

# Employee Handbook

## Adventist Media Ministries

Sharing a  
Christ-centered message  
of hope and wholeness  
through technology  
and media

BREATH OF LIFE

FAITH FOR TODAY

IT IS WRITTEN

JESUS 101

LA VOZ DE LA ESPERANZA

LIFETALK RADIO

VOICE OF PROPHECY

NORTH AMERICAN DIVISION

**Adventist  
Media  
Ministries**

Support Services  
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Riverside, CA 92505  
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# *Employee Handbook*

***The date of this revised handbook is November 2016***

Adventist Media Center, Inc., but hereafter referred to as “Adventist Media Ministries” and/or “AMM”, is a non-profit religious corporation owned and operated by the North American Division (NAD) of Seventh-day Adventists. It consists of ministries listed on the title page of this *Employee Handbook*. Therefore, the use of the terms “Adventist Media Ministries” and/or “AMM” are inclusive of all of the ministries, services, and the organizational leadership.

The employment practices of the Seventh-day Adventist Church reflect religious preferences in harmony with the United States Constitution and controlling laws (*NAD Working Policy E 86*). This *Employee Handbook* contains the employment policies and practices in effect at the time of publication. However, it is subject to change without notice. The latest dated copy of the *Employee Handbook* supersedes all previously issued handbooks and any inconsistent policy statements or memoranda.

AMM reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this *Employee Handbook* or in any other document at any time, except for the policy of at-will employment.

Adventist Media Ministries Advisory Committee and the respective executive committees of the ministries can recommend modifications, additions, and deletions in the *Employee Handbook* to the AMM Board of Trustees. Policies and procedures may change at any time and every attempt will be made to notify employees of changes. The most current policies will be available at AMM Human Resource Department and will be posted on AMM website. In addition, references may often be made in this *Employee Handbook* to federal, state, and local governmental laws and regulations and the *North American Division Working Policy*. Therefore, the entire cited law or policy will contain more complete information and would supersede any policy or statement in this copy of the *Employee Handbook*.

It is the responsibility of an employee to stay informed concerning the policies and procedures of AMM. Periodic updates will be made to the online version of the *Employee Handbook* when there are changes to a policy or procedure. Attempts will also be made to notify employees either by email or through written notices of any major changes so that employees will be aware of new policies or procedures. Employees may reference the latest *Employee Handbook* and *NAD Working Policy* located on the AMM website, in each ministry, or AMM Human Resource Department. No oral statements or representations can in any way alter the provisions of this *Employee Handbook*. Adventist Media Ministries Board of Trustees retains the authority to be the final arbiter of all policy decisions.

This *Employee Handbook* sets forth the at-will agreement between employees and Adventist Media Ministries. Nothing in this *Employee Handbook* or in any other



personnel document, including benefit descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

## *Reaching the World with Hope and Wholeness*

Because Adventist Media Center, Inc., but hereafter referred to as “Adventist Media Ministries” and/or “AMM”, is an entity owned and operated by the North American Division (NAD) of Seventh-day Adventists, it operates under the direction of the NAD and seeks to advance its mission, message, values, and methods.

### *The NAD & Our Mission*

To reach North America and the world with the distinctive, Christ-centered, Seventh-day Adventist message of Hope and Wholeness

This mission statement is a concise expression of the mission of the Seventh-day Adventist Church which is to make disciples of all people, communicating the everlasting gospel in the context of the three angels’ messages of Revelation 14:6-12, leading them to accept Jesus as their personal Savior and unite with His remnant Church, discipling them to serve Him as Lord, and preparing them for His soon return.

### *The NAD & Our Message*

We believe the Seventh-day Adventist Church was called by God to deliver a special, Christ-centered, message for these end times. It is a message of hope and wholeness.

### *The NAD & Our Core Values – REACH!*

- **Revival & transformation:** Connecting with God through public and personal worship
- **Education for discipleship:** Every youth and adult learning, growing, and becoming more like Christ
- **Alignment within the Church:** Connecting effectively within our diverse church family
- **Community outreach & evangelism:** Connecting with our communities—sharing hope and wholeness
- **Healthy leadership & management:** God’s stewards insisting on personal and church-wide excellence

## *The NAD and Our Method*

We pursue this mission under the guidance and through the empowerment of the Holy Spirit through: preaching, teaching, healing, and discipling.

### *Statement of Ethical Foundations*

#### *Employees of the North American Division*

Within the scope of its mission and vision, the North American Division exists to lead the Church in being a worldwide witness for God's kingdom and in making disciples of Jesus Christ.

### *Our Responsibilities*

*North American Division employees believe:*

- ☐ We are responsible first to God, our Creator. Individual and collective action must reflect His character and exhibit His love.
- ☐ We are responsible to the communities in which we work and live and also to the world community. We accept the challenge to be exemplary individuals and corporate citizens. We support good works and charities. We encourage civic improvement, a better quality of life, security, health, and education for all.
- ☐ We are responsible to our fellow church members. We accept accountability for sound leadership decisions and appropriate stewardship.
- ☐ We are responsible to each other within the organizational structure of the NAD and the AMM. Every individual deserves to be treated with dignity and respect; to have his or her role and contribution valued and affirmed, to function in a safe working environment; to experience an atmosphere of challenge, open communication, and contentment.

### *Our Values*

We value the **Bible** as the primary reference for life's direction and qualities.

We value **excellence** in all that we do.

We value **ethical and moral conduct** at all time and in all relationships.

We value **creativity and innovation** in the completion of our mission.

We value **honesty, integrity, and courage** as the foundation of all our actions.

We value the **trust** placed in us by colleagues and by the world Church membership.

We value **people as children of God** and therefore brothers and sisters of one family.

*(See NAD WP E 85 05 p3)*



## Welcome!

In 1929, H.M.S. Richards made great plans and started his radio ministry to preach the Gospel to listeners on KNX in Los Angeles. That is often considered the beginning of media ministries even though other incredibly talented individuals came along through the years. They also were empowered to find miraculous and marvelous ways through ministries to let the world know about the *Greatest Media Event* in history. What a day that will be when we see the clouds and sounds of the *Second Coming of Jesus*. It will be someday very soon!

This *Employee Handbook* is about the choices you are going to make to accomplish our mission and goals together. Although aspirations are important, it's also going to take your ideas, talents, and energy, and just plain hard work, to keep us focused on the amazing work we do to hasten that *Greatest Media Event*. Thanks for being here. Let's make great plans!

So . . . you've gone through the interview process, you've accepted your position, filled out and signed the hiring documents, and you are finally ready to work. Congratulations, and welcome. Now is the time to set both your personal and professional goals very high. We have great confidence in your ability to achieve them.

Therefore, this book is really just an abbreviated encapsulation of our guiding principles. It should be very simple if you observe just one rule . . .

*Use good judgment in all situations.*

In the meantime, please read through this *Employee Handbook* so you will know what is expected of you now that you are here. We want to make your experience with us to be as easy as possible. Feel free to ask your administrator or supervisor, and/or AMM Human Resource office any question at any time.

Our ministries are full of passionate people who love to serve – we are glad you are now a member of our dedicated and committed team!

## Our Team

As an employee of Adventist Media Center, Inc. (hereafter referred to as “Adventist Media Ministries” and/or “AMM”), you are an important member of a team effort. We hope that you will find your position at AMM rewarding, challenging, and productive.

Because our success in fulfilling our mission and vision depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success at Adventist Media Ministries in proclaiming the Gospel.

This *Employee Handbook* is intended to explain the terms and conditions of employment of all full- and part-time and temporary exempt and non-exempt employees and supervisors. It does not constitute an employment contract or binding policy and is subject to change at any time. Only if there are written employment contracts between AMM and some individuals may the provisions of this *Employee Handbook* be superseded. Either AMM or an employee can terminate the employment relationship at any time, with or without cause, with or without notice. Employment with AMM is at-will, and nothing in this *Employee Handbook* will alter that status unless prohibited by law.

This *Employee Handbook* summarizes the policies and practices in effect at the time of publication. This *Employee Handbook* supersedes all previously issued handbooks and any policy, benefit statements, or memoranda that are inconsistent with the policies described here. The AMM Human Resource Department and/or your supervisor/administrator will be happy to answer any question you may have.

Remember you are a member of the great REACH team across and throughout the North American Division. Together we can accomplish the goal of reaching the world with hope and wholeness.





# Employment Agreement

## Equal Employment Opportunities

Adventist Media Center, Inc., but hereafter referred to as “Adventist Media Ministries” and/or “AMM” of Seventh-day Adventists, is a non-profit religious corporation that includes the technology of radio, television, Internet, and yet-to-be-discovered media ministries and their support services. The employment practices of the Seventh-day Adventist Church reflect religious preferences in harmony with the United States Constitution and controlling laws. (*NAD Working Policy E 86*)

AMM is committed to providing a respectful and professional work environment for all employees. It prohibits any and all harassment, discrimination, and/or retaliation based upon race, color, gender, national origin (including language-use restrictions), ancestry, age (40 and over), height, weight, marital status, medical condition (including HIV and AIDS), genetic information, denial of family and medical care leave, military and veteran status, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), physical or mental disability that does not prohibit performance of essential job functions, or any other basis protected by federal, state or local law or ordinance or regulation..AMM also prohibits unlawful harassment, discrimination, and retaliation based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Any such conduct, whether committed by an employee, manager, supervisor, or a third party, is unlawful. These policies are reflected in AMM practices and policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In addition, AMM prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates AMM policy. Any complaint of discrimination or harassment should immediately be brought to the attention of the immediate supervisor/administrator and/or AMM Human Resource Director.

There is additional information in this *Employee Handbook* on complying with harassment, disabilities, and/or complaints under *Equal Employment Opportunities* (E 200.05) in the *Employment Policies* (E) section. Other references can also be checked in the *Index*.

## At-Will Employment Status

Personnel hired by Adventist Media Center, Inc. (hereafter referred to as “Adventist



Media Ministries” and/or “AMM”) are employed on an at-will basis. AMM believes that employees should have the unfettered right to quit a job for any reason. Just as AMM believes that employees need this flexibility to run their own lives effectively, AMM wants the same flexibility to run its business.

Although employees are requested to provide a two-week notice with the aim of a smoother transition, employment at-will may be terminated with or without cause and with or without notice at any time by the employee or AMM. Nothing in this *Employee Handbook* shall limit the right to terminate at-will employment. No director, administrator, supervisor, or employee of AMM has any authority to enter into an agreement for employment for any specified period of time or make an agreement for any at-will employees. Only the Board of Trustees of the Adventist Media Ministries has the authority to make any such agreements, which are binding only if they are in writing.

Of course, we hope that you will like it here – and that you will be such a terrific asset to AMM that we would hate to lose you. And, we hope that we can make this a terrific place to work that you would hate to leave. But, we realize that some employees will leave and that we may have to ask some to leave for all sorts of reasons.

So, our relationship may be for a short time or for many years. Regardless of how long we will work together, we can be assured that if we treat one another courteously and with genuine good will, try to walk a mile in each other’s shoes and see both sides, listen to one another, and try to deal with each other in an honest and fair fashion, we believe that everyone will benefit from our relationship and be glad for the time we spend together.

***Again, we are delighted you have joined a team  
who desires to reach North America and the world  
with the distinctive, Christ-centered, Seventh-day Adventist  
message of Hope and Wholeness.***

***Let’s hasten the Second Coming of Jesus through AMM  
and be of service to the people of the world.***

***Welcome to our team at Adventist Media Ministries!***

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# General Information (G)



## GENERAL INFORMATION

### EMPLOYEE HANDBOOK

#### G 100.05 Definition of Employee

All individuals receiving remuneration from the payroll of Adventist Media Center, Inc., (hereafter referred to as “Adventist Media Ministries” and/or “AMM”), a North American Division institution of the Seventh-day Adventist Church (SDA) are considered SDA denominational employees. Employees who are hired by a temporary payroll agency in order to do necessary work are also considered employees of AMM. More information as to conditions of employment and employment policies are found in the next section of this *Employee Handbook*. (NAD WP E 70 10)

#### G 100.10 Employee Handbook

The purpose of the *Employee Handbook* is to clarify working relationships, and provide information regarding policies and procedures with reference to employment at the Adventist Media Ministries. It is important to note that this *Employee Handbook* contains the employment policies and practices of the Adventist Media Ministries in effect at the time of publication. However, it is subject to change without notice. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. In addition, references may often be made in this *AMM Employee Handbook* to federal, state, and local governmental laws and regulations and the *North American Division Working Policy*. Therefore, the entire cited law or policy will contain more complete information and would supersede any policy or statement in this copy of the *Employee Handbook*. It is the responsibility of the employee to stay informed concerning the policies and procedures of Adventist Media Ministries (AMM)\*.

#### G 100.20 Exceptions to Policies

AMM Advisory Committee and the respective executive committees of the ministries can recommend any exceptions to policies, regulations, and procedures to AMM Board of Trustee, with the final authority and arbiter of all policies and decisions residing in the AMM Board of Trustees.

## ORGANIZATION AND STRUCTURE

#### G 110.00 Organizational Structure

Adventist Media Center, Inc.. ((hereafter referred to as “Adventist Media Ministries” and/or “AMM”) is owned and operated by the North American Division (NAD WP C 47 10). AMM Board of Trustees is the constitutional body that has the delegated authority to manage AMM as well as to achieve harmony with established working policies (NAD WP BA 55 15). AMM Advisory Committee has been given delegated responsibilities and duties as assigned by the AMM Board of Trustees (NAD WP BA 55 20). The North American Division designates a Vice-President for Media to be the President of Adventist Media Ministries As such; the AMM President is the chairperson of AMM Advisory Committee, AMM Support Services Executive Committee, AMM Support Services Operation Committee, and those Executive Committees of ministries as assigned by the NAD. The AMM President carries out the decisions of the managing boards (NAD WP BA 55 25).

## **G 110.05      Board of Trustees**

The members of the AMM Board of Trustees are appointed by the NAD Executive Committee, which also serves as its constituent. All trustees are members of the Seventh-day Adventist Church. The Board exercises all powers of the AMC Corporation and conducts all of its activities and affairs within established working policies. Without limiting its powers or responsibilities, it may delegate and review the management of the activities of the corporation to any person or committee. The Board of Trustees reviews and approves hiring the following AMMSS employees: AMMSS Treasurer, AMMSS Human Resource Director, AMMSS IT Director. The Board of Trustees is responsible for seeing that the objectives specified in the Articles of Incorporation are attained. Regular meetings are usually held at least twice a year, but special meetings may also be called when necessary. This can also include actions where members individually or collectively consent in writing to action(s).

## **G 110.10      AMM Advisory Committee**

Formerly the two committees of the AMC House Committee and the AMC Personnel Committee have now been merged into one committee with the basic combined and previously designated functions of the previous two. In addition, this allows for the same set of members with representation from all of the ministries, NAD Administration, and AMM Support Services.

As a committee of AMM Board of Trustees, the AMM Advisory Committee typically reviews operations and provides guidance for AMM Support Services, as well as the following selected operations of, but may not be limited to, safety and security, and recommends and reviews the compliance process of policies and procedures. It meets as often as necessary, but usually once a month, for AMMSS personnel issues. All employees except Speaker/Director, Administrator/Manager, Treasurer, Associate Speaker and Associate Director, are to be approved and recommended by the house/operating committee of the respective AMM ministry. The appointments of the Speaker/Director of an AMM ministry are referred to NADCOM.

In addition, the AMM Advisory Committee sets the parsonage exclusion maximum allowance for those eligible employees per NAD policy, recommends wellness programs and health coverage premiums to the AMM Board of Trustees, and appoints a Grievance Committee when requested per procedures outlined in this *Employee Handbook*. In addition, it may also review the implementation of the policy for wage remuneration, Cost of Living (ERI), and the AMM wage scale.

AMM Advisory Committee members are: AMM President as chair, AMM HR Director as secretary, NAD Officers, AMM Treasurer, AMM IT Director, and all Speaker/Directors and Administrators/Managers of respective ministries.

## **G 110.20      Executive Committees**

Each respective ministry, including that of Support Services, has an Executive Committee appointed by the North American Division through the AMM Board of Trustees, which also serves as their constituents. The Executive Committees usually meets twice a year. Briefly, the responsibilities for these committees typically include, but are not limited to, reviewing and supporting the respective ministry with mission and goals, operational plans and decisions, budgets and financial performance. This committee is also responsible for hiring the Associate Speaker, Associate Director, Manager, and Treasurer. The Speaker/Director is referred to NADCOM.

## **G 110.25     House/Operating Committees**

Each respective ministry, including that of Support Services, has a house/operating committee appointed by the respective Executive Committee that is responsible for day-to-day operations of the ministry. Responsibilities might include, but are not limited to, implementation of the respective goals and mission of the ministry, recommending the hiring and terminations of employees, managing budgets and financial performance, other management decisions not reserved for the respective Executive Committee, AMM Advisory Committee, and/or the AMM Board of Trustees.

