3 Classification Based on Nature of Work Performed	6
2.3.1 Ordained Clergy and Lay Professional Staff.....	6
2.3.2 Full Time Staff.....	7
2.3.3 Part Time Staff	7
2.3.4 Temporary Staff.....	7
2.3.5 Project Employees	7
2.4 Classification Based on Nonexempt and Exempt Status	7
2.5 Performance Review of Duties Assigned	8
2.6 Termination of Employment	8
3. COMPENSATION	9
3.1 State and City Laws.....	9
3.2 Pay Sheets – General Information	9
3.3 Pay Sheets for Nonexempt Employees	9
3.4 Pay Sheets for Exempt Employees	10
3.5 Overtime for Nonexempt Employees	10
3.6 Overtime for Exempt Employees	10
3.7 Pay Days	10
3.8 Expense Reimbursement.....	11
3.9 Attendance, Absenteeism, and Punctuality	11
4. EMPLOYEE BENEFIT PROGRAMS AND POLICIES.....	11
4.1 Time Off	11
4.1.1 Legislated Leaves of Absence	11
4.1.2 Paid Holidays.....	12
4.1.3 Paid Vacation.....	12
4.1.4 PSST -- Paid Sick and Safe Time	13
4.1.5 Family Care Leave	16
4.1.6 Domestic Violence Leave	18
4.1.7 Bereavement Leave	19
4.1.8 Other Leave Without Pay.....	19
4.2 Insurance	19
4.2.1 Medical and Dental Insurance	19
4.2.2 Vision, Life, Disability Insurance.....	20
4.2.3 Washington Paid Family and Medical Leave	20
4.2.4 Unemployment Insurance.....	20
4.3 Pension Plans	21

4.4	Worker’s Compensation	21
4.5	Social Security & Medicare	21
4.6	No Tax Advice.....	21
5. WORKPLACE EXPECTATIONS		22
5.1	Confidentiality	22
5.2	Background and Reference Checks	22
5.3	Avoiding Conflicts of Interest.....	23
5.4	Grievance Procedure	24
5.5	Meal and Rest Periods.....	24
5.6	Travel Time	24
5.7	Inclement Weather	25
5.8	Electronic Communication and Internet Use.....	25
5.9	Employee Personnel Files.....	26
5.10	Volunteering at Saint Mark’s	27
6. WORKPLACE ENVIRONMENT		27
6.1	Occupational Safety and Health Act.....	27
6.2	General Harassment.....	27
6.3	Sexual Harassment	28
6.3.1	General	28
6.3.2	Examples of Harassing Behavior	29
6.3.3	If You Feel Harassed.....	29
6.3.4	What to Expect	30
6.3.5	Resolution.....	30
6.3.6	Should You Need Emotional Support.....	31
6.4	Individuals with Disabilities.....	31
6.5	Substance Abuse	32
6.6	Safeguard God’s People and Children.....	32
7. GUIDING PRINCIPLES AND COVENANTS		32
7.1	Guiding Principles	32
7.2	Summary of Staff Covenanted Behaviors	33
7.3	Alcohol Policy.....	34
ACKNOWLEDGMENT OF EMPLOYMENT RELATIONSHIP AND HANDBOOK RECEIPT		36
ANNUAL REVIEW AND AFFIRMATION OF COMPLIANCE OF EMPLOYEE HANDBOOK.....		37

Welcome and Introduction

1.1 Welcome

Welcome to Saint Mark's Episcopal Cathedral.¹ This handbook represents a compilation of workplace policies and employment procedures for the Cathedral and is provided as a resource to assist each member of the staff in more fully understanding the minimum standards or boundaries of conduct and performance. Please consider these guidelines to be an integral part of each position, because in a sense, they are adjuncts to job descriptions and performance standards. Also included is some information on working conditions with respect to health and safety.

Like other publications with similar purposes, this handbook will not provide answers to every question or issue. Each staff member is encouraged to contact her/his supervisor with questions for which the answer cannot be found in this handbook. For example, the handbook does not tell staff members how to do their jobs. While certain operating procedures will be available, the Cathedral encourages employee self-expression and taking responsibility for one's own work.

Topics in the handbook are arranged in categories designed to facilitate easy reference. Each staff member is encouraged to contact her/his supervisor, another appropriate staff member or the Dean if clarification or additional information would be helpful. Finally, this handbook contains general statements on current policies and benefits without any specific promise directed at any particular employee. It is not intended to create a contract, nor does any policy modify the at-will nature of employment at Saint Mark's Cathedral.

1.2 About this Handbook

The practices and procedures set forth in this handbook apply to all persons employed by Saint Mark's Episcopal Cathedral. The Vestry is committed to the concept of a shared ministry of lay persons and clergy. In the Protestant Episcopal Church, the Vestry is a group of persons elected to serve as a trustee body, making sure that the best interests of the local church are being managed on a regular basis. Like all trustees, the Vestry is responsible to carry out a set of legal mandates as directors of a corporation.

Guidelines in this handbook are intended to be consistent with legally and canonically required guidelines published for congregations of the Diocese of Olympia. It is the policy for all positions within the Diocese of Olympia that the terms and conditions of employment will comply with applicable Federal and State laws. The Diocese of Olympia follows a policy that equal opportunity, regardless of race, color, national origin,

¹The Cathedral is organized as a nonprofit Washington corporation under the name St. Mark's Cathedral Parish. References in this Handbook to Saint Mark's Episcopal Cathedral, Saint Mark's Cathedral, Saint Mark's, and Cathedral all as a technical matter are referring to St. Mark's Cathedral Parish.

sex, sexual orientation, age, marital status, disability or status as a disabled veteran, or other protected status, shall be maintained consistent with national and diocesan canons.²

The Cathedral is committed to fair and equitable employment conditions. It is the intent of the Cathedral to achieve a culture in which all members work together as a team. Serious conflict can usually be avoided by recognizing a problem in its earliest stages and dealing with it as openly as possible. Thus, problems arising from work relationships or work conditions should be discussed between employee and supervisor as they occur.

1.3 Responsibilities of the Dean

The Dean is the Rector of the Parish and is responsible for its overall management. Responsibilities of the Dean include the hiring, training, and termination of all employees. The Dean may choose to delegate certain authority for some duties to other staff members. Such delegation will be specified, as necessary, in general Cathedral policies, in the individual's job description, and/or in the contract with the individual to whom responsibility is delegated. As provided in Canon 9, Section 7, Canons of the Diocese of Olympia, terms and conditions of appointment of clergy staff are agreed to mutually by the Dean, the Vestry, and the concerned clergy person.³ The Dean is accountable to the Vestry within the terms of a Letter of Agreement outlining performance and program expectations. The Dean and the Vestry will arrange for an annual review of these mutual expectations and for a performance appraisal process.

Employment Classifications and Policies

2.1 Employees, Independent Contractors and Volunteers

Three categories describe the status of individuals who do the work of the church – employees, independent contractors and volunteers.

Employees are compensated individuals who are hired on an hourly or salaried basis, supervised in the work performed, and have space, materials and/or equipment supplied by the Cathedral. Unless otherwise specifically provided for in writing, employment is considered to be at-will. This means that an individual enters into the employment relationship voluntarily and is free to resign at any time. Similarly, the Cathedral is free to end the employment relationship at any time, with or without cause, and both parties are free to terminate the employment relationship without giving prior notice. However, employees who give appropriate prior notice of their intent to resign may be eligible for certain benefits described elsewhere in this handbook.

² Applicable church laws regarding bona fide occupational qualifications for some positions may supersede this general statement of Diocesan policy.

³ Any proposal for such an appointment must be accompanied by a statement signed by the Bishop, if there be one, that approves the nomination based on belief that the nominee is fit and qualified in the Episcopal Church or a Church in communion with it.

Independent Contractors are individuals or professional service firms, such as legal, accounting or architectural firms, who are hired to perform a task for a prearranged amount or fee. Independent contractors generally will have the right to control the manner in which their work is done and in most instances will provide their own supplies and materials; however, each is required to complete an IRS form W-9 (Request for Taxpayer Identification Number) in the accounting office before payments can be issued. It is expected that all Independent Contractors will have necessary business licenses that are legally required for its operation and the services provided. Normally Independent Contractors will have an established place of business.

Volunteers are those individuals who have been invited to give their time to accomplish specific tasks without any monetary compensation. Volunteers work with supervision and are expected to honor and abide by the Cathedral's workplace policies and conditions and by the guiding principles in Part 7.

Independent contractors and volunteers are not the Cathedral's employees.

2.2 Employee Position

Every employee will be provided information in writing regarding his or her position, effective date of employment, starting pay, employment classification, and benefits package. Each employee will also be provided a position description and will sign an acknowledgment of having received a copy of this handbook. Copies of this initial material will be placed in the individual's employment file that is maintained in the Canon for Operations Office of the Cathedral.

While our goal is to keep the job descriptions current, we recognize that as time passes job descriptions may go out of date. Employees should notify a supervisor when s/he believes that a job has changed such that the job description may require updates.

2.3 Classification Based on Nature of Work Performed

Each employee is classified into one of the following categories:

2.3.1 Ordained Clergy and Lay Professional Staff

Ordained Clergy and Lay Professional Staff support the Cathedral's mission and goals in accordance with the terms and conditions set forth in their employment agreements and/or job descriptions as applicable. The terms and conditions of the appointment of clergy are also governed by Diocesan canons and guidelines. The normal work week for clergy and lay professional staff is 40 hours per seven day week.

2.3.2 Full Time Staff

Full-time staff includes positions designated to work 40 hours per week, such as office support staff and buildings, grounds and maintenance staff. A position description including duties, responsibilities, and reporting relationship to an identified supervisor is to be provided to each employee. Specific job descriptions and duties may be developed by the supervisor, the Dean, or other appropriate person depending upon the position.

2.3.3 Part Time Staff

Part time staff is assigned to work on a regular basis but for less than 40 hours per week. Employees working at least 20 but less than 40 hours per week are entitled to prorated benefits on a scale proportional to their percentage of full time. Employees working less than 20 hours per week are entitled to receive only statutory benefits for which they may be eligible, such as paid sick leave, paid family and medical leave, workers compensation, and FICA (Social Security and Medicare).

2.3.4 Temporary Staff

Temporary staff is hired to work for a specific period of time, extending less than six months in duration. Temporary employees sign an employment agreement stipulating the terms of employment including beginning and anticipated ending date, supervisor identity, compensation, hours, place of work, and duties. The temporary employment agreement does not change the at-will employment status of the temporary employee. Temporary staff is entitled to receive statutory benefits for which they may be eligible, such as paid sick leave, paid family and medical leave, workers compensation, and FICA (Social Security and Medicare)

2.3.5 Project Employees

Project employees are hired to work on specific projects and are paid by the hour only for time spent on the project. The hourly rate is set by the Cathedral and is agreed to in writing prior to the beginning of work. Hourly rates may be subject to change from time to time at the Cathedral's discretion. Project employees may be eligible for statutory benefits and other Cathedral benefits based on their full- or part-time status.

2.4 Classification based on Nonexempt and Exempt Status

In addition to the above classifications, certain laws classify employees with a status of "nonexempt" or "exempt" based on job duties and responsibilities.

Nonexempt employees are those who are entitled to compensation for overtime under the federal wage and hour laws. They receive overtime pay at the rate of time and one-half (1½) times their regular rate of pay for all work performed over 40 hours per work week.

Exempt employees must meet the following conditions: (a) be paid at least \$23,600 per year (\$455 per week), (b) be paid on a salary basis, and also (c) perform exempt job duties. Exempt employees are not entitled to overtime pay. Exempt employees are expected to work 40 hours per week (or as delineated within your employment agreement if other than “full time”). During busy times, exempt employees are expected to work beyond 40 hours. Generally, executive, professional, and certain administrative positions are exempt.

The Cathedral determines an employee’s nonexempt or exempt status based on its understanding of applicable law. An employee’s nonexempt or exempt status will dictate how work hours are recorded and accounted for in a variety of ways. Questions or concerns regarding classification or status should be directed to the Human Resources Representative. An employee’s employment classification does not affect the at-will nature of the individual’s employment.

2.5 Performance Review of Duties Assigned

Each employee will typically receive an annual performance review. In addition, a performance review for new employees will usually occur on or about the end of six months of employment. The form of review is similar for all employees of the Cathedral.

The process of a performance review is the continuous evaluation of the contribution of individuals and groups within an organization. Such evaluations are constantly being made for a variety of purposes, including selection, correction, training, pay adjustments, promotions, discipline, and transfers. The process assists supervisors in making decisions regarding employees in order to enhance the attainment of organizational goals.

As part of the annual mutual ministry review, the Dean may report to the Vestry on the conduct of such reviews. The Dean’s annual review is conducted as part of a Vestry/Dean mutual ministry review.

2.6 Termination of Employment

The following guidelines may be considered in relation to an employee’s termination of employment. Such practices may change from time to time as circumstances dictate. However, nothing herein should be viewed as a modification of the at-will nature of employment with the Cathedral.

An employee who wishes to resign is encouraged to discuss the reason(s) for resignation with her/his supervisor. A resigning employee must provide their supervisor with a written notice of resignation. For managers, directors and canon staff, at least four (4) weeks’ notice of resignation is required and all other employees must provide at least two (2) weeks’ notice of resignation. If this notice is not timely, unused accumulated vacation pay may be forfeited all or in part. An exit interview will be conducted by the appropriate staff member or a person or committee designated by the Vestry.

Compensation

3.1 State and City Laws

Employees hired will be paid in accordance with the minimum wage standards established by the State of Washington and the City of Seattle, as applicable.

3.2 Pay Sheets - General Information

The approved pay sheet is the basis for your pay. Every employee, whether hourly or salary, is required to turn in a pay sheet, authorized by her/his supervisor, and corresponding to her/his employment classification. The time sheet should record all time worked by the employee and also recount vacation, paid sick or safe leave, or other leave taken during the payroll period so that the Accounting Manager can properly record pay as well as leave. Times sheets are due to the Bookkeeper according to an annual schedule, generally 3 business days prior to the pay date (for additional information on pay dates, see Section 3.7).

3.3 Pay Sheets for Nonexempt Employees

Nonexempt employees are paid based on hours worked. The work week is considered to be 12:00am Sunday through 11:59pm Saturday. Nonexempt employees are responsible for not exceeding 40 hours during the week unless they obtain advance approval from a supervisor. Additionally, with permission and guidance from her/his supervisor, an employee may be able to vary work hours within a given week to accommodate fluctuations in workload without incurring overtime (for additional information on overtime, see Sections 3.5 and 3.6).

Nonexempt employees should report only actual hours worked up to the due date for the current pay period. Hours worked for the remaining portion of the month not covered in the current pay period should be recorded on the next month's pay sheet.