## **SAFETY & SECURITY**

### **G 120.00     Security**

Each location of Adventist Media Ministries carefully plans for the security of property and premises. The cooperation of all employees is necessary in order for security in the various work places to be effective. Information about safety can be accessed on the AMM website or it may be provided in a specific AMM ministry location. However, important reminders would include that cars should not be left unlocked at any time, and doors to any of the AMM ministries' buildings should be secured. Employees are requested to immediately report any incidents of a suspicious nature to their respective ministry administration (or building administration at their location). Incidents may also be reported on **Adventist Media Ministries Security Report Form** and turned in to an employee's respective ministry administration. Forms are available on the AMM website.

### **G 120.10     Keys, building, and computer access**

The respective ministry administrators of buildings issue keys and any possible identification badges. Keys should always be returned when leaving employment. Exchanging keys or badges with other employees are not permitted and shall not be copied. If lost, report immediately to respective ministry administrator

Building and computer access may be denied immediately when ceasing employment as part of the checkout procedures. AMM also reserves the right to deny access if the employee is under review and/or appeal. *(See also Use of Technology, G 140.)*

### **G 120.15     Safety**

Adventist Media Ministries is committed to keeping all workplaces accident free and a safe work environment for employees. However, it requires the cooperation of all employees as well. When employees notice or become aware of any unsafe practice in an area of the physical plant that needs attention, they should report it to their immediate supervisor and/or fill out the **Adventist Media Ministry Safety Hazard Report Form** that is available on the AMM website. If it needs immediate attention, an employee certainly can correct a safety hazard or call for help. Unless it would cause harm to the employee noticing the hazard, being a "Good Samaritan" and taking care of it could save another employee unnecessary time off from work and personal injury.

No employee should perform any task that he/she sincerely believes in good faith would create a serious safety hazard to him or herself or others. If orders are given to perform a



task that the employee believes *in good faith* to create a serious safety risk, the employee must inform the supervisor of his/her concerns and, if the problem is not corrected, the employee must report the matter immediately to the respective ministry administration or the AMM Human Resource Department. Pending further review, the employee should not perform any task that the employee reasonably believes to be unsafe. It is understood that AMM reserves the right to take disciplinary action against employees who raise unfounded claims in bad faith.

## **G 120.20 Employee Responsibilities**

Employees are expected to do everything within their control to assure a safe environment and always be in compliance with federal, state and local safety regulations. Employees are also expected to obey safety rules as outlined in AMM ***Safety Manual*** (*that can be accessed on the AMM website*), follow established safe work practices, and exercise caution in all their work activities.

All employees are expected to immediately report any unsafe conditions to their respective supervisor, administrator, or a Safety Coordinator if there is one at their site. Incidents may be reported on the **Adventist Media Ministries Safety Hazard Report Form** that is available on the AMM website or by contacting the AMM HR Department.

The carrying or possessing of any substance, material, device or weapon including, but not limited to, firearms or explosives that can endanger the safety, health, or life of individuals is prohibited at any of Adventist Media Ministries locations and/or premises. Possession of such items on any AMM premise will result in immediate suspension and possible employment termination. (*See Section E 250.20.*)

## **G 120.25 Safety Assemblies/Training Sessions**

In compliance with federal, state, or local safety laws, safety-training assemblies may be conducted at the various AMM ministry offices/sites. Attendance is required and record is taken. Advance notice of these meetings will be made by email and posted in the building. Periodic evacuation drills will be conducted. All persons are required by law to exit the building during a drill.

## **G 120.30 Safety Concerns**

Safety concerns will be the responsibility of each house/operating committee of each AMM ministry. Each AMM ministry may appoint a Safety Committee that should include all those trained to act in case of emergency or disaster. In addition, the AMM Advisory Committee will address those of general concern to all employees. AMM safety suggestions should be submitted to the AMM Advisory Committee via the AMM Human Resource Department.

## **G 120.40 Equipment Maintenance Use**

Equipment is expensive and may be difficult to replace. When using equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. The employee should notify his/her supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles on the job. Safety glasses and hearing protection are

mandatory on certain equipment. Floors and work areas are to be clean. Employees have a responsibility to be sure to know all safety rules for the area in which they work.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination of employment. Likewise, violation of AMM safety rules is considered a serious matter and can also result in disciplinary action up to and including discharge.

### **G 120.50      Personal Use of AMM Property**

No personal use of AMM or ministry property is allowed without permission of the administration of the ministry/department in which the property is used or housed. AMM tools, equipment, supplies, materials, or other products and property may not be removed from the premises under any circumstances unless the employee has specific authorization to do so by their respective ministry administration or supervisor for a specific AMM business reason.

### **G 120.55      Intellectual Property**

All records, files, and documents (including correspondence) created by the employee in the course of employment are the property of the employing organization and shall at all times continue in the ownership and control of the employing organization for its use, preservation, and retention according to document management regulations and policies. Moreover, literary, computer software, and other intellectual property interest in any work prepared by any employee within his/her employment shall be considered a work made for hire with ownership vested in the employer, and no royalties or additional compensation paid to the employee for the work.

Excluded from this policy are materials closely related to an employee's professional career or graduate education such as sermons and sermon files, and graduate research materials and documents. Each respective ministry's executive committee should have a clear and voted policy defining what materials/intellectual properties are owned by the employer and which is the property of the employee/creator. (*For additional explanations see NAD WP BA 70 20, BA 70 25, and FP 30*).

### **G 120.60      Environmental Compliance**

Employees who handle chemicals or other substances that may cause health hazards or industrial pollution must follow requirements on the handling and disposal of such materials. Employees are expected to observe and follow environmental and safety rules pertaining to these materials, and to take precautions to insure that such materials are not placed in unlabeled containers where inadvertent injury or pollution may occur.

### **G 120.65      Drones Unmanned Aircraft**

It is the responsibility of every drone user to proactively manage drone risks and to follow regulations in their region. It is important that the owner and/or operator of the drone be compliant with all laws. At the present time, the Federal Aviation Administration (FAA) requires owners of most unmanned aircrafts to register their aircraft and to renew it every three years (regulations for commercial use are still being developed). Failure to follow government regulations can result in fines and/or prison sentences, *which are uninsurable*. Adventist Risk Management should insure all drones owned and/or operated by AMM ministries in order to cover instances of bodily injury or property damage through their Unmanned Aircraft Endorsement. Liability coverage for drones weighing more than 4.4

pounds is available on a case-by-case basis through ARM. Coverage for damages to the drone will need to be covered under AMM Property Policy. Any respective AMM ministry using drones should contact AMM HR Department for additional details and to be sure insurance protection is available and obtained before using drones.

Operators should always follow all local laws. Should there be few or no local regulations, the following guidelines should be kept in mind:

1. Fly no higher than 400 feet.
2. Stay 25 feet away from people, vehicles, and property.
3. Contact local airport before flying within 5 miles of an airport, or no more than 2 nautical miles from a heliport.
4. Do not fly near or over sensitive infrastructures or property.
5. Do not violate privacy without permission.

## TECHNOLOGY: Acceptable Use Policy

### G 140.00 Introduction

With the continual advances in technology, it is very important to be knowledgeable, on guard, and utilize technology in helpful ways. In addition, caring for the environment should also be another basis for decisions when utilizing and disposing of technology.

Adventist Media Ministries expects responsible and acceptable use of technology by all of its employees and any other authorized personnel. Therefore, this section was developed to amplify what is meant by acceptable use. It can be defined as:

- Respect for another's need for access
- Respect for another's values and feelings
- Respect for one another's property
- Appropriate use of the AMM's information technologies
- ☐ Respect for ownership, right to use, and protection of information

### G 140.10 Overview

The Acceptable Use Policy should not be considered contrary to AMM's established culture of openness, trust and integrity. However, the AMM IT Department is also committed to protecting AMM's employees, partners and the ministries from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of AMM. These systems are to be used for business purposes in serving the interests of the company, and of its clients in the course of normal operations. Please review *Employee Handbook* policies for further details.

Effective security is a team effort involving the participation and support of every AMM employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. If the language and terms in the Acceptable Use Policy are not familiar, the AMM IT Department can provide information and orientation upon request.

## **G 140.20      Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at AMM. These rules are in place to protect the employee and AMM. Inappropriate use exposes AMM to risks including virus attacks, compromise of network systems and services, and legal issues.

## **G 140.30      Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct AMM business or interact with internal networks and business systems, whether owned or leased by AMM, the employee, or a third party. All full- and part-time employees, contractors, consultants, temporary assignments, and other workers at AMM and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with AMM policies and standards, and local laws and regulation

## **G 140.40      Technology Policy**

### **General Use and Ownership**

1. AMM proprietary information stored on electronic and computing devices whether owned or leased by AMM, the employee or a third party, remains the sole property of AMM. It must ensure through legal or technical means that proprietary information is protected in accordance with the Data Protection Standard.
2. Each employee and/or user has a responsibility to promptly report the theft, loss or unauthorized disclosure of AMM proprietary information.
3. Employees and qualified users may access, use, or share AMM proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties.
4. Employees and authorized users are responsible for exercising good judgment regarding the reasonableness of personal use. Respective ministries will often create guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies in the respective ministries, employees and authorized users should be guided by AMM IT Department policies on personal use, and if there is any uncertainty, employees should consult their supervisor or ministry administrator.
5. For security and network maintenance purposes, authorized individuals within AMM may monitor equipment, systems and network traffic at any time. Any communication using AMM equipment should not be considered private.
6. AMM reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### **Security and Proprietary Information**

1. All mobile and computing devices that connect to the internal network must comply with the Minimum Access Policy.
2. System level and user level passwords must comply with the Password Policy. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. Employees and authorized users must lock the screen or log off when the device is unattended.
4. Postings by employees and authorized users from a AMM email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of AMM, unless posting is in the course of business duties.

5. Employees and authorized users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

### **Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee or authorized user of AMM authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AMM-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

**System and Network Activities:** The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by AMM.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which AMM or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting AMM business, even if the person has authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing an account password to others or allowing use of an account by others. This includes family and other household members when work is being done at home.
7. Using an AMM computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making offers, fraudulent or otherwise, of products, items, or services originating from any AMM account without appropriate administrative approval.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless the IT Department has authorized and received prior notification.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Introducing honeypots, honeynets, or similar technology on the AMM network.
14. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing information about, or lists of, AMM employees to parties outside AMM.

### **Email and Communication Activities**

1. When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company". Questions may be addressed to the AMM IT Department, administrative manager, and/or the HR Department.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
7. Use of unsolicited email originating from within AMM's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by AMM or connected via AMM's network.
8. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).

### **Blogging and Social Media**

1. Blogging by employees, whether using AMM's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of AMM's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate AMM's policy, is not detrimental to AMM's best interests, and does not interfere with an employee's regular work duties. Blogging from AMM's systems is also subject to monitoring.
2. AMM's Confidential Information policy also applies to blogging. As such, employees are prohibited from revealing any AMM confidential or proprietary information, trade secrets or any other material covered by AMM's Confidential Information policy when engaged in blogging.
3. Employees and authorized users shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of AMM and/or any of its employees. Employees and authorized users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by AMM's Non-Discrimination and Anti-Harassment policy.
4. Employees and authorized users may also not attribute personal statements, opinions or beliefs to AMM when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent himself or herself as an employee or representative of AMM. Employees assume any and all risk associated with blogging.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, AMM's trademarks, logos and any other AMM intellectual property may also not be used in connection with any blogging activity.



## **G 140.50      Technology Policy Compliance**

### **Compliance Measurement**

The AMM IT team will verify compliance to this policy through various methods, including but are not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### **Non-Compliance**

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **BUILDING POLICIES & REGULATIONS**

## **G 150.00      Courtesy**

As a Seventh-day Adventist institution, Adventist Media Ministries firmly believes in the “Golden Rule” of treating those with whom all employees come in contact in their work with the same courtesy, professionalism, and respect which they would like to be shown themselves and to the entire society. In the parking lot, in the office, on the street, and wherever people meet, the employee should be recognized for refined courteous conduct. The standard will be reflected in telephone conversations, letters, business dealings, all communications, and relationships with fellow employees. *(NAD WP E 80 20 2)*

These principles require employees to abide by applicable federal, state, and local governmental non-discrimination laws in their dealings with customers, visitors, vendors and suppliers, including appropriate accommodations for disabled individuals in order to permit them comparable access to the services and facilities as provided to non-disabled individuals. Employees who receive requests for such accommodations should always ask for management guidance before rejecting an accommodation request.

Consistent with the Golden Rule philosophy, all employees are expected to take personal responsibility to try to get along with others who may have diverse beliefs, backgrounds, or other differences, and to display common courtesy in their dealing with one another. The common courtesy which is expected of employees includes, but is not limited to: being careful to avoid teasing and unkind “jokes” or remarks about the personal characteristics of another person; avoiding workplace discussions of issues likely to generate disputes; avoiding racial, ethnic or sexually-oriented jokes; avoiding invasions of the personal privacy of others, and otherwise making genuine efforts to treat others with the same courtesy, consideration, and respect that the employee would like to receive. It also means avoiding any use of position or power for personal gain or advantage (including using influence or position to engage in any conduct which would constitute harassment under this policy).

There are a number of reasons why AMM places a strong emphasis on the use of common courtesy in dealing with others. The most important reason is that it believes that this policy helps to establish an environment of trust within AMM that makes it easier to work together productively, because this trust allows all to give each other the benefit of the doubt when problems arise. This environment of trust, in turn, makes it easier to resolve misunderstandings and work out satisfactory solutions if some mistake has been made.



## **G 150.05      Visitors to Offices**

From the first moment that a visitor would call and/or arrive at one of AMM's ministry sites, the importance of a positive contact is critically important. However, safety is also critical and should be top priority for the employee/receptionist who might make the first contact with a visitor. Therefore, each respective ministry site should develop the appropriate protocols for visitors that might include:

- Visitors should be encouraged to make appointments if they wish a tour.
- If a department and/or employee arrange an appointment, it is wise to notify the front desk of the name and time of arrival of the visitor and whom to call upon arrival.
- Although it is generally better to not allow an unescorted visitor(s) into the building for safety reasons, it will be up to the receptionist on duty to decide whether or not the visitor should be met in the lobby by an employee before entering. This is because it is generally not wise for the receptionist to leave the front desk to escort a visitor.
- Each ministry's office should establish the guidelines for tours that might include trained "courtesy guides" for those visitors who wish tours.

## **G 150.10      Social Events**

Each year AMM ministries may provide a variety of social functions. Employees who do not attend functions held during the workday are expected to work or use their paid leave time if they are not in attendance at the planned social event.

## **G 150.15      Mail Service**

Personal mail should be addressed to employees' homes rather than to any of the offices of the Adventist Media Ministries. Employees should not expect that those who have the responsibility of handling the mail to assist with personal mailing.

## **G 150.20      Use of Internet/Telephone/Modem Lines**

**Personal Internet Use and Phone Calls** – Personal Internet use and telephone calls should be kept to a minimum and of limited time duration. Whenever possible such use and calls should be made during an employee's lunch period/morning/afternoon break time. Respective administrators/directors, at their discretion, may ask the employee to identify and pay for personal use and calls of what may be considered major abuse of the resources of the ministry.

**Personal Business** – Employees shall not publish other employees' telephone/internet addresses in connection with secondary jobs or non-related office activities.

## **G 150.25      Solicitations and Vending**

Solicitation of employees by co-workers and non-employees is distracting and may be annoying or embarrassing for the employees who are approached. For this reason, the following guidelines are to be used as noted below:

1. **Solicitations by Employees** – Employees are to avoid business activities for personal benefit, including solicitation of other employees during office hours. In general, it is

preferred that fellow employees not be individually solicited even for denominational projects.

2. **Solicitation/Vending by Non-Employees** - Non-employees shall not engage in any solicitations of, or vending to, employees during working hours. Advertising/promotional material, brochures, etc., may be placed in the building, but generally should not be displayed on employee bulletin boards without the approval of the respective administration of the ministry and/or AMM Human Resource Department.

### **G 150.30      Personal Business**

Caring for personal affairs while clocked in or not on break should be limited to only emergency matters that cannot be done outside of office hours.

### **G 150.40      Floral Arrangements**

Although a respective ministry might also wish to send flowers, the AMM Human Resource Department will send floral arrangements on the following occasions if notified by the respective ministry administration:

1. **Deaths**
  - a. Current employees and their immediate families
  - b. Retired and former employees
2. **Serious Illness**
  - a. Current employees
  - b. Retired employees

### **G 150.45      Training Courses & Seminar Attendance**

When requested by their supervisors and/or the respective ministry, participation by employees in training courses or seminars must be approved by the respective administration and the respective house/operating committee. Expenses are not taxable income to the employee if authorized by the ministry and should be reported on the Worker's Expense Report and signed by the respective administrator.