Never do any work off the clock. Every employee must be paid for all work. No one can ask or require an employee to do work for which s/he is unpaid. If any colleague becomes aware of any employee who works off the clock, please inform the Human Resources Coordinator.⁴ This rule is in everyone's best interest. Working off the clock is not considered a "favor" to the Cathedral; it is contrary to the Cathedral's desire to pay each employee for time worked and creates potential liability.

⁴ This refers to the person, regardless of title, who is designated by the Dean from time to time to coordinate human resource matters for the Cathedral. Currently, the Canon for Operations is designated by the Dean.

3.4 Pay Sheets for Exempt Employees

Exempt employees are generally paid a salary regardless of the number of hours worked. Exempt employees do not need to report actual hours worked but are required to follow the general guidelines stated above with regard to such matters as vacation and leave reporting and due dates.

3.5 Overtime for Nonexempt Employees

When necessary, employees of the Cathedral will be called upon to work beyond their regular work hours. **All nonexempt employees must receive advance approval before working overtime.** In the rare instances where advance notice is not practicable, employees should notify a supervisor as soon as possible after the overtime has been worked. Vacation, holidays, paid sick leave and other leave days that are paid but not worked will not, for purposes of calculating overtime, be deemed actual working hours, unless otherwise required by law. Overtime pay for nonexempt employees is at a rate of one and one-half (1½) times the regular hourly rate for actual hours worked in excess of 40 hours in any work week (work week begins on Sunday and ends on Saturday). For example, if an employee works 42 hours in one (1) week, s/he is paid her/his regular hourly rate for 40 hours and 1½ times the hourly rate for two (2) hours. For purposes of calculating overtime, the regular hourly rate for salaried nonexempt employees is generally based on a 40-hour work week or 2,080 annual hours.

3.6 Overtime for Exempt Employees

Exempt employees are not eligible for overtime.

3.7 Pay Days

It is our current policy to issue payroll via direct deposit once per month on the last day of the month. When a normally scheduled payday falls on a Saturday, Sunday, or holiday, pay will be issued on the preceding business day.

The Cathedral makes payroll deductions as required by law, including FICA (Social Security and Medicare) and federal income tax withholding. The federal income tax withholding is based on the Withholding Exemption Certificate (IRS Form W-4) each employee is required to complete upon hire. If there is a change in the number of dependents an employee wishes to claim, s/he should submit a new Form W-4 to the accounting office with the appropriate revisions. The Cathedral reserves the right to make a deduction from an employee's paycheck for a portion of Washington's worker's compensation insurance as well as garnishments required by law.

Eligible employees may also authorize, in writing, payroll deductions for the costs associated with Cathedral benefit programs, the use of Cathedral resources or other lawful deductions.

3.8 Expense Reimbursement

All employees need pre-approval from a supervisor for all employment-related purchases, mileage, and other travel expenses. Requests for reimbursement should be submitted within 30 days from the date the expense was incurred along with exact receipts to support the reimbursement amount. Requests should be accompanied by a regular Check Request form found in the front office or accounting office. Only reasonable, pre-approved business-related expenses will be reimbursed. After 30 days, authorization of a reimbursement request will be at the discretion of a supervisor.

3.9 Attendance, Absenteeism and Punctuality

The Cathedral depends on regular and prompt attendance from all employees. While illnesses occur and circumstances happen, making it difficult to get to work, advance notification is required. If prior notification is impossible, please notify us as soon as possible at the beginning of the normal workday about an absence or late arrival. Unexcused absences and late arrivals will affect work flow and could lead to discipline. Employees will not be subject to discipline for any absence that is legally provided for and protected under applicable law.

Employee Benefit Programs and Policies

4.1 Time Off

4.1.1 Legislated Leaves of Absence

The Cathedral provides a leave of absence to fulfill annual military training requirements, to answer a summons for jury duty and to respond to a witness subpoena.

In the case of military leave, full time employees and part time employees scheduled to work 20 or more hours per week will be paid the differential, if any, between their normal pay and military pay for a period of up to ten days each year. Leave in excess of ten days or where the military pay exceeds normal pay will be treated as leave without pay.

The Cathedral also grants eligible employees unpaid leave if their spouse or domestic partner is a member of the military who has been called for or ordered to active duty or is on leave from deployment during a period of military conflict. Eligible employees are those who work 20 hours or more per week. To be eligible for leave, you must notify us of your intention to take leave within five business days of your receipt of notice giving rise to the leave. Leave is unpaid, but employees may use any accrued vacation or other paid time off for all or part of the leave.

Full time employees who are required by law to serve on a jury will be reimbursed for work time lost on the basis of the difference between her/his regular rate of pay and jury pay. Employees will be reimbursed only for those hours they would have been employed by the Cathedral. In any event, no more than eight hours per day will be paid and no more than a total of 80 hours will be paid (pro-rated for part time staff working between 20 and 40 hours per week) in any calendar year. If dismissed at any time during the work day, the employee must report to work for whatever time remains in the normally scheduled work day unless the Cathedral decides otherwise. General Jury Duty, whether or not chosen to serve on a jury, is considered a paid leave of absence unrelated to other vacation, PSST or other leave.

4.1.2 Paid Holidays

The following paid holidays will be observed: New Year's Day, Martin Luther King, Jr. Day, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas and the day after Christmas, New Year's Eve (1/2 day). Employees assigned to work on scheduled holidays because of the Cathedral's calendar may, with the approval of a supervisor, take the next available work day as a holiday. Part-time employees who work at least 1000 hours annually are entitled to holiday leave on a pro-rated basis (e.g., if a person works 20 hours per week, he/she is entitled to 4 hours holiday leave for the paid holidays listed above, whether or not he/she is normally scheduled to work on those days). Since the Cathedral Shop is always closed on Mondays, however, Shop employees do not receive holiday pay for Monday holidays.

4.1.3 Paid Vacation

Paid vacations are permitted after an employee has completed three months of employment. Employees accrue vacation from their date of employment. Exempt employees are entitled to four weeks of paid vacation each year. Nonexempt employees are entitled to annual paid vacation based upon their length of service with the Cathedral, as follows: 10 working days during the first two years of service; 15 working days from the third year through the tenth year of service; and, 20 working days of vacation after ten years of service. Vacation accrual for both exempt and nonexempt classifications will be prorated for part time employees working between 20 and 40 hours per week.

Designated holidays falling within an employee's scheduled vacation will not be used for vacation pay but will be considered holiday pay. Illness requiring hospitalization that occurs during scheduled vacation is not considered vacation if the employee elects to consider it as PSST. Vacation leave will not be granted in advance of accrual.

Use of Vacation Time

All employees are encouraged to take vacation leave each year. No more than the vacation entitlement attributable to a period of one year (for example, 20 days/160 hours for an exempt fulltime employee) may be carried forward as accumulated vacation. Any vacation balance on December 31st in excess of one year's entitlement will be forfeited. Upon termination of employment, employees who resign with required advance notice or who are involuntarily terminated will be paid for non-forfeited, unused vacation leave pay through the last day of work, up to a maximum of 20 days/160 hours, except in cases where involuntary termination results from misconduct. Required advance notice of resignation is 4 weeks for Directors, Managers or above and 2 weeks for all other employees. In the event of a resignation without the required advance notice or an involuntary termination due to misconduct, all unused, accumulated vacation pay will be forfeited and will not be paid out.