### **G 150.50      Non-Exempt Travel and Appointments Away From Office**

The respective house/operating committees may authorize the absence from the office of hourly employees for events necessitating the presence of a staff member. See the *Employee Handbook* section on Travel (T 500.10) and contact the AMM HR Department for remuneration and additional information.

### **G 150.55      Meals in Office**

Because of cleanliness issues, equipment safety apprehensions, and pest control concerns, eating at one's desk is highly discouraged. Garbage or eating debris should always be put into the designated trashcan and never be put into those near or in workspaces. In addition, non-exempt employees should clock out for meals and/or be on their official break time if partaking of personal food. Eating and working at the same time are not conducive to productive work time. For this reason, meal rooms are provided for employees to use during breaks and meals. Employees are responsible for cleanliness of these areas. A microwave and refrigerator may also be provided. Items in the refrigerator should be marked with the owner's name. All items in the refrigerators must be removed in a timely

manner. Any items left in the refrigerator may be thrown away at any time if it becomes unhealthy or a nuisance.

### **G150.60      Breastfeeding provision**

As required by local laws, provision shall be made in each AMM ministry site to accommodate working breastfeeding mothers who need to express milk during work time per the following:

1. Reasonable break times during the day will be allowed each time the employee needs to express breast milk. Employees are expected to use the paid morning and afternoon breaks as part of this provision.
2. Each AMM ministry site will designate a private room with appropriate accommodations, including, but not limited to, an inside lock for privacy and a refrigerator where expressed milk can be stored. If needed, a sign-up schedule can be provided for the use of the room.
3. Employees must provide their own clearly marked containers.
4. This provision is in effect for one year from date of child's birth.

### **G 150.65      Children in Office Complex**

All employees are to refrain from bringing their or any other children into any office complex because of safety reasons and to maintain a productive work environment.

### **G 150.70      Personal Use of Media**

The use of personal media technology (including, but are not limited to, radios, tape recorders, TV sets, smart phones, iPads, etc.) during working hours, except for job related purposes, is discouraged. At no time should another employee's work environment be disturbed by noise from these devices. In addition, administrators/supervisors should even be consulted before using headphones to listen to music.

### **G 150.75      Animals in Adventist Media Ministries Facilities**

Employees are not permitted to bring animals or pets of any kind into an office facility. This is primarily because of safety reasons and to maintain a productive work environment. An exception may be made for service animals.

### **G 150.80      Expenditure of Funds**

It is a sacred responsibility to be stewards of the Lord's funds that have been contributed by God's faithful people. In expending these funds for travel and other purposes, employees should exercise more care and a greater sense of accountability than might even be exhibited in the handling of personal funds. *(NAD WP E 80, Y 05, Y 06, Y 07)*

### **G 150.85      Verification of Employment – Current and Former Employees**

All requests for verification of employment of current and former employees by prospective employers are to be referred to AMM Human Resource Department for appropriate follow up and response.

Additionally, the AMM Human Resource Department often receives requests from lending and other credit institutions to provide employee-related information. Despite any employment information that the Adventist Media Ministry sends to a lender, AMM does

not make, and is not making, any promise, prediction or guarantee of future employment for any period of time. Again, at-will employment means that either the employee or the organization can terminate employment at any time, for any or no reason.

In response to requests for information, AMM Human Resource Department will confirm dates of employment and positions held. No information is provided regarding performance of employees. A signed waiver and release from liability is required from current and former employees prior to the release of any performance, financial, medical or other personal and sensitive information. (*NAD WP E 70*)

## **G 150.90      Using Employees for Personal Work**

No employee should require another employee to do personal work as part of his or her job duties. Examples might include, but are not limited to, writing checks to pay bills, typing personal correspondence, addressing Christmas cards, personal shopping, personal pickups or as a shuttle, or any other personal items.

## **G 150.95      Bulletin Boards**

Employee bulletin boards have been strategically located in various areas to facilitate appropriate communication among the staff at each ministry site. Employees should not post materials on any bulletin board and should use the following procedure:

- 1. Acceptable Material to be Posted:**
  - a. Posting required federal/state/local employment regulations, and other employee-related information as deemed appropriate by the AMM Human Resource Department. At no time should any other material cover these posters.
  - b. Announcements such as “For Sale/Rent” items (with the exception of items from realtors) and outside-work-hours personal services being offered by employees (i.e. house painting, mechanics, etc.) with the permission of the respective ministry administration.
  - c. Community and church-related events with the approval of the respective ministry administration.
  - d. Other items considered appropriate and approved by the respective ministry administration and/or the AMM Human Resource Department.
- 2. Procedure for Posting Approved Material**
  - a. Submit material to the respective ministry administration and/or the AMM Human Resource Department for approval.
  - b. The respective ministry administration’s office and/or the AMM Human Resource Department will post material.

## **GENERAL INFORMATION FOR EMPLOYEES**

### **G 160.05      Importance of Accurate Data**

AMM relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions of any of this information or data may result in the exclusion of the individual from further consideration

for employment, or, if the person has been hired, may result in termination of employment. It is the practice of the AMM to do employment references of all employees.

## **G 160.10      Personnel Data Changes**

In order to facilitate effective communication concerning vital employment information, it is the responsibility of each employee to promptly notify their respective ministry administration or supervisor *and* the AMM Human Resource Department of any changes in personnel data. Personal mailing addresses, email addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **G 160.15      Employee Records**

Each employee has a personal file in the AMM Human Resource office containing his or her employment records. These records are confidential and are available for viewing only to the employee to whom they pertain on an appointment basis, and to officials reviewing records for promotion, transfer, discipline or grievances. *(NAD WP BA 70 and E 70)*

Employees must make an appointment or arrange to view their personnel file with the AMM Human Resource Department during normal working hours. They should also obtain permission from their supervisor if they use more than their normal break time. The file must be viewed in the AMM Human Resource Department in the presence of the AMM Human Resource Director or Assistant to ensure that nothing is removed, destroyed or altered, and to make sure the file is returned to its proper place.

The right of an employee to view his/her personnel file does not apply to:

1. records relating to the investigation of a possible criminal offense;
2. letters of reference;
3. rating reports or records that were obtained prior to the employee's employment; or those reports prepared for a committee; or those obtained in connection with a promotional examination.

The employee only has a right to copy documents that he/she has signed relating to obtaining or holding employment and can be subject to a reasonable fee for each copy.

## **G 160.20      Cashing Checks**

The ability of AMM Treasury and/or a respective ministry office to cash personal checks for employees may not exist or be offered because of the limitations of time and cash on hand. It is important to check with the respective ministry administration and/or treasurer. In addition, all personal items should be cared for on personal time and not cause undue work for the employee fulfilling any personal request.

## **G 160.25      Lost and Found**

The respective ministry administration will explain the process of handling misplaced items in the office.

## **G 160.35      Notary Public**

Respective administrators will inform employees of the process to notarize ministry and/or other work-related documents that must be signed in the presence of a Notary Public. However, handling individual notary needs on personal time may be limited in order to not cause undue work for the employee fulfilling any private requests that are not job related. Where there is a qualified Notary Public on site, it is important to check with the respective ministry administration and/or treasurer for protocol if there are personal notary needs.

#### **G 160.40      Suggestions**

Suggestions to improve office operations and reduce expenses are welcomed and appreciated. Suggestions may be made to the respective AMM ministry administration and/or the AMM HR Department.

#### **G 160.45      Silent Whistle Program** *(Whistleblower CA Code 1102.5)*

If an employee has a concern regarding perceived unethical activity while at work, the individual is encouraged to talk with a supervisor, administrator, or AMM HR Director. However, at times an employee may not feel comfortable voicing the issue directly. In such situation(s) an employee may access a third-party reporting system that provides anonymity to the caller. To access the system the employee may either call 877-874-8416 or go online to <http://adventist.silentwhistle.com> and follow the steps as outlined. Adventist Media Ministries will not retaliate against an employee who in good faith has raised a complaint on the basis of a reasonable belief that the practice is in violation of acceptable ethical behavior, the law, or a clear mandate of public policy. *(See also Conciliation & Problem Resolution Procedures, E 230)*

#### **G 160.50      Wellness Programs**

AMM encourages all eligible employees who are on the HCAP health plan to reference the resources available with HealthScope and the Healthy For Life Rewards program. (More information can be obtained by going to AMM website and/or at [www.healthscopebenefits.com](http://www.healthscopebenefits.com)). In addition, each respective AMM ministry site may develop Wellness Programs for employees in order to promote and maintain physical health. Respective administrators will inform employees as to what might be available.

# Employment Policies (E)



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# EMPLOYMENT POLICIES

## CONDITIONS OF EMPLOYMENT

### E 200.05 Equal Employment Opportunities

Adventist Media Center, Inc. (hereafter referred to as “Adventist Media Ministries” and/or “AMM”) of Seventh-day Adventists is a non-profit religious corporation that includes the technology of radio, television, Internet, and yet-to-be-discovered media ministries and their support services. The employment practices of the Seventh-day Adventist Church reflect religious preferences in harmony with the United States Constitution and controlling laws. (*NAD Working Policy E 86*)

AMM is committed to providing a respectful and professional work environment for all employees. It prohibits any and all harassment, discrimination, and/or retaliation based upon race, color, gender, national origin (including language-use restrictions), ancestry, age (40 and over), height, weight, marital status, medical condition (including HIV and AIDS), genetic information, denial of family and medical care leave, military and veteran status, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), physical or mental disability that does not prohibit performance of essential job functions, or any other basis protected by federal, state or local law or ordinance or regulation.. AMM also prohibits unlawful harassment, discrimination, and retaliation based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Any such conduct, whether committed by an employee, manager, supervisor, or a third party, is unlawful. These policies are reflected in AMM practices and policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In addition, AMM prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates AMM policy. Any complaint of discrimination or harassment should immediately be brought to the attention of the immediate supervisor and/or AMM Human Resource Director.

**HARASSMENT (See also E 240.10 and *Index*):** Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

**DISABILITIES:** To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, AMM will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship in job performance would result. Any applicant or employee who requires an accommodation in order to

perform the essential functions of the job should contact their supervisor, administrator, and/or AMM HR Director and request such an accommodation. The individual with the disability should specify what accommodation is needed to perform the job. AMM HR then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. AMM HR will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship on job performance, AMM HR will work with the ministry to make the accommodation.

**COMPLAINTS AND REPORTS (See also E 230.00 to E 230.30 and Index):** Any complaint of discrimination or harassment should immediately be brought to the attention of the immediate supervisor/administrator and/or AMM Human Resource Director. The complaint shall include details of the incident or incidents, names of individuals involved and names of any witnesses. Although it is best communicated in writing, this is not mandatory (*see E 230.30*). All complaints will remain confidential, to the extent possible. Upon receipt of a complaint, AMM HR will provide a timely response to the submitter, arrange for an impartial and timely investigation by qualified personnel, and track and document the progress of the investigation. AMM HR will make every effort to ensure the timely closure of such investigations.

If the AMM HR Director finds that AMM policies concerning harassment or discrimination have been violated, the AMM HR Director will work with the respective ministry administration to make sure the effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future violations. Employees shall not be exposed to retaliation as a result of lodging a complaint or participating in any workplace investigation.

Supervisors and managers who receive complaints of misconduct under this policy shall report any and all complaints to the AMM HR Director as soon as possible. All attempts will be made to try to resolve the claim internally. Further questions concerning this policy, should be directed to the respective administrator of the ministry and/or the AMM HR Director.

## **E 200.10      Conditions of Employment**

Adventist Media Ministries strives to maintain a highly qualified staff. Personnel selection is based on the following qualifications: character, church status, aptitude, education, training, experience, ability, integrity, adaptability and ability to perform job functions (with or without accommodation). Minimal qualifications are (*see also NAD E 80 05, E 80 20, E 81 05, Y 05, Y 06*):

1. **Church Membership** – Membership in the Seventh-day Adventist Church, through baptism or by profession of faith, unreserved commitment to its objectives, and a personal relationship with Christ.
2. **Church Teachings** – Careful adherence to Bible based teachings and standards of the church by exemplifying standards of personal conduct, which would preclude:
  - a. Chemical/substance abuse such as:
    - \* Use of alcoholic beverages and tobacco
    - \* Illegal possession and/or misuse of drugs
  - b. Use of profanity
  - c. Immoral conduct including but not limited to adultery, fornication and homosexuality

3. **Lifestyle** – Personal conduct demonstrated in a lifestyle, which is expected of Seventh-day Adventists and by thoughtful attention to personal example and influence in grooming, dress, and the avoidance of extremes.
4. **Work Performance** – Ability to successfully perform the work and tasks to which one is assigned.
5. **Professional Standards** – Careful adherence to the highest professional and ethical standards in integrity and confidentiality.
6. **Loyalty** – Willing and consistent loyalty and cooperation.
7. **Stewardship** – Exemplary witness in faithful stewardship, as Biblically defined, in personal finance, tithe, time and talents. *(See E 200.15 regarding tithing)*
8. **Commitment** – Unreserved commitment and fidelity to Christian service for all employees and to ordination vows for ministers.
9. **Personal Finances** – Management of personal finances enabling one to live within one's regular income and assure the payment of all just obligations on a timely basis.
10. **Conflicting Interests** – Avoidance of conflicting interests and enterprises.
11. **Prescribed Procedures** – Compliance with prescribed procedures for resolving conflicts, disputes, complaints, and grievances.
12. **Employee Handbook** – At the time of initial employment an employee will indicate acceptance of the conditions of employment as outlined in the Adventist Media Ministries *Employee Handbook*, the *North American Division Working Policy*, and policies of the Seventh-day Adventist Church. *(NAD WP S 47 20)*

## **E 200.15 Faithful Tithing** *(see also NAD E 80 20, S 04 16)*

**Rationale** – Tithing is a basic Biblical principle, which speaks to a person's relationship with the Creator. This relationship is ordained of God for the benefit of His children. Systematic and regular tithing yields rich rewards. Among these is the bond that results between a person and the Creator. Another is experiencing the intrinsic satisfaction of giving one's self and one's means to the Lord. Our Lord's promise of special blessings to the faithful tither can be received in no other way.

**Models** – Seventh-day Adventist denominational employees are to be models in every facet of their lives. Church members must see in church workers a fidelity to basic principles, which is unequivocal. Such commitment needs to be exercised in respect of all the standards of Christian living. Such employees will demonstrate an exemplary commitment to the Lord and the teaching of His Church. Employees of Adventist Media Ministries are expected to be faithful in their tithing.

## **E 200.20 Employment Categories**

Each employee is designated as either NON-EXEMPT or EXEMPT from federal, state and local wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal, state and local laws. EXEMPT employees are excluded from the overtime provisions of federal, state and local wage-hour laws.

All individuals receiving remuneration from the Adventist Media Ministries payroll are considered at-will employees. (*NAD-WP E 70 10*) Employees can be considered REGULAR FULL-TIME, REGULAR PART-TIME, TEMPORARY, or RETIRED at-will workers. Each of the above groups is eligible for different advantages and/or benefits (*see schedule that follows in E 200.30*).

REGULAR FULL-TIME employees are considered a REGULAR FULL-TIME at-will employee at AMM if he or she has an assigned position and is scheduled a minimum of 38 hours a week during a four-day workweek (but no less than 1950 hours per year). Generally, full-time employees are eligible for AMM's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who have a regular working schedule with two classifications: (1) those who work twenty (20) hours or more per week; and (2) those who work less than 20 hours per week. Part-time employees may be ineligible to receive some of the benefits.

TEMPORARY employees are those who are hired for a limited duration of three months or less as interim replacement or other short-term assignments, usually to temporarily supplement the work force or to assist in the completion of a specific project. Temporary at-will workers are given short-term assignments to a position as either full-time (minimum of 38 hours per week) or part-time (less than 30 hours per week). While temporary employees are to receive all legally mandated benefits depending on the hours worked per week (such as workers' compensation insurance and Social Security), they will be ineligible for most other benefit programs.

### **E 200.30      At-Will Employment Classifications & Remuneration** (*NAD WP Y 05*)

In order to have an equitable basis for the remuneration of at-will employees, the guidelines adopted for the Seventh-day Adventist Church are used at Adventist Media Ministries. The philosophy of remuneration is predicated upon a spirit of sacrifice and dedication that should mark all employees irrespective of the position they hold or the department or service they represent. The work of Adventist Media Ministries, as an Adventist organization, is a mission to which lives are dedicated in selfless service. Each employee has a responsibility to personally identify with and participate in the mission of AMM and its central objective – the salvation of humanity by proclaiming the gospel to the entire world as given in the commission by Jesus Christ to His disciples. (*See R 300*)

The remuneration scale is based on job classifications without discrimination on the basis of race, national origin, physical disability, gender, genetic information, or age. Although employees may be self-sacrificing, the objective of the remuneration scale is to provide full-time workers with an adequate income while endeavoring to provide a reasonable level of comfort. (*See E 200*)

### **NON-EXEMPT and EXEMPT Classifications**

According federal law, all non-exempt at-will employees are to receive overtime compensation if they work more 40 hours per week. States also have laws in regards to overtime and need to be checked. In California, overtime is more than 10 hours per day or more than four days for the scheduled four-day workweek. Non-exempt employees who work overtime must receive prior approval from their supervisors. (*See R 310.15*)

There are, however, a number of "exemptions" from the overtime law. An "exemption" means that the overtime law does not apply to a particular classification of employees. These at-will employees are "salaried" and receive a set amount of pay for a predetermined

amount of work. There are six classifications for exempt employees. However, the most common exemptions for AMM are classified as *Executive, Administrative, and Professional*. The other three are rarely used but can be referenced if necessary. There are very particular and specific legal requirements for each of these exemption classifications. It is based upon actual duties and amount of time on what is defined as “exempt work.” There are also federal, state and local requirements for minimum salary wages that must be met. At the time of employment at AMM, an employee will be classified by the AMM HR Department as either exempt or non-exempt. Classification will determine whether or not they can receive overtime pay and to which Wage Order rules and wage laws they are subject.

### **Summary of benefits for *Exempt* Employees:**

***Regular Exempt at-will*** employees receive the following advantages and/or benefits:

- Health care assistance (*see B 400.10*)
- Retirement – Defined Benefit and/or Defined Contribution (*see B 400.80*)
- Employee Survivor Benefit (*see B 400.30*)
- Eligible for continuing education/graduate studies financial assistance (*case by case basis – see B 420.10*)
- Accrued paid leave (*also includes 3-day sick leave for those in California – see B 400.45, B 410.10, B 420.20*)
- Holidays with pay – (*see B 400.35*)
- Year-end holiday gift (*see 400.40*)
- Tuition Assistance (*see B 420.05*)
- Adoption Expense (*see B 400.15*)
- Credential and/or License (*see E 200.40*), including possible Parsonage Allowance (*B 420.75*)
- Family and Medical Leave (FMLA) -- Employees may be eligible if worked for 1 year and at least 1250 hours prior to leave – and meet other eligibility requirements (*see E 220*)
- Social Security, as well as Medicare, and Workers’ Compensation (*see B 400.55 and B 400.60*)
- Additional benefits such as: *jury duty, voting, bereavement leave, confidential counseling, farewell, moving, housing assistance, automobile and travel allowance, and other optional and additional group insurance policies*, may also be offered.

***Retired Denominational*** employees’ benefits depend on the classification for the position in which they serve and the retirement policies. Decisions are made on a case-by-case basis. Retired denominational employees can only work 28.5 hours per week for any denominational entity. Since they are limited to less than 30 hours a week in order to comply with the Affordable Care Act, any retired denominational employee who is receiving income from the Defined Benefit plan must be classified as non-exempt and report their hours worked.

***Non-Exempt at-will*** employees receive the following benefits and/or advantages for employment at AMM: (*see chart on next page*).

## Advantages and Benefits for Non-Exempt Employees

<b>Regular Full-time</b> (38 hours per week)	<b>Regular Part-time</b> (work 19 hours or more per week)	<b>Regular Part-time</b> (works less than 19 hours per week)	<b>Temporary</b> (only 3 months per year of continuous or aggregate FT or PT work)
Health Care Assistance (see B 400.10)	Eligible for HCAP if work regularly more than 30 hours per week		
Major Medical (see B 410.30)			
Retirement (see B 400.80)	Eligible for Retirement if work regularly more than 19 hours per week (see B 400.80)		
Employee Survivor (see B 400.30)			
Continuing education (see B 400.55)			
Year-end holiday gift (see B 400.40)	Year-end holiday gift (see B 400.40)	Amount up to \$40 as approved by ministry administration	Amount up to \$40 as approved by ministry administration
Holiday pay (see B 400.35 and B 400.40)	Eligible for pro-rata Holiday pay (see B 400.35 and B 400.40)		
Accrued Paid Leave (see B 410.10) 1. Paid Leave Bank for vacations), holiday pay, and up to one week sick leave per year 2. extended sick leave up to one week per year (B 410.20)	Eligible for Accrued Paid Leave (see B 410.10, B 410.20)	<b>May</b> be eligible for 3 days of sick leave if in California (see B 400.50)	<b>May</b> be eligible for 3 days of sick leave if in California (see B 400.50)
Bereavement leave (see R 320.20)	Bereavement leave pay on pro-rata basis (see R 320.20)		
Social Security & Workers Comp (see B 400.55 & B 400.60)	Social Security & Workers Comp (see B 400.55 & B 400.60)	Social Security & Workers Comp (see B 400.55 & B 400.60)	Social Security & Workers Comp (see B 400.55 & B 400.60)
Credential and/or License (see E 200.40)			
Family Medical Leave Assistance (FMLA) (E 220)	Employees may be eligible if worked for 1 year and at least 1250 hours prior to leave – and meet other eligibility requirements (see E 220)		
Other ( <b>may</b> include jury duty, voting, cell phone, farewell, confidential counseling)			

### Denominational Categories

Within the exempt and non-exempt at-will classifications above, there are several categories designated for Adventist Media Ministries that are based upon job assignment and duties. The remuneration scales provide entry levels and maximums expressed in



percentages of the NAD remuneration factor. A percent spread, based upon a recognized plan for increments, between entry level and maximum rates in the various categories has been incorporated in the remuneration scale. Maximum remuneration should not be expected and normally is not achieved until the completion of between five and ten years of full service. When setting rates, the following items, although not limited to, are taken into consideration with respect to each at-will employee (*see Section R 300*):

- Preparation, education, and commitment
- Previous experience and achievement
- Years of service
- Responsibility and evaluations

## **Remuneration Adjustments**

From time to time it may be necessary to either increase or decrease remuneration and cost of living after consideration of a number of factors. The Board of Trustees of Adventist Media Ministries reserves the right to make adjustments and variations as provided within the *NAD Working Policy* and the legal framework of federal, state, and local laws and regulations.

### **E 200.40      Credentials and Licenses** (*NAD-WP E 05, E 10, L31-46*)

Because regular full-time at-will employees of Adventist Media Ministries are considered denominational employees, they may be classified and accredited according to the categories listed below. They are issued under the guidelines and policies of the North American Division. No person shall be included in more than one category at the same time. Credentials/licenses are issued only to regular full-time at-will denominational employees and to those under the supervision of denominationally owned institutions. They terminate when denominational employment is ended and/or the date of expiration. Adventist Media Ministries has the power to withdraw the papers it has granted, in harmony with the policies of the NAD and AMM.

#### **Ministerial Employees:**

1. Ministerial Credential – to ministerial employees who have been ordained to the ministry and are authorized to perform all the ministerial functions of the Church without limitation.
2. Ministerial License – to ministerial employees who are recognized by a conference with an assignment in a particular territory and are on the path toward ordination.
3. Commissioned Minister Credential – to full-time ministerial employees who have been previously classified and served as a licensed commissioned minister for at least five years.
4. Commissioned Minister License – to ministerial employees who are recognized by a conference with an assignment in a particular territory. Such employees must be ordained and must currently be serving as a local elder.

#### **Non-Ministerial Employees:**

1. Administrative Ministries Credential – to non-ministerial employees who are in leadership positions with no less than five years in denominational service.
2. Administrative Ministries License – to non-ministerial employees who are leaders with less than five years experience.
3. Missionary Credential – to employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and remuneration is approximately the maximum for their category.
4. Missionary License – to employees with less than five years service.

5. Employment Certificate – may be issued by the employing organization to all employees not holding and/or are eligible for credentials or licenses from a denominational organization.
6. Other – there are also categories for education, literature evangelists, as well as other special circumstances as provided for in the *NAD Working Policy*.

## EMPLOYMENT REGULATIONS AND POLICIES

### E 210.00 Employment Procedure

1. **Application** – All prospective employees desiring employment at Adventist Media Ministries must complete a formal application for employment and submit it to the AMM Human Resource Department before any consideration can be given to hiring and placement. Adventist Media Ministries reserves the right to request a post-hiring physical examination as allowed by law and, if it does so, it is responsible for the expense. Applicants may also be tested, interviewed and screened by AMM Human Resource Department as well as by respective AMM ministry personnel. No representative of the employer, other than written documentation from the AMM Board of Trustees, has the authority to enter into any employment agreement at any time during employment process (including the setting of remuneration rates) with the prospective employee.
2. **Right to work** – All persons wishing to be hired by Adventist Media Ministries must demonstrate that they are eligible to work in the United States through the I-9 identification process. If the person is not eligible to work in the United States and/or cannot provide documentation of his or her ability to do so, that person cannot become an employee of Adventist Media Ministries and cannot be put on the payroll. Federal law prohibits any individual from engaging in fraud in completing the I-9 form by using false statements or documents. Furthermore, Adventist Media Ministries must warn an individual that he or she must attest under penalty of perjury as to his or her status as a citizen on the I-9 form. Violations of federal law can mean imprisonment or fines.
3. **Orientation** – AMM Human Resource Department and/or the respective AMM ministry administration and supervisor may conduct a general orientation program for new employees in order to provide an introduction to Adventist Media Ministries and its procedures.

### E 210.05 Job Posting Plan

1. **Procedure** – Most jobs, but not all, that become available in Adventist Media Ministries may be posted on the respective employee bulletin boards in the various AMM ministry locations and/or on the AMM website. Job openings that are to be filled by inter-departmental transfers or by individuals that the AMM Human Resource Department needs to relocate or place, but is not limited to, are samples of ones that may be excluded from this posting plan.
2. **Service Requirement** – It is generally recommended that employees should have at least one year of service in the same position at Adventist Media Ministries before applying for another AMM job.
3. **Job Information** – Posted notices for available jobs usually will provide the following information: the job title; a brief description of the job; education/experience/skills required; whether exempt or non-exempt and full- or part-time; time of posting and

possible expiration date. Additional information regarding job openings may be obtained from the AMM Human Resource Department.

4. **Evaluation Criteria** - Promotions and/or transfers may be based on several criteria, such as performance evaluations, education, prior experience, applicable job skills, test results (if applicable) and/or recommendations. Seniority may be given special consideration where ability and other principal factors are comparatively equal.

### **E 210.10 Reassignment of Job Classification and/or Duties**

Adventist Media Ministries reserves the right to change job responsibilities, transfer job positions, or assign additional job duties at any time. AMM also reserves the right to periodically review job descriptions and job duties to fulfill changing company and respective ministry needs. AMM may occasionally require employees to work on special assignments in addition to normal job duties.

### **E 210.15 Protocols and Procedure for Transfer of Employees**

Procedures for transfers of personnel within Adventist Media Ministries or for calls to such personnel from other denominational organizations is based on the same philosophy which governs the procedures outlined in the *North American Division Working Policy* regarding calls and transfers between divisions, unions and conferences. These procedures are as follows for calls or transfers between ministries (*NAD WP E 45*):

1. **Procedure** – All plans or proposals from ministries to extend calls for and/or to make contacts for inquiry with employees in other ministries shall be submitted to the AMM Human Resource Department by the respective administration for processing.
2. **Prior Permission** – Any AMM ministry interested in making a contact for employment inquiry with an employee in another AMM ministry shall obtain prior permission to do so from the administration of that respective AMM ministry.

### **E 210.20 Administrative Reviews and/or Leave**

Adventist Media Ministries reserves the right to place an employee on administrative review and/or leave for inadequate performance or improper behavior at any time during employment. If allowed to continue employment after the administrative review and/or leave, the employee will continue to be subject to the conditions of employment and performance requirements discussed elsewhere in this *Employee Handbook*. An employee may also be discharged at any time if it appears the employee is unable or unwilling to correct a problem or if continued employment would be contrary to the best interest of Adventist Media Ministries or the welfare and safety of other employees.

Pursuant to the “at-will employment status” doctrine by AMM, this section should not be construed to imply that any employee has an entitlement to administrative review or leave prior to termination, or that cause must be given for any termination.

While on administrative review and/or leave, an employee may be denied access to any AMM building, office, computers, phone, and other communication devices.

### **E 210.30 Employments of Relatives**

It is a generally accepted business practice that family members are not employed and assigned in situations where another relative will supervise them. Adventist Media

Ministries, while ascribing to the concept of not employing relatives to work in the same department, sometimes has unique situations that make it advisable for family members to work in a team setting or in a specific department or respective AMM ministry.

Whenever it is deemed advisable for family members to work in the same AMM ministry/department or media entity, the appropriate house/operating committee shall take a specific action to approve and recommend such an arrangement to AMM Advisory Committee. It is understood that at no time should a family member supervise another family member.

### **E 210.35      Holding Other Employment**

Employees are expected not to hold other employment or engage in other activities not compatible with the full and proper discharge of the duties and responsibilities of the position held. Respective administrators as well as the respective house/operating committee may review and recommend what action should be taken to the AMM Advisory Committee if the ministry determines that the outside activities are interfering with the employee's efficiency and contribution. *(NAD WP Y 06)*

### **E 210.40      Conflict of Interest** *(NAD WP E 85)*

Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well-being of the denomination and/or Adventist Media Ministries. A conflict of commitment shall mean any situation that interferes with an employee's ability to carry out his/her duties effectively.

Employees, at the time of initial employment, shall sign a declaration statement that will indicate acceptance of compliance and resolve to remain in compliance with the conflict of interest and/or commitment policy as stated in this *Employee Handbook* and in the *North American Division Working Policy manual (E 85)*.

A trustee, officer, executive committee/board member, employee, or volunteer has a duty to be free from the influence of any conflicting interest or commitment when serving the organization or representing it in negotiations or dealings with third parties. Both on and off the job an employee is expected to protect the best interests of the employing organization. The following list, though not exhaustive, describes circumstances and conditions that illustrate conflict of interest or commitment:

1. Engaging in outside business or employment that encroaches on Adventist Media Ministries' call for the full services of its employees even though there may not be any other conflict.
2. Engaging in business with or employment by an employer that is in any way competitive or in conflict with any transaction, activity, or objective of the organization.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to the denominational organization.
4. Making use of the fact of employment by Adventist Media Ministries to further outside business or employment, associating the denominational organization or its prestige with an outside business or employment, or using one's connection to the denomination to further personal or partisan political interests.

5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing from any third person, excluding financial institutions, who are a supplier of goods or services, or lending to/borrowing from a trustor or anyone who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
7. Accepting or offering any gratuity, favor, benefit, or gift of greater than normal value or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
8. Making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
9. Using denominational personnel, property, equipment, supplies, or goodwill for other than approved activities, programs, and purposes.
10. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for Adventist Media Ministries.
11. Using one's connections within the organization to secure favors for one's family or relatives.

## **E 210.45      Work Schedule**

Adventist Media Ministries operates on the basis of a 38-hour workweek. The normal workweek for a full-time employment is thirty-eight (38) hours, but no less than 1,950 hours per year. (*NAD E 70 10*)

1. **Regular Schedule** – the respective ministries will set regular scheduled work hours for most employees (usually, but not necessarily, beginning at 7:00 a.m. and continues until 6:00 p.m. with core hours from 8 to 5, Monday – Thursday), including a minimum of half-hour unpaid lunch period. This means ten (10) hours per day per a four (4) day workweek. According to federal law, overtime for non-exempt is more than forty (40) hours per week. At the date of this *Employee Handbook*, overtime in California for non-exempt are more than 10 hours per day, 40 hours per week, or more than 4 days in the weekly schedule (all hours on the 5<sup>th</sup> day of the week are overtime). Please check with AMM HR for current overtime rules.
2. **Flexible Schedule** – A flexible work schedule, which includes core hours and variable arrival and departure times, is available for hourly employees. The supervisor and the respective AMM ministry administration must approve a request for a flexible schedule. The program may be subject to change at any time.
3. **Recording Time** – All hourly employees shall record actual work time to the nearest five (5) minutes. Employees must check with their respective ministry supervisor and administration as to how to record their time. Time sheets shall be forwarded to the AMM Payroll Department on a weekly basis. If the administrator of the respective ministry is in agreement as to protocol, corrections may be sent by email to AMM

Payroll with a copy to supervisor and/or administrator of the respective ministry. Any corrections shall be forwarded immediately to the AMM Payroll Department.

4. **Breaks** – Employees who work full morning or afternoon periods are permitted a 10-minute break for each four (4) hours of time worked during their morning and afternoon work periods. Provided their respective ministry administration and supervisor approve, those employees who walk one mile or exercise during the break are then allowed a total of 15 minutes for these activities. These rest periods normally occur at 10 a.m. and 3 p.m. on a regularly scheduled workweek. However, rest periods may also be taken whenever the employee works an irregular schedule that includes a four-hour segment of time or major fraction thereof. Employees are entitled to and encouraged to take an unpaid meal break of at least thirty (30) minutes if they have worked for five (5) or more hours a day.
5. **Overtime** – When operating requirements or other needs cannot be met during regular working hours, employees may be given overtime work assignments. In some instances, it may become mandatory. Non-exempt employees are not permitted to decide on their own initiative that they will work overtime, as this could cause the AMM ministry or department to be required to make large unexpected payments for time that it never needed or expected to have been worked. All overtime work must receive the supervisor's prior authorization. Working more than 38 hours per week without obtaining express approval by the supervisor may subject a non-exempt employee to disciplinary action, up to and including discharge.