Notice and Scheduling

Vacation plans must be approved in advance. A Leave Request form must be provided to a supervisor as early as practicable and, in any event, at least ten (10) days in advance of the intended start date of the vacation. Leave Request forms are located in the front office or accounting office. Authorized Leave Request forms should immediately be forwarded to the accounting office as an administrative record for the leave. Supervisors have the responsibility to consider implications for other Cathedral staff in responding to vacation requests. This is to insure adequate staffing during popular vacation seasons. Employees may access the shared Staff Away calendar to assist in planning for vacation leave.

4.1.4 PSST - Paid Sick and Safe Time

The Cathedral recognizes that even a short-term inability to work due to illness or injury may cause economic hardship and that such an event may require brief periods away from work to seek necessary treatment, to care for a family member, to address a critical safety issue, or for other reasons stated in this policy. Paid Sick and Safe Time ("PSST") is intended to respond to these needs.

Accrual for regular employees working 20 hours per week or more

All regular full-time employees accrue PSST at the rate of eight (8) hours per month from the start date of employment. Regular part-time employees working at least 20 but less than 40 hours per week accrue PSST on a pro rata basis, but at a rate no less than 1 hour for every 40 hours worked. Accrued PSST may be taken after 30 calendar days of employment.

Accrual for employees working less than 20 hours per week

Part-time employees and temporary employees working less than 20 hours per week will begin to accrue PSST from the start date of employment. The rate of accrual for PSST for such an employee is 1 hour of leave for every 40 hours worked. Accrued PSST may be taken after 90 calendar days of employment.

Use of PSST

PSST may only be used due to (1) the employee's own mental or physical illness, injury or health condition, (2) the mental or physical illness, injury or health condition of the employee's family member, (3) the employee's need for preventative medical care or the preventative care need of the employee's family member, (4) domestic violence leave as provided in Section 4.1.6, or (5) a work or school closure by a public official for any health-related reason to limit exposure to an infectious agent, toxin, or hazardous material. "Family member" for purposes of this Section 4.1.4 includes the employee's child (including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in as parent or legal guardian, regardless of age or dependency status), spouse, domestic partner, parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian), parent-in-law, grandparent, grandchild, or sibling.

PSST must be used in fifteen (15) minute increments for non-exempt employees and full day (8 hour for full-time exempt employees) increments for exempt employees. During PSST leave you will be paid your normal hourly compensation, but will not receive any other form of special compensation.

Notice and Scheduling

When the need to use PSST is reasonably foreseeable (e.g., planned medical care), a Leave Request form must be completed, including the expected duration of leave, authorized by a supervisor and forwarded to the accounting office at least seven (7) days or as early as possible in advance. Leave Request forms are located in the front office or accounting office. An employee should consult with her/his supervisor to schedule time away, whenever reasonable, so that it does not unduly disrupt the work flow of the Cathedral.

If the need for PSST is due to an unforeseeable or emergency circumstance, an employee (or if impracticable, his or her designee) should make a reasonable attempt to provide notice to a supervisor prior to the start of a normal work day or as soon as is possible under the circumstances. Acceptable forms of notification include direct phone contact, text, voicemail or email. Once the employee returns to work, a Leave Request form should be completed, authorized by a supervisor and forwarded to the accounting office as an administrative record for the leave.

You must contact your supervisor as soon as possible prior to your scheduled start time on each day of your absence, including an extended absence, unless your supervisor approves another notification schedule.

Certification

The Cathedral reserves the right to require certification of PSST leave. In general, medical certification of the reasons for leave may be required for absences of more than three consecutive days. Medical certification confirming an employee's ability to return to work and perform her/his job duties may be required if the absence is related to a serious health condition or illness, or when there are questions concerning reasonable accommodation or the ability to perform essential job-related functions.

Other Benefit Provisions and Limitations

The Cathedral is a Tier 1 employer. The Cathedral's benefit year for use and accrual of PSST is based on the calendar year.

For regular employees working at least 20 hours per week, up to 360 hours of unused PSST may be carried over from year to year. Employees working less than 20 hours per week and temporary employees may carry forward unused hours to the next calendar year. For all employees, PSST leave will not be granted in advance of accrual and is not available while employees are on vacation, holiday or other leave taken for a reason that would not qualify for PSST leave. Unused PSST for all employees expires without compensation upon termination of employment. Should an employee be rehired within twelve months after separation, previous employment will be counted towards the eligibility waiting period and any PSST forfeited at termination will be restored, except those hours that could not have been rolled over at the end of the benefit year, if applicable.

PSST used will not be included in the number of hours worked during a week for purposes of calculating overtime. For example, if an employee takes Monday off as PSST leave, s/he must work more than 40 hours during the remainder of the week before any overtime will be paid.

In its payroll statements or otherwise, the Cathedral will provide monthly notification to each employee detailing the amount of PSST accrued, the PSST reductions since the last notification, and any unused PSST available for use by the employee.

Retaliation for using paid PSST for allowed purposes is prohibited.

4.1.5 Family and Medical Leave

Introduction: Eligible employees are entitled to up to 12 weeks of leave during a 12-month period (i) to care for a newborn child, newly-adopted child, or newly-placed foster child, (ii) to care for a spouse, domestic partner, child or parent with a serious health condition, or (iii) for the employee's own serious health condition when s/he is unable to perform the functions of the job.

a. Parental Leave

Eligible employees are entitled to six (6) weeks of paid leave to care for a newborn child, newly-adopted child, or newly-placed foster child. Compensation during paid leave will continue at the same rate and hours as agreed in the employee's letter of agreement/hire letter. Employees may choose to extend this time with up to six (6) additional weeks of unpaid leave (during which they may use accrued vacation and/or may use PSST to the extent the time off is for a reason that qualifies for use of PSST). Requests for Parental Leave must be made at least 30 days in advance and must be scheduled to take place within one year of the date of birth, adoption, or placement. Parental Leave must be taken as one consecutive leave period and may not be taken on an intermittent or reduced schedule basis, unless authorized by the Cathedral.

b. Pregnancy Disability Leave

Pregnancy Disability Leave will be granted to an employee who is the birthing mother of a child for the period of time that the employee is temporarily disabled due to pregnancy or childbirth, upon receipt of a physician's certification confirming that she is unable to work due to pregnancy or childbirth. Eligible employees are entitled to six (6) weeks of paid leave. Compensation during paid leave will continue at the same rate and hours as agreed in the letter of agreement/hire agreement. Employees shall first use their accrued, unused PSST during Pregnancy Disability Leave but may reserve one (1) week of PSST for later use at their option. If the employee has less than six (6) weeks of accrued PSST available or chooses to apply only five (5) weeks if they have six (6) weeks accrued, the Cathedral will pay the employee the remaining time to reach a total of six (6) weeks.

During any otherwise unpaid portion of leave, an employee may choose to use accrued vacation in order to continue receiving pay. If the employee is eligible for and has in place short-term disability, the employee will be asked to file a short-term disability claim and amounts received will reimburse the Cathedral during the paid portion of this leave. Parental Leave generally begins after Pregnancy Disability Leave ends. However, the Cathedral's approach is to assist employees as much as possible when applying leave benefits and the specific sequencing may vary depending on the situation. For example, in a situation where an employee's Pregnancy Disability Leave extends into unpaid leave due

to its length, the Cathedral is glad to commence paid Parental Leave to overlap with continuing unpaid Pregnancy Disability Leave to avoid an interruption in compensation for the employee.

c. Medical Leave

Eligible employees are entitled to up to 12 weeks of leave for family medical care to (i) recover from or seek treatment for a serious health condition of the employee, (ii) care for a family member (spouse, domestic partner, child or parent) with a health condition that requires treatment or supervision, including preventative healthcare if the parent must be present to authorize treatment, or (iii) care for a child (under the age of 18 or an adult child substantially limited by a physical or mental impairment) who suffers from an illness or injury that does not qualify as a serious health condition, but that requires home care. Such Medical Leave is unpaid except that the employee may use any available accrued and unused PSST or vacation; and beginning in 2020, employees may be eligible to receive benefits through the State of Washington under the Washington Paid Family and Medical Leave program.