## **E 210.50 Self-Supervision**

Since the officers and department directors may sometimes be out of the office, many employees whose functions are primarily in the office will sometimes need to work without close supervision. Employees are expected to conscientiously observe the office hours and apply themselves diligently to their work. They should refrain from visiting with fellow employees or visitors for extended periods, doing personal work, or spending time in other non-productive activities.

## **E 210.55 Professional Appearance and Conduct**

Professional circles generally accept the right of any organization to set regulations, standards, and principles governing professional appearance and conduct. Management reserves the right to interpret policy and to rule on misunderstandings or disagreements relative to the application of these standards.

## **E 210.60 Professional Appearance Policies**

Employees at Adventist Media Ministries play an important role in presenting to visitors and co-workers alike a positive image of conservative Christian professionalism as exhibited through dress and personal appearance. Modest dress, personal grooming, and overall professional appearances of employees truly reflect commitment to the highest levels of Christian values in dress and appearance.

For these reasons, Adventist Media Ministries, while not acting as conscience for others, requires all of its employees, from the very first day of employment, to follow personal appearance standards outlined below except as they may be in conflict with existing legal statutes. It is advisable to discuss expectations in advance with supervisors and respective administrators in order to avoid misunderstandings.



It is the responsibility of the individual administrators, department directors, as well as the AMM Human Resource Director to implement the personal appearance policies. Should an employee's appearance not be in harmony with the standards as outlined, the employee may be requested to return home to change into more appropriate attire.

1. **Dress** – Employees are expected to dress in modest business attire in a manner that is normally acceptable in a conservative work environment. The respective AMM ministry administration shall approve alternative suitable attire for certain tasks.
2. **Cosmetics and Perfumes** – Natural makeup is permitted if applied lightly and inconspicuously. Perfumes and colognes should be used in moderation or not at all due to the possible sensitivity of coworkers.
3. **Jewelry and Accessories**
  - a. The wearing of jewelry is discouraged, including, but not limited to, earrings, necklaces, bracelets, body piercing, and visible tattoos.
  - b. A wedding band and medic alert identification are acceptable.
  - c. Acceptable accessories, such as wristwatches, functional clips, ties, scarfs, hair and lapel pins, are acceptable if modest and in moderation.

#### **E 210.65      Confidential Information** *(see also policy on Intellectual Property G 130.55)*

Many times within Adventist Media Ministries there are strictly confidential disclosures of a personal or organizational nature. Employees will protect themselves and the organization by not allowing the dissemination of such information to family, friends, or strangers unless authorized to do so by the appropriate administrator. *(NAD WP BA 70, E 85 15)*

#### **E 210.70      Daily Worship Attendance**

A worship period, which all employees are expected to attend at their respective work sites, is part of the work schedule. This worship period is designed to encourage a spirit of loyalty and devotion to the Lord, to assist in creating a spiritual atmosphere, and to provide fellowship and the opportunity to disseminate vital information.

### **LEAVES OF ABSENCE including FAMILY MEDICAL LEAVE (FMLA)**

#### **E 220.00      Introduction**

The purpose of this section is to identify the common reasons that employees request time off work, and to provide some guidelines on when AMM will treat such absences as excused (so that no disciplinary action will be taken for the absence). Obviously, not every possible situation can be envisioned or identified, and AMM retains the right to decide whether or not a particular absence should be excused in any particular situation.

#### **E 220.05      General Guidelines on Attendance**

If Adventist Media Ministries did not need employees at work, it would not have hired anyone. Thus, every effort should be made to keep any absences from work to a bare minimum.

Federal, state, or local laws require certain types of leaves. These types of leaves include leaves to obtain treatment for work-related injuries, FMLA leave (including pregnancy leave); military leave; time needed to vote; and appearance in court for jury duty or in



response to a subpoena. AMM may grant an approved absence if an employee meets the eligibility requirements for requested leaves related to the above reasons. Upon receipt of a timely notice for such leaves; proper verification of the need for such a leave; and completion of any necessary forms and paperwork, the leave request may be considered whenever possible.

In addition to these government-required leaves, AMM realizes that times will arise when an employee may need to take time off from work because of minor illnesses, or in order to attend to various civic, personal, or family matters which cannot be handled outside of the normal work day. By the same token, when an employee misses work (especially if the work cannot be made up), this creates a hardship on AMM and on other co-workers who need to cover for the employee. Repeated absences, even for what may appear to the employee to be good reasons, may result in disciplinary action unless the law allows for the absence in specific jurisdictions.

Before AMM can consider making an effort to accommodate a request for time off from work for absences which are not covered by federal, state, or local laws, AMM needs to receive as much advance notice as possible of any anticipated absence. Requests for time off are more likely to be approved where considerable advance notice is given; the reason for the absence is legitimate and verifiable; the nature of the absence requires that the employee miss all or part of the normal workday; the employee has presented a workable plan for making up missed work and/or can propose a workable redistribution of his or her work to others during the absence; and the employee has remaining paid leave time available which may be applied to the absence. Where the employee has given little or no notice of the absence and the absence was avoidable with reasonable care (e.g., forgot to set alarm or overslept, etc.), the absence is very likely to be treated as unexcused – even if the employee is allowed or required to make up the time.

The issue of whether the absence will be excused is different from the decision on whether the absence will be paid. Unexcused absences by non-exempt employees will be treated as unpaid if the employee has no “paid leave time” available in their paid-leave bank. When paid leave is available, it will be applied to the absence whether excused or non-excused. When the time off is an approved FMLA (or other state or local statutory leave) the non-exempt employee who qualifies may also have access to an “extended sick leave” or “major medical leave.” (*see B 410*)

Exempt employees may only have wages cut for unexcused absences for a full day or more and only in full-day increments. FMLA approved leaves (or other similar state statutory leaves) are considered excused leaves and will be paid. Exempt employees may contact AMM HR Department for more information on absences. (*NAD WP E 83*)

## **E 220.10      Leaves of Absence** (*NAD WP E 45 90, E 83*)

1. **Procedure** – Leaves of absence may be granted for study programs, or extenuating circumstances (*NAD WP E 45 85*). Requests must be submitted in writing by the employee to the supervisor/department director for consideration by the respective AMM ministry’s house/operating committee. The AMM HR Department must then be notified in order to arrange a process review by AMM Advisory Committee. Leaves for Family and Medical Leave Act (FMLA) purposes should be requested in accordance with **E 220**. For other leaves of absence, the AMM Human Resource Department can provide information regarding respective employee requirements and/or benefit for exempt or non-exempt workers. (i.e. sick leave, pregnancy leave, graduate study, military service, spouse of returned military personnel, etc.).

2. **Conditions** – When the respective AMM ministry house/operating committee approves a leave of absence, the specific conditions shall be clearly defined and communicated to the employee in writing with a copy to the AMM HR Department to be put in the personnel file of the employee. These shall include the length of the leave of absence, financial assistance, continuation of benefits, if any, and the responsibility, if any, of Adventist Media Ministries to re-employ the person (*NAD WP E 45 90*). For other Family and Medical Leave Act purposes, see this section.

## **E 220.15 Time Off Without Remuneration**

1. **Requests** – Employees who desire a few weeks of time off without remuneration for personal reasons shall submit their request to their respective department director who will seek the consent of the respective ministry administration. The administration will process the request through the approval procedures with the AMM HR Department. For Family and Medical Leave Act purposes, see this section.
2. **Approval** – Upon approval of the respective ministry department director and administration, the request shall be referred to the respective AMM ministry house/operating committee for a decision.

## **E 220.20 Family and Medical Leave (FMLA) (*NAD WP E 83*)**

The Family and Medical Leave Policy of Adventist Media Ministries outlines the conditions under which an employee may request time off with or without pay for a limited period with job and accrued benefit protection.

For further information or a more detailed description of Adventist Media Ministries Family and Medical Leave Policy and procedural process, the AMM Human Resource Department **shall** be contacted.

1. **Definition** – A family and/or medical leave of absence shall be defined as an approved absence of an eligible employee for up to twelve weeks within a twelve-month period under particular circumstances that are critical to the life of a family. Leaves may be taken for the following reasons:
  - a. Birth of an employee's child;
  - b. Placement of a child with an employee for adoption or foster care;
  - c. Need for an employee to care for a child, spouse, or parent who has a serious health condition;
  - d. Family members of military personnel under a "qualifying exigency;"
  - e. Up to six months leave for family members to care for veterans injured while on active duty in the U.S. Armed forces;
  - f. When an employee is unable to perform the functions of his/her position because of a serious health condition.
2. **Scope** – The provisions of this policy shall apply to all family and/or medical leaves of absence approved for eligible employees for the reasons described in #1 above. AMM reserves the right to automatically assign a FMLA leave to an employee if absent for more than two days.
3. **Paid and Unpaid Leave** – Family and/or medical leaves of absence shall be unpaid. However, if eligible employees have accrued paid leave benefits under employment benefit plans or policies of Adventist Media Ministries, the employees will be required to use those accrued benefits to provide compensation during all or any part of the twelve weeks leave. If the employee's paid benefits are exhausted, the remainder, if

any, of the family or medical leave will be unpaid. The use of accrued benefits will not extend the duration of an approved FMLA leave.

4. **Eligibility** – To be eligible for leave under this policy an employee must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve month period immediately preceding the commencement of the leave.

All Adventist Media Ministries employees who meet the above eligibility requirements, regardless of worksite location within the United States, are eligible for family and medical leave.

5. **Reinstatement** – An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, or one which requires substantially equivalent skill, effort, responsibility or authority.

Adventist Media Ministries may choose to exempt certain salaried, highly compensated “key” employees from this requirement and not return them to the same or similar position.

If the leave is for a health issue of the employee and once the leave has been completed, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work.

Failure to return to work following the approved FMLA leave may be considered a violation of condition for employment and/or insubordination and could be cause for termination of employment.

## 6. Basic Regulations

- a. Adventist Media Ministries will require medical certification to support a claim for leave for an employee’s own serious health condition or to care for a seriously ill child, spouse or parent. A copy of the medical certification form is available from AMM Human Resources.

Adventist Media Ministries may require a second medical opinion and periodic re-certification at its own expense. If the first and second opinions differ, Adventist Media Ministries, at its own expense, may require the binding opinion of a third health care provider, approved jointly by Adventist Media Ministries and the employee.

- b. An employee will need to obtain a job-related “fitness for duty” certificate from the attending physician or health care provider prior to his or her return to work if the FMLA leave taken was based on the employee’s own health condition.
- c. If medically necessary for a serious health condition of the employee or his/her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, Adventist Media Ministries may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position that will better accommodate recurring periods of absence or a part-time schedule.

Exempt employees may only have wages cut for unexcused absences for a full day or more and only in full-day increments. FMLA approved leaves (or other similar state statutory leaves) are considered excused leaves and will be paid. Contact AMM HR Department for more information. (NAD WP E 83)

- d. Spouses who are both employed by Adventist Media Ministries and are requesting family and medical leave for the same qualifying event are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth, adoption, or placement of a child for foster care or for the care of a sick parent (but not a parent-in-law).
- 7. **Notification and Reporting Requirements** – When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide thirty (30) days notice and make efforts to schedule leave so as not to disrupt Adventist Media Ministries operations. In unforeseen circumstances, thirty (30) days of notification may not be possible; in such cases, as much prior notice as possible must be given. In cases of illness, the employee will be required to report periodically to his/her supervisor on his/her leave status and intention to return to work. (*NAD WP E 83*)
- 8. **Status of Employee Benefits During Leave of Absence** - While an eligible employee is on leave, Adventist Media Ministries will continue the eligible employee's health care benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee pays to opt-in eligible dependent(s) and/or spouse, then while on paid leave Adventist Media Ministries will continue to make payroll deductions. While on unpaid leave, the employee must continue to make this payment which must be received by AMM Human Resource Department by the second pay period of each month (see pay day schedule). If the employee does not continue these payments, Adventist Media Ministries may discontinue dependent/spouse coverage during the leave period or will recover payments at the end of the leave period, in a manner consistent with the law.

Benefit entitlements based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

## 9. Procedures

- a. *Request for Family and Medical Leave of Absence Form* must be obtained from the AMM Human Resource Department and completed by the employee. This form should then be initialed by the respective ministry administrator and approved by the respective AMM ministry house/operating committee. The AMM Advisory Committee will review and document all FMLA leaves.
- b. All requests for family and medical leaves of absence due to illness will additionally require the completion of the *Certification of Physician or Practitioner Form* that shall also be returned to the AMM Human Resource Department. The employee should return the form within 15 days of the request for family and medical leave or provide an acceptable explanation for the delay.
- c. Once leave has been completed due to an illness, the employee must obtain job-related certification from the physician or health care provider that the employee is able to resume work. This certification must be returned to the AMM Human Resource Department.
- d. The respective ministry administrator and/or AMM HR Director will inform the employee of the decision relative to the request for leave.

## CONCILIATION & PROBLEM RESOLUTION PROCEDURES

### E 230.00 Introduction (NAD WP BA 41)

Persons accepting employment at Adventist Media Ministries have thereby indicated their willingness to support the purposes and policies of AMM and, should the need arise, to use Biblical principles (Matthew 18) in conciliation and problem resolution procedures.

Should an employee feel that he or she has not been treated fairly or justly by another employee, administrator, or supervisor, the conciliation and problem-solving procedures are offered as guidelines.

The conciliation and problem-solving procedures should not be construed as modifying AMM's "at-will employment status" doctrine as stated in the beginning of this *Employee Handbook*. These procedures exist for resolving disputes that an employee may have with his or her fellow employee and/or supervisor. It is not intended to demand or direct how an administrator, manager, or supervisor shall deal with issues related to the performance or conduct of an at-will employee's job duties.

### E 230.10 Conciliation Guidelines

**Communication** – A good relationship depends upon effective communication. If this communication is to have a favorable outcome, it must be free of obstructions that may lead to misunderstanding and deteriorating relationships. Therefore, these guidelines are offered for the benefit of employees. Ways to appropriately process conciliation are shared in an attempt to help ensure positive relationships between the possible aggrieved parties. The principles of the Bible, especially Matthew 18:15-22, should govern all communication.

- a. Always pray first for wisdom and guidance, and specifically pray for the person(s) involved.
- b. As a general rule, problems are more easily resolved if they are raised quickly so that the issue does not fester or become larger and hence more difficult to solve.
- c. If an employee believes that he/she has been treated rudely or offensively by another employee, the first step for the employee to take is to determine whether there is any reasonable chance that the offending party may have been unaware that the conduct was offensive. If so, then the employee should take personal responsibility to first try to resolve the situation by talking with the individual; advising the individual that the conduct was objectionable; and giving this individual an opportunity to correct the situation. Many times, offensive situations arise from thoughtlessness or insensitivity, or amount to clumsy efforts to joke or tease, without any true intent to do harm. Thus a private discussion that gives the benefit of the doubt to the other party is often appreciated, and usually can lead to an amicable resolution of the problem. During the meeting with the individual, avoid expressing personal feelings, as that tends to interfere with objectivity. If the problem remains unresolved, then the complaint should be brought to the immediate supervisor (or next level of management, if the supervisor is involved).
  1. Occasionally, an employee may engage in conduct that most reasonable people know would result in serious offense to another (such as racial name-calling, or very inappropriate jokes, etc.). In such situations, the employee may promptly report the matter to the immediate supervisor (or the next level of management). Other employees also have a responsibility to report these types of problems if the affected employee is reluctant to report the matter, so that

the situation does not escalate to the point where the work of everyone in the area becomes adversely affected by a poisoned atmosphere.

2. In truly urgent situations where the personal wellbeing of the employee or of a coworker is seriously endangered by the conduct of a supervisor or another coworker, the first step is to get to safety, and then to alert top management and/or the AMM Human Resource Department.
- d. Avoid informal meetings to discuss the problem with other employees because it will hinder the problem solution process and could create gossip and rumors. Refrain from expressing negative opinions or judgments about employees or AMM during this process of reconciliation.
- e. After this initial meeting, please continue to pray and be patient. Allow some time for the other party to also work on resolving the issue. It sometimes is helpful to stay in contact and to establish a mutually agreed upon time to review the progress.
- f. Follow *Problem Resolution Procedures* if problems or issues persist.

## **E 230.20      Problem Resolution Procedures** *(NAD WP BA 41, BA 42, E 87)*

Improving the working relationship between two Christian employees is the prime concern. Whenever an employee is upset with something which has occurred in the workplace, and the employee has been unable to resolve the problem through routine workplace discussions as talked about in the Conciliation Guidelines (or the employee reasonably believes that such discussions would be futile or counter-productive), the employee is invited to ask to discuss these issues further by use of the Problem Resolution Procedures included in this section. The bottom-line is that AMM is serious in its commitment to the principles of common courtesy, open communication, and application of the Golden Rule. If mistakes are made (and everyone makes them), AMM wants to have the opportunity to fix them – but it requires the commitment of everyone for this to happen. The following steps are offered with this in mind. It is recommended that the steps be followed in sequence.

1. **Initial Discussions** – The steps of the *Conciliation Guidelines* (E 230.10) should be followed first.
  - a. If there is no satisfaction, the issue or problem in question may then be discussed with the immediate supervisor. This should be done within three working days of the date when the employee became aware of the problem. Remember that supervisors are not mind-readers, and some of them may be so busy at times that they may not notice something which an employee may think should be obvious to them (or, even if they saw something, they may not realize how serious it was to the individual). It is the obligation of the employee to tell his or her supervisor an event that may be upsetting. If the employee does not like the answer, then he or she may want to go to the next step.
  - b. If satisfaction is not obtained, the matter should be taken to the respective AMM ministry administrator or department director within five working days of the date of the incident. At this point, the respective AMM ministry administration or department director may ask for a written report of the incident by the employee.
  - c. If the potential cause of the issue or problem in question is the supervisor, the employee may, at his or her option, bypass the supervisor and proceed directly to the department director and/or respective AMM ministry administration.
  - d. If not resolved at this level, the AMM Human Resource Director should be consulted.
  - e. Any complaint lodged by an employee, unless it is a criminal act that has its own legal timetable, that is at least four years old has reached its statute of limitations and will not be considered.



2. **Resolution Committee** – If the foregoing steps do not result in the resolution of the issue, the complainant may request AMM Advisory Committee for a hearing before a Resolution Committee. The procedures for the request and the hearing before this committee would be as follows:
  - a. The complainant should submit a **written request** preferably within five working days of the date of the written report (as noted in #1.b. above) to the AMM Human Resource Director with a list of specific issues for the Resolution Committee to consider.
  - b. The AMM Advisory Committee will consider the request and inform the employee of the action taken.
  - c. If the AMM Advisory Committee recommends the formation of the Resolution Committee, the employee will be informed as to the procedures for the selection of the Resolution Committee. The recommended membership of the Resolution Committee may consist of at least five Adventist Media Ministries employees who may be selected as follows:
    1. The aggrieved party may recommend two individuals one of which shall be selected by AMM Advisory Committee to serve as a committee member;
    2. The individual against whom the complaint is made may recommend two individuals one of which shall be selected by AMM Advisory Committee to serve as a committee member;
    3. The respective AMM ministry/department administrator where the problem occurred may recommend two individuals; one of which shall be selected by AMM Advisory Committee to serve as a committee member (where more than one respective AMM ministry/department are involved each respective AMM ministry may recommend two individuals);
    4. AMM Advisory Committee will appoint the chair and additional member(s) to make a total of five on the committee.
    5. If the aggrieved employee cancels a scheduled Resolution Committee, the matter may be considered settled with no further commitment to rescheduling the committee.
  - d. The Resolution Committee shall present its recommendations to AMM Advisory Committee who shall take the action that it deems appropriate.
  - e. Should this step fail to bring satisfaction, the final step is a hearing before AMM Advisory Committee. Again, if the aggrieved employee cancels a scheduled Resolution Committee, the matter may be considered settled with no further commitment to rescheduling the committee. Any appeals would then have to be considered by AMM Board of Trustees. (*NAD WP BA 41, BA 42*)
  - f. A new Resolution Committee shall be constituted for each separate incident necessitating a need for such a committee.
3. **Third Parties** – Third parties, limited to one other Adventist Media Ministries employee for each aggrieved party may attend, but shall not participate in either the hearing before the Resolution Committee or AMM Advisory Committee. The employer or the employee shall keep no written or electronic transcript of the hearing before the Resolution Committee or AMM Advisory Committee. The evaluation and the resolution determined by the Resolution Committee and/or AMM Advisory Committee may be verbal and/or written.
4. **Legal Representation** (*NAD WP BA 41, BA 42*) – The Conciliation Guidelines and Problem Resolution Procedures are designed to be an alternative process to a court system where legal representatives are present. Since the intent is to engage in a process that is semiformal, flexible, and non-legalistic, it is therefore recommended that:



- a. The presence of attorneys is discouraged unless the attorneys are present to provide expert counsel on specific legal matters. All parties must agree on both the attendance and personnel involved.
  - b. Peer representation and/or observers may be permitted if all parties in the dispute agree upon the personnel who will attend. *(NAD WP 42)*
5. **Exemptions** –The Problem Resolution Guidelines may not apply in situations that are deemed to be outside the jurisdiction of AMM or for which AMM agrees that it has no adequate process for orderly settlement. Please contact the AMM Human Resource Department for a list of possible exclusions. *(NAD WP BA 42)*. It is also important to realize that when a larger organization reviews the decisions of any other AMM ministry and/or organization, they do not assume responsibility for the liabilities of any other organization. *(NAD WP BA 42)*

### **E 230.30      Non-Retaliation Policy** *(NAD WP BA 42)*

No employee will be penalized for use of the problem resolution procedure, as long as the employee presents such requests for management review courteously and in good faith, and abides by the decisions and instructions of the immediate supervisor while the matter is under review (unless, and of course, such instructions fall within the definition of serious supervisory misconduct).

AMM is not so naïve as to believe that every problem can be resolved to everyone's total satisfaction. However, most problems arise through miscommunication or lack of understanding of the reasons for a particular decision – so, if the problem can be resolved by talking through the concerns of the employee and/or supervisor, everyone will benefit by the elimination of most workplace conflicts.

If an employee has a concern regarding perceived unethical activity while at work, the individual is encouraged to talk with a supervisor, administrator, or AMM HR Director. However, at times an employee may not feel comfortable voicing the issue directly. In such situation(s) an employee may access a third-party reporting system that provides anonymity to the caller. To access the system the employee may either call 877-874-8416 or go online to <http://adventist.silentwhistle.com> and follow the steps as outlined. Adventist Media Ministries will not retaliate against an employee who in good faith has raised a complaint on the basis of a reasonable belief that the practice is in violation of acceptable ethical behavior, the law, or a clear mandate of public policy.

### **E 230.40      Unsafe or Illegal Conduct**

Employees are expected to refuse to follow an order to do anything that involves criminal wrongdoing and/or is likely to cause harm to them or others.

## **MISCONDUCT OF EMPLOYEES & VOLUNTEERS**

### **E 240.00      Sexual Misconduct of Employees or Volunteers** *(NAD WP E 87)*

#### **Introduction**

1. **Appearances of Wrongdoing** – AMM employees and volunteers shall exemplify a Christ-like life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. AMM employees and volunteers should respect every individual. To do otherwise is not consistent with the Christian life.

2. **Violations of Christian Principles** – AMM or the Seventh-day Adventist Church never condones or disregards sexual misconduct. AMM employees and volunteers are entrusted with sacred responsibilities that include refraining from sexual misconduct. It is expected that persons functioning in these roles will not engage in such behavior.
3. **Improper Actions Compromise the Church, AMM, and their message** – AMM and its mission are compromised by improper actions of employees and volunteers. AMM seeks to respond to situations where the fitness of a person for service to AMM is called into question due to accusations of sexual misconduct. AMM also seeks to advance the healing and integrity of all persons influenced by its ministry.

### **Purpose**

1. **Model Procedures** – The purpose of this policy is to provide model procedures for use by AMM that respond effectively to allegations of sexual misconduct against other AMM employees and volunteers. Therefore, procedures have been recommended by the North American Division of Seventh-day Adventists as to how to address sexual misconduct. (*See NAD WP E 87*)
2. **Implementation** – Employees and volunteers are hereby informed in the *Employee Handbook* concerning the process and implementation of such procedures. Furthermore, AMM must comply with the abuse reporting requirements of the state or local governments in which the employee resides. If governmental agencies or authorities become involved in allegations pertaining to sexual misconduct, all individuals are reminded of their duty to cooperate.
3. **Policy limitations** – This policy is not intended to supersede any conflicting provision in existing personnel policies, valid contracts, or any provisions of the *Seventh-day Adventist Church Manual* and/or the *North American Division Working Policy*. In the event of such conflict, AMM will consult legal counsel to eliminate the conflict. Where a conflict exists, the provision of the personnel policy, contract, the *Seventh-day Adventist Church Manual*, or *North American Division Working Policy* shall prevail.

### **Definitions**

The *North American Division Working Policy* (**E 87 15**) outlines the definitions for those involved in allegations and procedures for determination of sexual misconduct. AMM will refer to those definitions if the need should arise.

### **Guiding Principles and Concepts Underlying the Development of This Policy**

The *North American Division Working Policy* (**E 87 20**) outlines the guiding principles and concepts underlying the development of this policy. AMM will refer to these principles and concepts if the need should arise.

### **Investigative Procedures and the Decision Process**

The *North American Division Working Policy* (**E 87 25 to 55**) outlines the definitions for those involved in allegations and procedures for determination of sexual misconduct. AMM will refer to those definitions and the decision process if the need should arise.

### **Education and Prevention**

Adventist Media Ministries will continually seek ways to educate its employees and volunteers that sexual misconduct is disapproved by AMM, the Church, and violates the law of the land. In addition, AMM publishes this policy through the *Employee Handbook* as well as through other methods to inform all employees and volunteers of their right to complain of sexual misconduct. (*NAD WP E 87 60*)

## **E 240.10 Harassment** (*NAD WP E 84*)

**Working Environment** – AMM, as an entity of the North American Division, values the dignity of all human beings as children of God and recognizes its responsibility to all employees to maintain a working environment free from harassment. It endeavors to achieve this environment through educating employees that harassment violates the law and will not be tolerated. AMM also endeavors to prevent harassment by publishing this policy, by developing appropriate sanctions for misconduct, and by informing all employees of their right to complain of harassment.

To maintain a work environment free of harassment and assist in preventing inappropriate workplace conduct, AMM has developed a harassment policy and complaint procedure and has designated the AMM Human Resource Director to serve as the individual to whom complaints of harassment can be made in addition to an employee's departmental director. The harassment policy and complaint procedures are in this *Employee Handbook*. All employees at the time of hire will acknowledge that they are aware of this policy and complaint procedure as outlined in the *Employee Handbook*.

**Personal Conduct** – Employees of Adventist Media Ministries are to exemplify the Christ-like life and should avoid all appearances of wrongdoing. They should not engage in behavior that is harmful to them or others or that casts a shadow on their dedication to the Christian way of life. (*NAD WPE 80 20*)

**Mutual Respect** – Employees should never be placed in a position of embarrassment because of their age, race, ethnicity, gender, genetic information, or disability. To do so would be a violation of God's law and civil laws protecting human rights and governing work place conduct.

**Sexual Harassment** – Sexual harassment is a form of harassment that involves unwelcomed sexual advances, request for sexual favors or other verbal, written or physical conduct of a sexual nature when:

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

**Improper Conduct** – Improper conduct by the employer, co-workers, and in some instances, non-employees includes, but is not limited to, the following:

- a. Any subtle or other pressure or request for sexual favors or activity, including any suggestion that an applicant or employee's giving in to or rejecting sexual advances will have an effect on that person's employment or terms of employment;
- b. Unwelcomed sexual flirtation or propositions;
- c. Unnecessary or inappropriate touching of a sexual or abusive nature (e.g., patting, pinching, hugging, repeated brushing against another person's body, etc.);
- d. Displays, whether worn on the person, displayed in offices or on personal vehicles parked in parking lots used by AMM of sexually suggestive pictures, drawings, cartoons or objects or other erotica;
- e. Threats or demands for sexual favors;

- f. Unwelcomed or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, degrading jokes or offensive comments or tricks);
- g. Demeaning or degrading comments about an individual's appearance;
- h. Limiting opportunities for promotion, transfer or advancement on account of gender, race, color, national origin, age or disability; or
- i. Requiring a protected employee to perform more difficult tasks or less desirable work assignments in order to force them to retire or resign from employment.

**Reporting Incidents** – Employees who believe that they have been harassed should immediately take the following steps:

- a. Make it clear that such conduct is offensive and should be stopped immediately unless they are uncomfortable expressing these sentiments directly to the harasser; and
- b. Report the incident to the immediate administrator, department director, or to the AMM Human Resource Director. A written statement describing the incident and identifying potential witnesses should follow the initial report.

**Third-Party Reports** – Employees who are aware of incidents of potential workplace harassment toward others are to report such incidents to their department director or the AMM Human Resource Director.

**Investigation** – Complaints of harassment shall be promptly handled and maintained in confidence to the extent possible.

**Discipline** – A violation of this policy may result in discipline, up to and including dismissal from employment.

**Prohibition of Retaliation** – Adventist Media Ministries prohibits retaliation against employees complaining of harassment or employees who participate in investigations or reports of harassment.

## DISCIPLINE AND TERMINATION

### E 250.05 Administrative Review/Leave Procedures

Adherence to the basic beliefs and practices of the Seventh-day Adventist Church, as outlined in the *General Conference Working Policy* manual, the *North American Division Working Policy* manual, and *AMM Employee Handbook* is a condition of employment for all AMM employees. (NAD WP E 80 20)

The purpose of administrative review and/or leave procedures is to provide guidance for administrators and/or supervisors dealing with employees who have violated conditions of employment or other unacceptable practices and to assist employees in achieving optimum performance. The procedures outlined herein are for guideline purposes only.

Pursuant to AMM's "at-will employment status" doctrine, this section should not be construed to imply that any employee has an entitlement to administrative review/leave warnings or evaluations prior to termination, or that cause must be given for any termination.

1. **Administrative Review/Leave** – Grounds for administrative review and/or leave may include but are not limited to the following:
  - a. Violation of conditions of employment, including job performance.
  - b. Violation of published policies and procedures.
  - c. Failure to comply with any reasonable job-related request by a supervisor.
  - d. Causing employee unrest by airing complaints in lieu of following established complaint and grievance procedures.
  - e. Failure to keep accurate records in the prescribed manner or submit valid reports.
  - f. Failure to abide by the published guidelines for time keeping, including regular clocking in and out.
2. **Procedures for Administrative Review/Leave** – Respective administrators and/or supervisors are encouraged to first informally discuss problems with the employee and inform the employee of what is expected of him/her. If there is no resolution or improvement, there are four additional steps that supervisors may follow when policies, regulations, and guidelines in this *Employee Handbook* are ignored or violated by an employee:
  - a. **Verbal Warning** – A verbal warning by the immediate supervisor directed to the involved employee. Supervisors are advised that successive (more than three) verbal warnings should then be documented in the employee's file.
  - b. **Written Warning** – A written warning by means of the Employee Warning Form or a letter should contain the following information: (1) an outline of the problem area(s), (2) description of corrective action to be taken within the prescribed time frame, (3) further action which may occur if improvement is not noted within this time frame. A copy of this form or letter should be given to the employee and a copy shall be sent to AMM Human Resources and placed in the employee's file. Sample forms are available from the AMM Human Resource Department.
  - c. **Evaluation** – At the end of the noted time frame, another session may be conducted between the supervisor and employee to discuss results since the initial counseling session. If desired improvement has not been made the appropriate and respective house/operating committee and the AMM Human Resource Director may be informed.
  - d. **Administrative Review and/or Leave** – The appropriate house/operating committee in counsel with the AMM Human Resource Director may take action placing the employee on administrative review and/or leave. Another session with the employee should be held in which the employee is advised of the administrative action. A letter may follow from the AMM Human Resource Director confirming the administrative review status can be placed in the employee's file.
  - e. **Administrative Review and/or Leave action** – The appropriate House /Operating Committee may choose an appropriate level of further action, based on severity of an offense, including but not limited to, verbal warnings, written warnings as stated above, administrative leaves with or without pay, and employment termination.

## E 250.10 Termination of Employment *(NAD WP 36)*

**Reasons for Termination** – Employment may be ended by the employee or by AMM at any time, and for any or no reason. Common reasons for ending the employment relationship are:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Layoff** – involuntary employment termination initiated by AMM for lack of work; staff-reductions; departmental closure; and the like.
- **Counsel to Resign** – In some case, an employee may be given counsel to resign rather than be officially terminated. In such instances the employee may be eligible for a termination settlement. *(NAD WP Y 36 10)*
- **Retirement** – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement.
- **Termination** – involuntary employment termination initiated by AMM when further employment of the individual appears to no longer be in the best interest of AMM. This category includes non-disciplinary terminations or terminations for disciplinary reasons.

**Procedure** – If an employee, for any reason, finds it necessary to resign and discontinue employment, the employee is requested to submit in writing a notification of resignation and intention at least two weeks prior to the planned date of departure. This notice of resignation should be channeled to the immediate supervisor or administrator who, in turn, will present it to the appropriate persons and committees.

**Termination Form** - The exiting employee is to receive an *Employee Separation Clearance Checklist Form* from the AMM Human Resource Department and have the appropriate person (supervisor, administrator, AMM Human Resources, AMM IT Department, etc.) initial those items that apply to the employee's clearance.