Employees must follow the Cathedral's normal notice and certification policies related to the type of leave used. Requests for Medical Leave must be made at least 14 days in advance, if possible. All due consideration will be given to requests for leave which cannot be made 14 days in advance. In situations involving emergent conditions, notice needs to be provided to a supervisor as soon as possible under the circumstances.

Medical certifications may be required to both begin and end employee medical leave. Medical Leave for a serious health condition may be taken on an intermittent or reduced schedule when medically necessary. If an employee's leave is related to a medical condition which has rendered the employee unable to perform the job, a "fitness for duty" certification from the healthcare provider will be required to return to work.

d. Eligibility

All regular employees who have been employed by the Cathedral and/or the Office of the Bishop for at least one year and who have worked at least 1,000 hours during the 12 months immediately preceding the requested leave are eligible for Family Leave. All genders are equally eligible to receive Family Leave.

e. For all Section 4.1.5 Leaves

(1) The 12-month period for determining leave entitlement is calculated from the first day leave is taken looking forward 12 months.

- (2) Health insurance benefits will continue during the entire leave at the same level and conditions as if the employee were continuing to work. Employees remain responsible for any premium amounts normally contributed toward their health care coverage, including dependent coverage.
- (3) Sabbatical leave may not be taken in any year in which four (4) weeks or more leave is taken.
- (4) The Cathedral's portion of pension contributions will not be made during unpaid leave; employees may make arrangements to continue employee contributions.
- (5) Employees on leave are expected to keep the employer posted regarding expected return date.
- (6) An employee on leave will return to the same job or one of like status and pay unless the position was eliminated due to reorganization or a reduction in force or other reason unrelated to the leave.
- (7) Benefits under Section 4.1.4 (PSST) and this Section 4.1.5 are not intended to be cumulative. For example, if an employee experiences a temporary disability due to pregnancy or childbirth that lasts a total of six (6) weeks and has four (4) weeks of accrued and unused PSST available; the employee would first use three (3) weeks of her PSST. Then, the Cathedral would apply three (3) weeks of paid Pregnancy Disability Leave benefit to pay the employee's regular compensation, bringing her total paid benefit for Pregnancy Disability Leave to six (6) weeks.
- (8) The maximum paid leave benefit when combining Parental Leave and Pregnancy Disability Leave is twelve (12) weeks. As noted above, an employee who is eligible for both Parental Leave and Pregnancy Disability Leave may use available accrued vacation in addition to the twelve (12) week paid leave benefits in order to extend the period of paid leave if desired.

4.1.6 Domestic Violence Leave

The Cathedral grants domestic violence leave to eligible employees. Eligible employees are those who, as provided in RCW Chapter 49.76, are the victims of domestic violence, sexual assault or stalking or who need to help family members obtain treatment or seek help when they are the victims of domestic violence, sexual assault or stalking. The leave provided may include leave for a reasonable period of time or leave on an intermittent or reduced work schedule or an unpaid leave of absence so the employee may take care of legal or law enforcement needs or obtain medical treatment, social services assistance or mental-health counseling or take other actions designed to increase the victim's safety. The Cathedral will also provide reasonable safety accommodation when requested by an employee who is a victim of domestic violence, sexual assault or stalking. Although

domestic violence leave is unpaid, employees may use available PSST benefits during domestic violence leave.

For purposes of this leave, “family member” includes a current or former spouse or domestic partner, persons who have a child in common, adult persons who are related by blood or marriage or who are current or former household members, persons who are 16 years of age or older who are residing or have in the past resided together and who have or have had a dating relationship, persons who have a biological or legal parent-child relationship including stepparents and stepchildren and grandparents and grandchildren.

4.1.7 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The Cathedral will allow up to five days of paid bereavement leave to eligible employees who are classified as ordained clergy and lay professional staff, full time staff, or part-time staff. Bereavement leave will normally be granted unless there are unusual business needs, circumstances, or staffing requirements. Employees may, with their supervisor’s approval, use any available paid leave for additional time off as necessary.

The Cathedral defines “immediate family” as the employee’s spouse, domestic partner, parent, child, sibling; spouse’s or domestic partner’s parents, child, or sibling; grandchildren and grandparents. Special consideration will also be given to any other person whose association with the employee is similar to any of the above relationships.

4.1.8 Other Leave Without Pay

Other leave without pay may be granted as required by law and/or at the discretion of the Human Resources Coordinator or the Dean.

4.2 Insurance

4.2.1 Medical and Dental Insurance

Medical and dental insurance is offered to eligible employees at the time of hire. Eligible employees are staff or clergy, whether exempt or nonexempt, who are normally scheduled to work 1500 or more compensated hours per plan year.

The Cathedral pays 100% of the least expensive (medical/dental) premium for the employee and 75% of the additional premium for dependents of full time employees if the employee elects such insurance coverage provided by the employer. If the employee elects a plan option with a higher premium, the employee pays the difference in cost for the additional coverage. The amount of

contribution to monthly premiums made by an employee to these plans will be automatically deducted from each paycheck.

Open enrollment for medical/dental plans offered by the Cathedral runs from around the end of October to the end of November. Exact dates vary annually. The open enrollment period allows for (a) current plan members to change their plan selections for the following year; (b) eligible non-participating employees to join a plan; (c) eligible non-participating dependents to be added or removed from a member's plan without the need to demonstrate a qualifying event.

Employees have the right, as part of the Affordable Care Act, to opt out of employer-provided health care plans and select an ACA-marketplace plan at their own expense. Employees interested in this option should consult with the Human Resources Coordinator.

4.2.2 Vision, Life, Disability Insurance

EyeMed Vision Care automatically comes with elected medical insurance coverage. An employee may elect VSP Vision Care, a premium vision insurance plan, at her/his expense.

Life, short-term disability and long-term care insurance plans may be obtained by contacting the insurance representative of the Diocese of Olympia. The full cost for all such plans is the sole responsibility of the employee, and the amount of monthly premiums for these plans will be automatically deducted from each paycheck.

Rates and details about all benefit insurance plans vary each year and can be found in the Accounting Office.

4.2.3 Washington Paid Family and Medical Leave

Beginning in 2020, an employee may be eligible for Washington State Paid Family and Medical Leave benefits, which are funded through a combination of employer and employee payroll contributions state-wide. Funding for the benefits begins in 2019. The Cathedral is contributing the required employee-portion of the premium in 2019 as an additional benefit to employees. Premium collection and benefits are administered by the Washington Employment Security Department.

4.2.4 Unemployment Insurance

You may be eligible for unemployment benefits during periods of unemployment or underemployment dependent upon a variety of factors, including the reason for your job loss. The determination is made by the Washington State Employment

Security Department. All employees, except clergy, are covered by Washington State Unemployment Insurance.

4.3 Pension Plans

Lay employees who are scheduled to work a minimum of 1,000 hours annually are eligible to enroll in a Cathedral-sponsored, Church Pension Fund 403(b) defined contribution plan, with the Cathedral contributing a sum equal to 5% of a participating employee's base pay. In addition, the Cathedral will match an employee's elective deferrals up to an additional 4% of base pay. An employee must successfully complete enrollment in the 403(b) plan before contributions can be made on his/her behalf. The employee can begin to make elective pay deferrals on the first of the month following the Church Pension Fund's receipt of the employee's completed application. The combined, total contributions by the employee and the Cathedral to the 403(b) plan can be as high as 13% of the employee's base pay. Employee contributions are deducted from each pay check and all deductions and contributions are submitted by the Cathedral within 15 business days after the end of the month in which the employees' contributions are withheld.

Clergy retirement benefits are provided through the Church Pension Fund; however, options in addition to the CPF are available through the Retired Savings Plan.

Details about all benefit pension plans can be found in the Accounting Office.

4.4 Worker's Compensation

All employees are covered for job-related injuries or illnesses by the State of Washington Worker's Compensation Plan. Employees contribute 1/3 of the monthly premium for this coverage while the Cathedral contributes the balance of the premium quarterly. The amount of contribution to monthly premiums made by an employee to worker's compensation will be automatically deducted from each paycheck.

4.5 Social Security & Medicare

All employees who are eligible for FICA (Federal Insurance Contribution Act - Social Security and Medicare) will have contributions made by the Cathedral in accordance with current federal law. In the State of Washington, clergy assume sole responsibility for contribution and payment of FICA taxes as self-employment taxes.

4.6 No Tax Advice

No staff member shall provide tax advice at any time to any other employee or potential donor pertaining to income, exemptions, federal tax withholding allowances, dependents, the potential effect of benefits, contributions to pension plans or similarly related matters. All such questions should be redirected to an independent tax professional of the employee's choice.

Workplace Expectations

5.1 Confidentiality

It is the Cathedral's policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, s/he should first be in conversation with her/his supervisor followed, if necessary, by a larger conversation with the Accounting Office or the Dean. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media should be referred to the Communications department.

5.2 Background and Reference Checks

To ensure that individuals who join the Cathedral staff are well qualified and to ensure it maintains a safe and productive work environment, it is the policy of the Cathedral to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Cathedral. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Cathedral to deny employment, the Cathedral will give the applicant an opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additional checks such as a driving record or credit report may be made for particular job categories if appropriately job related.

The Cathedral also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above. Further, employees may be subject to additional background checks under the Cathedral's Policy for the Protection of Children and Youth and/or Policy for the Protection of Vulnerable Adults to the extent one or both of the policies apply to the work an employees does on behalf of the Cathedral either at the beginning of employment or at any point during the employment relationship.

5.3 Avoiding Conflicts of Interest

A conflict of interest occurs if an employee deliberately advances her/his own interests at the expense of the Cathedral or fellow employees. Employees must not use their position with the Cathedral for personal gain or for the benefit of relatives, friends or outside organizations.

Potential conflicts of interest may arise inadvertently due to long-time personal or business relationships of an employee with suppliers or service providers. Employees must promptly disclose all actual and potential conflicts of interest to the Dean or the Senior Warden of the Vestry.

The Cathedral encourages disclosure as soon as possible because early notice allows more options for addressing the situation to ensure the Cathedral's interests are protected appropriately. Likewise, if you have a question regarding whether a particular situation may involve a conflict of interest, please consult with the Dean or the Senior Warden of the Vestry promptly as that is the best way to address any concerns.

While it is not possible to list every potential conflict of interest that may arise during employment, the Cathedral hopes the following will assist. Adhering to the following standards of common sense and good judgment will help you avoid conflict of interest situations:

- Respect the confidentiality of Cathedral information.
- Refuse any gifts that are more than inexpensive advertising novelties, coffee or a meal of nominal value and decline affiliations that could influence the decisions you make for the Cathedral.
- Keep outside activities from interfering with your job.
- Remember that you have a duty of loyalty to your employer, the Cathedral, and you must not take any action that is inconsistent with that duty.

Employees are responsible for upholding these standards and complying with the specific policies in this Handbook. As stated above, employees must promptly disclose all actual and potential conflicts of interest, including those in which you have been inadvertently placed due to either business or personal relationships with suppliers or service providers, to the Dean or the Senior Warden of the Vestry. Failure to report a conflict of interest could result in disciplinary action, up to and including termination.

On an annual basis, the Cathedral will ask each employee to review this policy and confirm whether s/he has any conflicts or potential conflicts that require disclosure.

5.4 Grievance Procedure

It is the intent of the Cathedral to achieve a culture in which all members work together as a team. Serious conflict can usually be avoided by recognizing a problem in its earliest stages and dealing with it as openly as possible. Thus, problems arising from work relationships or working conditions should be discussed between employee and supervisor as they occur. If the conflict cannot be resolved, it should be referred to the next higher level of authority within the staff. After exhausting all levels of authority within the staff, the case may be referred to the person or committee designated by the Vestry for final resolution.

5.5 Meal and Rest Periods

We provide unpaid, generally uninterrupted meal breaks of not less than 30 minutes to non-exempt employees who work five (5) or more hours in a day. If a non-exempt employee is required to continue to work during the meal period or to perform tasks during a meal period, the non-exempt employee will be paid for that meal period. Exempt employees will not receive additional compensation for having to work during the meal period or to perform tasks during a meal period.

By law, an employee must take a paid rest period of not less than ten (10) minutes for each four (4) hours worked. These include intermittent rest periods that equal ten (10) minutes within each four (4) hour period.

If you believe that you are not receiving your meal and rest breaks, you must contact your supervisor or the Human Resources Coordinator.

5.6 Travel Time

Nonexempt employees traveling to conferences, seminars, or other training will be compensated for time participating in the actual event and for travel time as noted below.

For required training when the employee must spend the night away from home, all time spent traveling during the employee's normal working hours, even on regular *days* off (excluding regular meal periods) is compensated. Travel during regular *time* off, such as nights or weekends, is only paid if the employee works during travel time such as on a flight.

When employees are required to travel during a single work day, all hours spent traveling are compensable. Travel time between the employee's home and airport and meal breaks are not paid.

When a conference or other training is available during the employee's regular work schedule, and where the conference/seminar is not required, but is of mutual benefit to the employee and to the Cathedral, the supervisor may release the employee from her/his

regular duties to attend. In such cases the employees will be compensated only up to their normally scheduled hours.

Exempt employees are not eligible for additional compensation for travel time.

5.7 Inclement Weather

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. In cases where an emergency closing is not authorized, employees may request available paid leave time such as unused vacation time.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

5.8 Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, social media or e-mail while at work or while using company-provided computers and cell phones in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any inappropriate communications, including but not limited to those of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might be defamatory, discriminatory, harassing or pornographic or would in like manner adversely or negatively reflect upon the Cathedral or be contrary to the Cathedral's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact Facilities immediately with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company. Employees should not have an expectation of privacy when using the Cathedral's electronic systems and equipment.
- Contact Facilities with any questions about technology or when technology or equipment are in need of repair. The Cathedral contracts with an outside IT firm to supply most of its technology management.

5.9 Employee Personnel Files

Employee files are the property of the Cathedral. They are maintained by the Canon for Operations and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

As provided under Washington State law, all employees have the right to inspect their personnel file. Additional stipulations are as follows:

- The personnel file must be made available locally such as in the Canon for Operations Office or in another mutually agreeable location on campus. Personnel files may not be taken off campus.
- Personnel files must be made available within a reasonable time period after the employee's request, generally within ten business days.
- Personnel files include records that are regularly maintained by the Cathedral as part of the business and employment records of the employee, such as job applications, offer letters, verification of training, signed job descriptions, performance evaluations, commendation letters, disciplinary action, and salary and benefit information. Employees may request an employer review of all information contained in the personnel file on an annual basis.
- Irrelevant or erroneous information, as determined by the Cathedral in its discretion, may be removed by the appropriate staff within the Cathedral at any time.