**Exit Interview** – On or before the last day of employment, the exiting employee may be given an exit interview with the respective AMM ministry administrator and/or AMM Human Resource Department at which time the checklist will be reviewed. The AMM Human Resource personnel conducting the interview and the employee will sign the form indicating that all items have been taken care of including the final paycheck.

## E 250.20 Involuntary Terminations

**Basis for Termination** – Adventist Media Ministries personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or AMM.

### **Procedures for Terminating Employees**

1. **Opportunity to Resign** – If termination becomes necessary, the employee may be given the opportunity to initiate resignation. If the employee does not resign within the amount allotted upon receiving notice, the matter will come back to the appropriate committee for final action.

In the case of a serious violation of conditions of employment or major infraction of policies and regulations, such as misconduct that willfully and wantonly breached a duty to the supervisor in a substantial way and/or disregarded or injured AMM's interests and upon the recommendation from the respective ministry and approval from legal counsel, the decision by the AMM Advisory Committee and/or AMM Board of Trustees decision to terminate the employee's services shall be final. In such cases, prior warnings may not be given as previously outlined under the procedures for

administrative review and/or leave, and an employee may not be given an opportunity to resign. Dismissals for misconduct may include, but are not necessarily limited to, the following:

- a. Theft
  - b. Vandalism
  - c. Acts of immorality or indiscretion
  - d. Disorderly conduct, malicious intent, and profanity
  - e. Gross neglect of duty
  - f. Dishonesty, including, but not limited to, falsifying timecards or expense vouchers, and/or false information on applications and employment forms
  - g. Use of tobacco in any form, including e-cigarettes, marijuana, and/or alcoholic beverages
  - h. Illicit use of drugs
  - i. Permitting or requiring hourly employees to work without clocking or otherwise recording all hours worked. (Applies to supervisory employees and requires a written warning before termination.)
  - j. Willfully or negligently damaging AMM property
  - k. Engaging in altercations with supervisors or other employees
  - l. Absence without supervisor and/or the respective administrator's approval (unless there is a compelling reason for not notifying or seeking permission)
  - m. Possession of firearms, explosive or other weapon devised for bodily harm
  - n. Threat of violence or harm.
2. **Notice** – Adventist Media Ministries reserves the right to terminate employment at any time without notice. AMM may elect to give up to two weeks notice as a matter of courtesy when possible, except in cases of misconduct. The employee who is dismissed may receive the full remuneration that he or she has earned up to the time of discharge and any applicable termination settlement as per policy.
3. **Termination Settlements** – The *North American Working Policy (Y 36)* may be applicable for all involuntarily terminated full-time AMM employees, under the terms of that policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination. The policy will be referred to and may be applied should the need arise.



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# Remuneration Policies (R)

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# REMUNERATION POLICIES

## PHILOSOPHY OF REMUNERATION

### R 300.05 Philosophy of Remuneration *(NAD WP Y 05)*

**Introduction** – In order that there may be an equitable basis for the remuneration of AMM employees, the following principles and policies have been adopted by Adventist Media Ministries as an institution of the North American Division.

**Philosophy** – Adventist Media Ministries has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to the entire world. Many agencies in the Seventh-day Adventist Church also are utilized to accomplish this spiritual task. Each employee has the privilege and responsibility to personally identify with and participate in the mission of the Church and its central objective – the salvation of humanity. The work of Adventist Media Ministries is born out of the Gospel Commission and calls for a life of dedication and selfless service based on the example of Jesus Christ. Remuneration shall be guided by principles set forth in the Bible and the Spirit of Prophecy counsels of Ellen G. White, and informed by community practices, which would include, but are not limited to:

1. Responsibility for, attitude toward, and unity of the work
2. Faithfulness and productivity required, employees are responsible for the value of wages received
3. Wages should be reasonable, ample, fair, and just
4. Equality and unselfishness
5. Faith required when filling positions
6. Demands for higher wages not according to God's plan

**Remuneration Defined** – Employee remuneration encompasses a broad range of cash and non-cash items such as gross salary, benefits, allowances, incentives, bonuses, etc. Adventist Media Ministries reserves the right to determine the remuneration components for each job classification and category.

**Objective** – The objective of the remuneration plan is to provide employees with an adequate income, while endeavoring to provide a reasonable level of comfort. Because of the principles of equality and self-sacrifice, it is accepted that increased responsibility may require a greater level of sacrifice. A call to service at Adventist Media Ministries is characterized by a different set of standards or references than is prevalent in society or in merely business, commercial, or other media enterprises. All employees participate in a ministry on behalf of the Church. Therefore, AMM remuneration plan is to promote and maintain a sense of mission and collegiality among all employees.

**Responsibility and Commitment** – AMM employees should refrain from any side lines, business or activity, either denominational or extra-denominational, which has the effect of diminishing their influence and/or infringing on the time and efficiency of the work to which they are assigned. *(NAD WP Y 06 05)*

### R 300.10 Remuneration Factor and Scale

**Remuneration Factor** – The North American Division Committee determines and approves the remuneration factor that usually becomes effective on July 1. It becomes the base for the calculation of salaries. In addition, the NAD recommends a cost of living assistance that is based upon the studies compiled by the Economic Research Institute, Inc. (ERI) for the area in which an employee lives. *(NAD WP Y 08)*

**Remuneration Scale** – A remuneration scale provides minimums and maximums expressed in percentages of the remuneration factor for job classifications and categories. It incorporates basic income rates for various categories of service, with recognition of the responsibility inherent in each position or category. Upon the recommendation of the respective ministries, the AMM Advisory Committee takes into consideration a number of factors in determining salary placement of an employee. Some of those factors may include, but are not limited to, the following:

1. Education and training
2. Previous experience and achievement
3. Skills and abilities
4. Years of Service
5. Qualifications for exempt and non-exempt status as prescribed by federal and state laws and regulations

### **R 300.15      Increases in salaries**

An employee may be eligible to receive a remuneration increment if the maximum for the remuneration category has not been reached. Increases are given at the discretion and recommendation of the respective AMM ministry administrators or department directors and approved by the respective house/operating committee with review and approval by AMM Advisory Committee. In addition, a cost of living increase may be given if authorized.

## **PAYROLL INFORMATION**

### **R 310.10      Reporting Time Worked**

Hourly employees are required, through the collection system maintained by the respective ministries, to maintain a careful and exact record of time worked. Time must be clocked and adjustments must be made on a daily basis. Time deliberately and falsely registered may result in job termination. The respective AMM ministry administrator and/or supervisor will explain the information needed as to the procedure and process for keeping time sheets and forwarding them to AMM Payroll.

### **R 310.15      Overtime/Over Budget – Guidelines for Approving**

1. **Valid Needs** – The following situations shall be considered valid causes for AMM ministry administrators or departmental directors to request hourly employees to work over budget (more than 38 hours per week) or overtime. (According to federal law, overtime for non-exempt is more than forty (40) hours per week. At the date of this *Employee Handbook*, overtime in California for non-exempt is calculated as more than 10 hours per day, 40 hours per week, or more than 4 days in the weekly schedule. All hours on the 5<sup>th</sup> day of the week are overtime. Please check with AMM HR for current overtime rules.)
  - a. To help cover a situation where there is a vacant budget and because of workspace limitation or expertise needed, it is not practical to bring in a floater employee.
  - b. For help in meeting crucial deadlines.
2. **Remuneration** – From time to time overtime/over budget may become necessary. When this happens, an employee should obtain prior approval of the administrator

and/or departmental director. Remuneration for overtime will be in compliance with federal, state, and local laws.

### **R 310.20      Remuneration for Special Assignments** *(NAD WP E 80 35, Y 06)*

The following guidelines govern payments made to regularly employed staff members for special assignments who may receive supplemental remuneration (often referred to formerly as “honorariums”):

1. **Restriction** – The employee requested must not be employed in the ministry and/or department making the request.
2. **Extra Assignment** – The assignment is not considered a part of the employee’s normal responsibilities.
3. **Special Assignment** – All special assignments for which extra payment is made are exceptions to the normal procedure and apply to a particular assignment and not on a continuing basis and shall be in harmony with the provision of **NAD WP Y 06**.
4. **Authorization** – Any payments made under the provisions above must be authorized by the respective AMM ministry house/operating committee and referred to AMM Advisory Committee for final review and documentation.

### **R 310.30      Withholding of Taxes**

Federal, state, and/or local/city income taxes and Social Security, as well as Medicare taxes, are withheld from paychecks according to the law. The amounts withheld for income tax are based on the exemption certificates signed at the time of employment or subsequent updates. It is important to report immediately any change in the number of dependents or marital status. An annual statement of total earnings and deductions for taxes is issued in harmony with governmental regulations.

### **R 310.35      Payroll Deductions**

Deductions from personal payroll checks for such things as credit unions, insurance and tax-sheltered annuities will be made only for regular full-time employees or regular part-time employees. In the case of regular part-time employees, the deduction will be limited to amounts that are not more than 50 percent of the anticipated earnings. Contact AMM HR Department and/or Payroll for more information.

### **R 310.40      Garnishments and Assignments** *(NAD WP E 80 30)*

Personal business affairs should be conducted in such a way that Adventist Media Ministries will not become involved. Adventist Media Ministries will abide by court judgment if legal actions concerning delinquent indebtedness are brought against employees.

### **R 310.45      Pay Periods**

The pay period ends every other Saturday at midnight. Employees are paid on the Thursday following the end of the pay period unless that day is a holiday. In that case they are paid on the Wednesday preceding the holiday. AMM HR Department publishes a quarterly calendar of pay periods and when expense reports are due.

## **R 310.50      Payroll Advances** *(NAD WP E 80)*

Advances on payroll may be obtained through AMM payroll department. Such advances are reserved for emergency situations and should not be requested on a regular basis. The amount advanced should not exceed the amount of the employee's regular net paycheck or the amount already earned. All advances must receive approval from the respective ministry administrator and are to be paid back within 90 days of the advance being taken.

## **R 310.55      Corporate Credit Card Use**

Respective administrators may authorize employees to have a corporate credit card by having it voted by the respective house/operating committee and notifying the AMM HR Department on the *Personnel Action Sheet* (PAS), and AMM Treasury Department for setup and processing. In order to reconcile the credit card statement on a timely basis and accuracy of funds spent in the respective ministry, AMM Treasury Department will require actual receipts for purchases that occur each month (or payment period) for that corporate credit card.

Those employees authorized to have a corporate credit card are not to use it for personal purchases. If used for personal expenses, AMM Treasury may assess a service fee to the employee for each occurrence for extra handling of such expense(s). If the corporate credit card is repeatedly used for personal expense(s), the respective administrator in consultation with AMM HR Director and AMM Treasurer may withdraw the card. At the time of termination or ending of employment, the employee shall return the corporate credit card to the respective administrator of the ministry who will then notify AMM HR and Treasury Departments as part of the checkout procedures.

## **R 310.60      Cell/Smart Phone and Internet Reimbursement**

Recognizing that cell/smart phones and the Internet play a vital role in the operation of the AMM respective ministries, selected employees may be eligible for reimbursement for personal cellular and Internet services. This program is exclusively available to full-time employees and does not include contractors, part-time and/or temporary employees. This policy is primarily intended for those whose job assignments regularly take them on the road away from the office, use the Internet and phone extensively from home, or whose job may require communication during times the office is closed.

To receive the subsidy, employees must personally acquire and maintain a line of cellular and Internet services and will make available their individual cell/smart phone number and Internet usage for AMM business. The level of reimbursement is determined by the management of their particular ministry and is so noted on the AMM HR *Personnel Action Sheet* (PAS). This is not considered an automatic benefit.

The employee will need to submit a copy of the actual bill(s) along with the Worker's Expense Report each month to Payroll in order to receive reimbursement, but no later than ninety (90) days after it is received as it becomes taxable income thereafter. The AMM HR Department can provide more information concerning the current policy as rates and eligibility requirements could change.

Monthly subsidy that would include both cell phone and Internet usage is suggested as follows:

- Level I - Administrators & Department Directors – **up to** \$150 per month
- Level II - Associate Departmental Directors – **up to** \$100 per month
- Level III – Others as approved – **up to** \$80 per month



## **R 310.65      Equipment Subsidy**

Those eligible employees and approved by their respective administrator in Level 1 for cell phone and Internet reimbursement (*as noted in G 310.60 for Administrators and Department Directors*) may receive an equipment allowance subsidy of **up to** a maximum of \$150 every year. This allowance may be saved or rolled over for one additional year, for equipment purchase(s) that are needed for cell/smart phone and Internet usage. Proof of purchase (original receipt) must be provided for reimbursement and must be submitted within ninety (90) days of purchase. The \$150 subsidy can be applied once every year or \$300 every other year. The AMM HR Department can provide more information concerning current policy as rates and eligibility requirements could change.

## **SUPPLEMENTAL INFORMATION**

### **R 320.10      Attendance**

1. **Procedure** – If for any reason, it is necessary for an hourly employee to be absent during regularly scheduled work hours, the respective administrator, department director, supervisor or authorized designee must be notified as soon as possible of the reason for the absence and anticipated time of return.
2. **Unauthorized Absence** – The employee may be considered absent without authorization if a message is left with anyone other than the respective administrator, department director, supervisor, or authorized designee. Unauthorized or inadequately reported tardiness, late arrivals, or absences from the office may be recorded in the employee's personnel file and may result in disciplinary action up to and including job termination.

### **R 320.20      Bereavement Leave**

Regular full-time non-exempt employees of Adventist Media Ministries who lose a member of the family in death may be granted a bereavement leave of a maximum of three days (28.5 hours). Family members include husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and grandparents of the employee and grandchildren. Request for bereavement leave is made through the respective administrator and/or department director, who will notify AMM Human Resources immediately. Regular part-time workers who work 19 hours or more per week are also eligible for bereavement leave on a pro-rata basis.

### **R 320.30      Funeral Attendance**

Time taken off by employees to attend funerals for other than those of family members shall either be made up during the current work week (up to two hours) or taken as paid leave or time off without pay. Family members are defined in **Section 320.20**. Employees may be authorized to attend, with pay, the funerals of current or former Adventist Media Ministries employees or their spouses that are held on a regular work day in the local area of the respective AMM ministry (up to 25 miles from the various sites of Adventist Media Ministries). The respective administrator will notify employees of this possible authorization.

## **R 320.40      Jury Duty**

1. A maximum of six days of jury service will be allowed with pay every two years.
2. A copy of the Jury Summons must be submitted to AMM Human Resource Department prior to reporting for jury duty.
3. A copy of the Jury Summons, a copy of the Daily Jury Attendance, and a manual Time Correction Form must be submitted to AMM Human Resource Department during the pay period in which the service occurs.
4. The employee may keep mileage and per diem amounts paid by the court.
5. Adventist Media Ministries will not pay additional per diem or mileage.

## **R 320.50      Court Ordered Subpoena**

Employees subpoenaed by court order shall notify the director of their department and AMM Human Resource Department of the required leave. If work related, the time will be with pay. If it is for personal reasons, paid leave or vacation time, if available, will be used. Otherwise, it will be without pay but may be considered an excused absence.

## **R 320.60      Time Off For Voting** *(California Elections Code #14000)*

If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time which when added to the voting time available outside of working hours will enable the voter to vote.

No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with the provisions of this section.

As much as possible, employees should use absentee ballots.

## **R 320.70      General Emergency and Hazardous Weather Policy**

There may be occasions such as general emergencies or hazardous weather conditions when circumstances necessitate the closing of respective AMM ministry office sites. Every attempt will be made to notify employees of the closing, when the office will reopen, and if and how many hours the employees may be paid for the lost time.

# Employee Benefits (B)

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## **EMPLOYEE BENEFITS**

## GENERAL INFORMATION

### B 400.00 Introduction

It should be noted that very brief overviews of existing benefit programs for AMM employees are contained in this *Employee Handbook*. However, many of the benefit plans are covered by federal/state/local laws, NAD policy, and voted policies of AMM. Employees are furnished with information for those plans for which they are eligible, and they may review the full text of any of the plans by making a request to the AMM Human Resource Department and/or the employee may check the links on AMM website. The full text of any of the official documents will govern in the event of any conflicts or ambiguities with any summaries either in this *Employee Handbook* or on employment forms. Because any benefit program is subject to an ongoing process of change arising from economic, competitive, and demographic factors, Adventist Media Ministries reserves the right to make changes, updates, and deletions for any and all benefits for employees.

All employees, regardless of classification, are eligible for Social Security as well as Medicare contributions on their behalf and are covered by Workers' Compensation insurance if injured on the job. The following benefits may apply to exempt and non-exempt regular full-time and part-time employees as of the date of this *Employee Handbook* (see list and chart of benefits and advantages for employees in **E 200.30**):

### B 400.10 Health Care Assistance (NAD WP Y 22)

**Statement** – The information in *AMM Employee Handbook* contains only summarized and/or supplemental information on the Health Care Assistance Plan (HCAP). An employee may consult with AMM Human Resource Department for questions concerning the plan. The up-to-date and complete information about policies and regulations regarding the plan can **only** be obtained on the Adventist Risk Management website ([www.adventistrisk.org](http://www.adventistrisk.org)). AMM makes final decisions in regard to all health care assistance based upon the policies of the North American Division and Adventist Risk Management on any and all issues.