The Cathedral may provide access to personnel files as may be necessary to comply with legal action or proceedings.

5.10 Volunteering at Saint Mark's

The Cathedral recognizes the value of volunteerism from parishioners and employees. Due to constraints of Federal Labor Law, an employee may not volunteer her/his time to do work for which they are normally paid. If interested in volunteering at the Cathedral, please review such plans with a supervisor or the Dean to ensure that policies are maintained.

Workplace Environment

6.1 Occupational Safety and Health Act

Each employer must comply with occupational safety and health standards, rules, regulations, and orders issued under the Occupational Safety and Health Act of 1970 ("OSHA"). OSHA is designed to ensure that employers provide a workplace where workers are safe from workplace hazards. OSHA's standards may also apply to an employee's actions and conduct.

Report to a supervisor any situation, equipment or procedure that may be unhealthy or unsafe. Inform a supervisor immediately about any workplace injury or illness, no matter how minor.

6.2 General Harassment

The Dean and Vestry believe that satisfactory working conditions and amenities are very important. Each employee has the right to work in an environment free from all forms of unlawful discrimination. We are committed to a policy of equal employment opportunity. For the workplace to provide high levels of job satisfaction, all members are expected to treat each other and people who attend the Cathedral with consideration and respect. Saint Mark's Cathedral does not condone or tolerate harassment or intimidation of any kind on the basis of age, race, color, sex, sexual orientation, national origin, marital status, physical, sensory or mental disability, gender expression or identity, military or veteran status, and/or other protected status.

Harassment and intimidation means unwelcome, demeaning or offensive conduct directed at another employee, and can include such things as threats, demands, and requests for sexual favors, teasing, abuse, taunts, insults, heckling, or other similar action. It includes conduct that may not be unlawful, but has been determined to be inappropriate in the workplace. The Cathedral will address conduct that is contrary to these basic principles, including disciplinary action or the risk of termination. Such conduct may also have serious legal consequences. Any problem potentially in violation of this policy should be promptly addressed and discussed to help prevent the situation from deteriorating into serious conflict. Any employee who is the victim of or witnesses such conduct and is

uncomfortable directly addressing it with the offending person must immediately follow the reporting standards provided under Section 6.3.3 of this Handbook.

6.3 Sexual Harassment

6.3.1 General

No employee, male or female, shall harass another person on the basis of sex. Further, anyone who provides services to or on behalf of the Cathedral is expected to uphold and adhere to its anti-harassment standards. Sexual harassment of a fellow employee is contrary to a sound working environment. It is a form of misconduct that undermines the integrity of the employment relationship and may well be a violation of the law. It may have serious consequences not only for the employees involved, but for the entire Cathedral. Accordingly, it is the responsibility of every employee to cooperate with this policy. This Section provides steps that should be taken in those situations where conflict is serious or cannot be resolved in the normal day-to-day contact with co-workers.

The Cathedral encourages everyone to use common sense with an open mind when discerning whether a situation is in fact “harassment” or if it is the uncomfortable feeling experienced when limited understanding of the diversity of humanity is brought into sharp focus. In any event, if behavior makes an employee uncomfortable, it is expected that these concerns will be voiced so that it may be appropriately addressed and resolved. Questions or comments regarding this policy should be directed to the Human Resources Coordinator.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Rather, for the purposes of this policy, it refers to (1) unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, and (2) comments, jokes, innuendoes, graphic communications (such as photographs, posters, or documents) and other sexually oriented statements, where with respect to any of the above, any of the following three standards will be applied:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

6.3.2 Examples of Harassing Behavior

Did you know ...

- The determination as to whether behavior is harassing is not necessarily based upon how it is intended, but how it is perceived.
- Harassment could be physical and/or psychological in nature.
- Ongoing behavior could constitute harassment even though, taken individually, the incidents would not be considered harassing.
- Although harassment is traditionally considered to involve someone in authority, co-workers of equal standing can be found responsible for harassment.
- An individual can be a victim of harassment even though he or she is *not* a target.

Harassment could include ...

- Jokes and innuendoes.
- Unwelcome physical contact.
- Displaying offensive pictures, literature or objects.
- Offensive gestures and language.
- Making sexual or romantic advances despite rejection of these advances.
- Giving of unwelcome or inappropriate gifts.
- Promising a reward if an employee complies with a sexually orientated request.
- Threatening to retaliate against an employee if they refuse to comply with a sexually oriented request.
- Using the Cathedral's equipment to display, store or transmit offensive materials such as emails or sending links to offensive web sites.

6.3.3 If You Feel Harassed

If comfortable or practical, make your unease and/or disapproval known to the person whose behavior is bothering you by identifying the offensive or unwelcome behavior and requesting that it stop.

If an employee does not feel comfortable confronting the person one to one, report the incident to the Dean, who may be reached at 206-323-0300, ext. 222 or sthomason@saintmarks.org.

One option in response to such a request may be that the Dean accompanies the employee to discuss the offensive or unwelcome behavior with the person. However, no one will require an employee to confront the person directly during the investigation phase if such an option is not comfortable for her/him.

If the source of offensive behavior is the Dean, report the incident to the Senior Warden of the Vestry. If this is not a comfortable option, contact the Office of the Bishop for the Diocese of Olympia with such concerns.

When possible, the employee should include as much detail as possible in a report, including a description of the potentially wrongful behavior, the date and/or nature of any incident(s), and the identity of any witnesses to the potentially wrongful behavior. Please do not let the absence of any witnesses be a deterrent from making a report.

Please do not publicize information about alleged harassment without following the reporting procedures or filing a formal complaint. Among other things, such behavior could be considered evidence of malicious intent on the part of the accuser.

No one will suffer retaliation for reporting concerns or cooperating with an investigation in good faith.

6.3.4 What to Expect

Complaints of harassment will be promptly investigated.

The investigation will be consistent with the nature of the complaint.

Information about the complaint will be shared on a strict “need to know” basis, as required to complete the investigation and implement any corrective action.

6.3.5 Resolution

Depending on the results of the investigation, prompt and appropriate corrective action will be taken. Corrective action may include one or a combination of the following:

- *Immediate dismissal*
- *Suspension*
- *Written warning*
- *Non-disciplinary counseling*

The complainant or accused may appeal the findings of the investigation through the Office of the Bishop of the Diocese of Olympia.

The Cathedral does not condone retaliation against its employees for making a harassment complaint in good faith, or for assisting in an investigation of such a complaint, or for being accused of harassment should the findings of the investigation not provide evidence of harassment. If you believe that you have been subjected to retaliation prohibited by this policy, you are expected to report the matter following the procedure outlined in Section 6.3.3 of this Handbook.

6.3.6 Should You Need Emotional Support

As part of its benefits package, Saint Mark's Cathedral participates in the Diocese's Employee Assistance Program (EAP) through The Episcopal Medical Trust. Any employee who works at least 1000 hours annually is entitled to eight sessions at no cost. Once benefits have been exhausted, an employee may choose to contact or enroll with one of the Cathedral's health plan providers or continue with the EAP counselor for a fee. To get in touch with a qualified and licensed counselor please call 1-800-227-1060. Our plan number is 5937. Please remember that EAP staff counselors are not Cathedral or Diocesan employees. Reporting an alleged violation of this policy to the EAP counselor is not a substitute for following the reporting procedures required by this policy. For any potential violation of this policy, all employees must follow the reporting procedure set forth in Section 6.3.3 ("If you feel harassed").

Contact the Human Resources Coordinator to confirm the EAP benefit is in effect.

6.4 Individuals with Disabilities

The Cathedral is committed to giving individuals with disabilities the same consideration in employment that individuals without disabilities are given.

The Cathedral will make reasonable efforts to accommodate qualified individuals with disabilities, as defined under applicable laws. Depending on the circumstances, reasonable accommodation may include, but is not limited to, restructuring non-essential job duties and functions, providing physical aids, and reassigning qualified employees to vacant positions. The Cathedral will determine whether an accommodation can be granted without creating an undue hardship to the Cathedral.

The Cathedral understands that in some instances such accommodations may appear contrary to the provisions of this handbook. The Cathedral will keep medical information separate and confidential except that the appropriate party or parties may be informed to the extent necessary to evaluate or provide a workplace accommodation.

6.5 Substance Abuse

The Cathedral's policy is to have a safe work environment free from the effects of alcohol, controlled substances, and tobacco. Use of tobacco is not permitted indoors. Alcohol and marijuana may not be used or consumed during working hours, and employees must not be under the influence of alcohol or marijuana while at work for the Cathedral. Guidance regarding proper handling of alcohol related to service for events at the Cathedral or in support of sacraments is provided in Section 7.3 of this Handbook. The use or possession of illegal or prohibited substances is also a violation of this policy and may be cause for summary discipline.

6.6 Safeguarding God's People and Children

It is a requirement of the Diocese of Olympia for every employee to undergo a 2-part training entitled Safeguarding God's People and Safeguarding God's Children. Information about these requirements, including why, how, when, and renewal, is available on the Diocese of Olympia website, "How We Serve/Safe Church."

In addition, all employees must review, understand, and fully comply with the Cathedral's Policy for the Protection of Children and Youth and Policy for the Protection of Vulnerable Adults to the extent that one or both policies apply to the work they do on behalf of the Cathedral.

Guiding Principles and Covenants

7.1 Guiding Principles

The Vestry has adopted as aspirations the following guiding principles developed in partnership with the staff and management of the Cathedral.

- We are a Christian community and our personnel policies, practices and procedures reflect our commitment to our Baptismal covenant to seek and serve Christ in all persons, to love our neighbors as ourselves, to strive for peace and justice among all people, and to respect the dignity of every human being.
- We respect the dignity of our employees by administering our personnel policies, practices and procedures, including compensation, benefits, leave, hiring, evaluation, and termination in a fair, equitable, and candid manner.
- Our community is driven by the dedication, ministry, passion and partnership of clergy and laypersons, and our personnel policies, practices and procedures reflect the equal value we place on the gifts and contributions of clergy and lay members of our staff.

- We value open dialogue and communication and we maintain a workplace that allows employees to voice hopes, concerns, disappointments and disagreements about Cathedral management and decisions without fear of reprisal or retaliation.
- We demonstrate our trust and respect for our employees by promptly communicating accurate and complete information regarding decisions that affect their work environment to the extent permissible by law and consistent with respecting the privacy of individual employees.
- We give thanks for God's generosity in our lives by maintaining personnel policies, practices and procedures that rest on core values of prosperity rather than scarcity and we provide our employees with appropriate and adequate tools and resources to carry out their jobs and ministries.
- We celebrate our employees as individuals with full lives, and our personnel policies, practices and procedures promote a healthy work-life balance by honoring reasonable work hours, realistic job expectations, and clearly-communicated priorities.
- We encourage and expect the self-improvement of individuals while employed at Saint Mark's, and our personnel policies, practices, and procedures provide our employees with the adequate time and resources to pursue spiritual, professional, and personal growth.
- We maintain a cooperative work environment that promotes an ethic of engaging and enabling the ministry of others and that respects each individual's diversity in terms of background, culture, ethnicity and personal style.

7.2 Summary of Staff Covenanted Behaviors

- We strive for an environment of trust and honesty with a commitment to forgiveness and reconciliation.
- We allow for the diversity of personality types giving each person time and space for self-expression.
- We listen without interruption, side conversations, or judgments against others.
- We speak only for ourselves; focusing on events, situations, conversations that happened to us, not others, using "I" statements.
- We allow each person to be the interpreter of her/his own experiences, thoughts and feelings (avoiding triangulation).

- We agree that silence does not imply consent or agreement.
- We respect, honor, and validate constructive dissent or criticism.
- We acknowledge the difficulty of confronting or being confronted by a person perceived to have more or less power than ourselves.
- We acknowledge the impact of our behavior on the whole staff and our common life together.
- We respect confidentiality when requested.

7.3 Saint Mark’s Alcohol Policy

Saint Mark’s Cathedral Parish Vestry has adopted the following policy regarding the serving and/or consumption of alcohol on Cathedral property and/or at any Cathedral-related event, whether or not held on Cathedral property (e.g., capital campaign reception, ministry retreat, gratitude gathering, etc.):

1. The Church strives to provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served.
4. Whenever alcohol is served, the dean or senior warden must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served at a Cathedral-related event, a certified server is required.
5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process.
7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g. “wine and cheese reception,” “cocktail party,” and “beer and wine tasting.”

9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusively normative activity.
10. Food must be served when alcohol is available for consumption.
11. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.
12. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.
13. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.
14. We acknowledge the efficacy of receiving the sacrament in one kind.

Acknowledgment

Employment Relationship and Handbook Receipt

I acknowledge that I have received a copy of the Employee Handbook for Saint Mark's Episcopal Cathedral. I recognize my responsibility to read this handbook and seek clarification from my supervisor if needed.

I also understand that the policies contained in this handbook are not intended to be, nor do they constitute a contract, but rather are guidelines which describe the Cathedral's general position on various matters and that the Cathedral reserves the right to change, add, delete or modify any provision in this handbook.

I acknowledge that the Cathedral has the right to terminate my employment at any time, and recognize that I have a similar right to end the employment relationship.

I further agree to allow the Cathedral to withhold from my paycheck(s) any amounts I owe the Cathedral from employee purchases and salary advances to the extent allowed by law, if I fail to repay such purchases or advances within the required time.

Employee Signature: _____ Date: _____

Date Handbook Received: _____

Annual Review and Affirmation of Compliance

Employee Handbook

I acknowledge that I have reviewed the Employee Handbook for Saint Mark's Episcopal Cathedral. By signing this affirmation of compliance, I hereby affirm that I understand and agree to continue complying with the policies outlined in it.

To highlight one of the important policies in the Handbook, this confirms that I have carefully read and understand the Avoiding Conflicts of Interest policy at Section 5.3. Except as previously disclosed to the Dean or the Senior Warden of the Vestry or as noted below, I hereby state that I do not have any conflicts of interest, financial or otherwise that may be seen as competing with the interests of St. Mark's Cathedral Parish, nor does any relative or associate have such a potential conflict of interest. Nor shall I, any relative, or associate benefit from any action, policy, or transaction made by St. Mark's Cathedral Parish in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Dean or the Senior Warden of the Vestry.

I further certify that the information set forth herein is true and correct to the best of my knowledge, information and belief.

Employee Signature: _____ Date: _____

Please identify any conflicts or potential conflicts or confirm that you have none:

____ None