**Purpose of Plan** - Adventist Media Ministries recognizes that it has a fundamental interest in the health and general welfare of its employees, which is partially given expression by its Health Care Assistance Plan. More specifically, the role of the Health Care Assistance Plan is to:

1. Promote efficiency in corporate operations as well as contribute to employee financial security by providing a program to maintain the health of employees and their eligible dependents.
2. Attract and retain employees.

#### General Principles

1. The major overall purposes of the Plan are:
  - To assist employees on the expenses incurred due to illness or injury.
  - To maintain the health of employees.
2. The Plan takes into consideration the needs of full-time employees, their eligible lawfully married spouses, and dependent children.
3. Expenses must be incurred while the coverage is in effect. All health expenses are treated as being incurred on the date that the service or supply is provided to the patient, not on the date the bill was sent. In other words, there are no provisions for "look backs" on expenses. In addition, expenses incurred before the Plan

coverage becomes effective or after the Plan coverage has terminated will not be covered.

4. The Plan is not able to meet the entire health care needs of the employees. For eligible employees and their lawfully married spouses and their dependent children it will:
  - Coordinate with, to the extent permitted by applicable laws, all health care benefits available to eligible employees.
  - Leave a role for the employees to provide, through co-payment and a monthly contribution equivalent to a premium, for a portion of their own health care needs.
  - Cover most, but by no means all, of the health care services and products available.
5. Benefits which result from involuntary events (for example, accidents and illnesses) are provided without waiting periods and shall be independent of employee's length of service.
6. The Plan incorporates recognized cost containment features.
7. The Plan encourages cost effective choices on the part of participants as it relates to health care decision-making.

**Policy Interpretation and Application** – Coverage is only provided for those expenses within the policy of HCAP. All requests by an employee of Adventist Media Ministries for interpretations of policy and/or possible exclusions or exceptions to the Health Care Assistance Plan policy must first be directed to Adventist Risk Management office for a decision. If the interpretation is not to the employee's satisfaction, the employee may ask AMM to direct a request or an appeal to the North American Division. Their action and/or decision would be final. AMM Advisory Committee may only consider any specific applications of this policy for which there is need to establish the limits of assistance levels granted to the employee within the provisions of this policy.

**Health Care Assistance Plan** – Health Care coverage for eligible employees is effective beginning on their official start date as established by their respective ministry. At the time of hiring, eligible employees will be provided information and enrollment forms for the health care assistance program of Adventist Media Ministries. In addition, a booklet entitled **Health Care Assistance Plan** provides the eligibility rules by Adventist Risk Management. A copy may be obtained from AMM Human Resource Department. An employee may also obtain more complete information as to policies from the Adventist Risk Management website ([www.adventistrisk.org](http://www.adventistrisk.org)). Additional information and policies can also be found in the *North American Working Policy Y 22*.

**Administration** – Adventist Risk Management has been designated by Adventist Media Ministries to administer the Health Care Assistance Plan. Adventist Risk Management will oversee the program, receive, review, and pay the claims presented in accordance with the provisions of the Plan. The AMM HR Director is considered the Health Care Administrator for all AMM employees. New and eligible employees should apply for coverage through the AMM Human Resource Department. Refer to the booklet, "Health Care Assistance Plan", by Adventist Risk Management for additional details. Health records are considered private information under the federal HIPPA rules.

**Employee Health Care & Prescription Plan Cards** – Employee Health Care & Prescription Plan cards are issued to all eligible Adventist Media Ministries employees for purposes of

identification and the purchase of prescription drugs. Employees do not have the option to pay the actual cost of prescription medication and report the expense for assistance.

**NOTE: Employees may download a copy of the entire Health Care Assistance Plan document through Adventist Risk Management's Internet web site at:**  
**[www.adventistrisk.org](http://www.adventistrisk.org)**

#### **B 400.15 Adoption Expense** (NAD WP Y 26)

Full-time employees may be granted assistance of the medical and legal expense incurred in the adoption of children once the adoption is completed. The maximum expense on which assistance is granted is the equivalent of up to two times the current monthly base remuneration factor and shall be limited to one allowance per child.

#### **B 400.20 Confidential Counseling**

For individuals who feel they need to receive counseling on an anonymous basis, a system for securing a confidential counseling number has been established. Requests should be directed through the AMM Human Resource Department where a confidential number will be established. Only the account number will be forwarded to the health care claims administrator; names will not be released.

#### **B 400.30 Employee Survivor Benefit** (NAD WP Y 34)

**Benefit and Purpose** – An employer-provided life insurance policy shall be provided for full-time denominational employees, the spouse thereof, and for the employee's dependent(s) as defined by Adventist Risk Management. If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be paid. The purpose of this Fund is to provide financial assistance in meeting the employee's share of the expenses of the final illness and funeral as well as the immediate needs of the survivors. The benefit provisions, scale, funding provisions, and other additional information can be found in the *North American Division Working Policy Y 34*.

**Administration** – Adventist Risk Management Inc., on behalf of the North American Division, administers this benefit plan. Benefit claims shall be submitted on claim forms supplied by the insurance company with all required information completed. This benefit plan may be converted or ported at the time of termination of employment.

**Additional Benefits Financed by Employees** – Employees on a voluntary basis may supplement their basic life insurance amounts by participating in an insured Supplemental Life Insurance Plan administered by Adventist Risk Management Inc., for themselves, their spouses, and dependent children through payroll deductions. Eligibility for participation in the Supplemental Life Insurance Plan may be determined by an underwriting evaluation of the employee's application form conducted by the insurance carrier.

#### **B 400.35 Holidays With Pay** (NAD WP E 75 05)

1. **Approved Days** – Adventist Media Ministries recognizes the following holidays:

New Year's Day	1	Fourth of July	1
Martin L. King, Jr. Day	1	Labor Day	1
President's Day	1	Thanksgiving	1
Memorial Day	1	Christmas	1



- a. When the holiday falls on Saturday or Sunday, the following Monday is recognized as the holiday.
  - b. When the holiday falls on Friday, the preceding Thursday is recognized as the holiday.
2. **Emergency Reserve** – Non-exempt employees are encouraged to maintain an emergency reserve in their vacation bank. Employees should also remember to keep a reserve for upcoming holidays at all times. If the reserve of vacation time is depleted, additional time off will be without remuneration.
  3. **Hourly Employees – Non-exempt Part-time** – Hourly employees classified as non-exempt part-time working nineteen (19) or more hours per week are eligible for holiday pay for the number of hours they normally would have worked on that day. Exceptions to this policy as a result of work schedules will require the respective AMM ministry house/operating committee approval.
  4. **Alternate Days Off** - When it is impossible to be released from duty on the actual holiday, alternate time off may be arranged in counsel with the respective administrator and/or supervisor or department director. An alternate day may be substituted for a scheduled holiday at the request of an employee. In either case, the alternate time off must be taken no later than during the payroll period following the payroll period in which the holiday falls.
  5. **Employees on Family and Medical Leave** – Holidays that occur while employees are on paid FMLA leave will be paid. Holidays that occur while employees are on unpaid FMLA leave will not be paid.

#### **B 400.40 Year-end Holiday Gift** *(NAD WP E 75 45)*

AMM employees are granted a year-end holiday gift on the following basis:

1. **Exempt and non-exempt full-time employees** who are on the last payroll for the month of November will receive an amount that does not exceed three (3%) percent of the monthly base remuneration factor rounded up to the nearest five (\$5.00) dollars.
2. **Exempt and non-exempt part-time employees** who work 20 hours or more a week and who are on the last payroll for the month of November will receive an amount that does not exceed one-and-a-half (1.5%) percent of the monthly base remuneration factor rounded up to the nearest five (\$5.00) dollars.
3. **Part-time employees who work less than 20 hours per week, temporary workers, and student workers** who are on the last payroll for the month of November *may* receive a holiday gift *up to* \$40 as designated by their respective ministry administrator.

#### **B 400.45 Vacations** *(NAD WP E 75)*

1. **Vacation Time** – Annual vacation with pay shall be provided for all regular exempt and non-exempt full- and part-time employees working nineteen (19) or more hours per week. It will be accrued and calculated according to policies for regular exempt and non-exempt workers. *(See also B 400.35, B 410.10, B 420.20)*
2. **Purpose** – Vacations are for the purpose of enhancing the health and efficiency of employees. Neglecting to take vacations harms both the employee and the organization.
3. **Components:**

- a. Service for vacation accrual purposes shall include days worked, approved sick time, holidays, and vacation days.
  - b. Service given in other denominational organizations may be used as the basis for computing vacation entitlement. (Service credit for retirement purposes will be calculated in harmony with NAD retirement policy.)
  - c. Regular part-time employees working nineteen (19) or more hours per week shall receive vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.
  - d. **Emergency Reserve** – Non-exempt employees are encouraged to maintain an emergency reserve in their vacation bank. Employees should also remember to keep a reserve for upcoming holidays at all times. If the reserve of vacation time is depleted, additional time off will be without remuneration.
4. **Scheduling and Reporting** – Requests for vacation time should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor. Vacation time should generally be taken in the year of accrual. Vacation may be used at such time or times when requested by the employee, approved by the respective administrator and/or supervisor, and authorized by any other appropriate authority. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with **E 220**. Payroll in AMM Treasury is required to keep the necessary records for vacation accrual and vacations taken. Each department may also maintain records of vacation time used by employees.
  5. **Maximum Accrual** – Vacation time may only be earned and accumulated from year to year up to a maximum of up to twenty-four (24) days or 228 hours of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.
  6. **Transfer** – When an employee is transferred from one denominational organization or from one AMM ministry to another, accrued vacation time of up to twenty-four (24) days or 228 hours of annual vacation entitlement including current year accruals shall be paid out by AMM to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.
  7. **Termination or Retirement** – At the time of termination from denominational employment or upon retirement all accrued unused vacation time shall be paid to the employee. The maximum shall be up to the annual vacation entitlement, including current year accrual.

## **B 400.50 California Sick Leave**

In accordance with California State Sick Leave Law passed in 2015, AMM provides all employees working in California three (3) sick leave days in a calendar year regardless of employment status or hours worked. This will begin after their third (3<sup>rd</sup>) month (or after 90 calendar days) of continuous or aggregate employment during that year.

- A. All exempt employees shall receive three (3) days of sick leave at the beginning of each calendar year or at the beginning of the fourth (4<sup>th</sup>) month (or after 90 calendar days) of employment in a designated sick bank. (*See B 400.45, B 420.20*)
- B. All regular full-time or part-time non-exempt employees working 20 hours per week or more already receive this sick leave time in their Paid Leave Bank. As a result, no

additional sick leave time shall be included in their paid leave bank. (See B 400.45, B 410.10)

- C. All regular part-time employees working less than 20 hours per week shall receive three (3) days of sick leave per year at the beginning of each calendar year starting with the fourth (4<sup>th</sup>) month (or after 90 calendar days) of employment. Unused sick time is not paid out and unused sick time is not rolled over from year to year. If an employee returns to work within a year, any unused sick time will be reinstated.
- D. Temporary employees, including but not limited to student workers, who work three (3) months (or after 90 calendar days) or less of continuous or aggregate employment during the calendar year shall have number of sick days/hours decided according to the provisions of the California State Sick Leave Law.
- E. Employees can request paid sick time under this law either by requesting it orally or in writing to their supervisor and/or respective administrator for the following reasons (see also R 320.10 B 410.10, B 420.20):
  - a. For the employee's own qualifying need or for that of a qualifying family member
  - b. Diagnosis, care, or treatment of an existing health condition
  - c. Preventive care
  - d. If a victim of domestic violence, sexual assault, or stalking
- F. All other provisions in the paid leave and vacation policies remain the same. (See B 400.45, B 410.10, B 420.20)

## **B 400.55 Continuing Education**

In order to encourage all regular full-time exempt and non-exempt AMM employees to develop new skills and interests for their own self-improvement, AMM respective ministries may provide an allowance of up to ten percent (10%) of the current monthly base remuneration factor per year to help cover the actual cost of tuition and required materials for structured and approved courses. This allowance does not cover the random purchase of books and materials that are not part of an official course or its requirements. This can be used for continuing education credit(s) such as those found on the *Adventist Learning Community*, or other qualified and approved courses or seminars. Employees should contact their respective AMM ministry administrator for more information and details.

**Taxable Income** – The assistance that is granted on continuing education is reported as taxable income.

## **B 400.60 Social Security Coverage**

Every pay period, AMM contributes a significant percentage of an employee's wages into the Social Security system, including Medicaid. This money provides certain important benefits for each employee. The benefits offered by Social Security include disability payments and medical insurance if an employee should become totally disabled for any reason prior to normal retirement; survivor benefits to a spouse and minor children; and also retirement benefits and health insurance for the employee and his or her spouse upon retirement age. Information about available Social Security benefits may be obtained from the nearest Social Security office. Some general information is also available from the AMM Human Resource Department.

## **B 400.65 Workers' Compensation Insurance (NAD WP S 60 45)**

**Introduction** – AMM is required to purchase workers' compensation insurance on each employee, at a substantial annual cost. This insurance provides important benefits to an employee who sustains an on-the-job injury while doing work for AMM. Benefits provided include: payment of all costs of medical care needed for the injury (including necessary rehabilitation); payment of temporary disability payments during the time that the employee cannot work due to the injury; certain lump sum payments for any permanent residual disability which may limit future employment prospects of the employee; and payment for retraining if the employee is unable to return to the former occupation. The benefits are administered by the state workers' compensation court (with benefits other than medical payments usually being established through a schedule fixed by the court). The forms needed to apply for such coverage are available through the AMM Human Resource Department, and will be filed for the employee upon prompt notice of any on-the-job injury. Certain strict time limits apply on these claims, so it is very important for an employee to give prompt (within 24 hours) notice of any injuries to a supervisor and/or the AMM Human Resource Department. The supervisor must immediately notify the AMM HR Department.

1. **Reporting of Accidents** – Adventist Media Ministries provides Workers' Compensation for all employees. **All work-related injuries should be immediately reported** to the supervisor and the AMM Human Resource Department. The supervisor must immediately notify the AMM HR Department. Workers' Compensation injury report forms are located in the AMM Human Resource Department. **A written report should be submitted within 24 hours of the injury.**
2. **Health & Emergency Care** – Employees must call 911 immediately if an individual has been seriously injured and emergency care is necessary. For any other non-emergency situations where immediate care is needed, contact the designated person at a respective AMM ministry site and the AMM Human Resource Department. AMM Human Resource Department will need to know if further medical attention is needed. If an employee is sent for further medical care, the doctor/hospital must be notified that this is a possible workers' compensation injury and that all bills should be forwarded to present insurance carrier. (At the date of this *Employee Handbook*, it is Liberty Mutual. Telephone number is 1-800-362-0000. Email is [clclaimreports@libertymutual.com](mailto:clclaimreports@libertymutual.com). However, contact AMM HR Department if there are questions or for current information).
3. **Time Off** – If an employee is off work due to a possible compensable injury or illness, the first three full days (28.50 hours) may be taken from the paid leave bank. Should the time off be less than 14 days, but more than three days, Workers' Compensation will pay from the fourth to the thirteenth day, but not back to day one, at 66 2/3% of gross salary. If no paid leave is available, the first three days will be without pay. Time off for medical appointments or treatments during normal working hours will be charged to Paid Leave.
4. **Workers' Compensation Payment** – An employee who is off work more than three full days because of a work-related injury or occupational illness can either take that time out of their sick leave bank or take time off without pay pending payment from the adjusting company for the first 14 days. If time has been taken as sick leave, the amount of compensation received from the Workers' Compensation claims adjuster must be returned to AMM Human Resources and credited to the hourly employee's sick leave bank. If the employee opts to take time without pay, the employee retains the check as reimbursement for the time missed from work. This only applies for the first 14 days. From day 15 forward, the employee may receive his remuneration from the Workers' Compensation adjusting company, not the paid leave bank. Workers' Compensation will provide the information on reimbursement

5. **FMLA Time Off** – Time off due to Workers’ Compensation illness or injury may be coordinated with the leave provisions under the Family and Medical Leave Act.
6. **Medical Emergencies while Traveling in North America or Overseas** – If an employee is physically injured while on a trip or contracts an occupational disease, e.g. malaria or typhoid, and incurs medical expenses, contact the AMM Human Resource Department by phone or email and/or immediately upon return from the trip. **Do not submit bills to the medical benefits claim processor or Workers’ Compensation.**

## **B 400.70 Termination Settlements**

**Purpose** – In order to provide transition funds for an involuntarily terminated, or one who has been counseled to resign, full-time eligible AMM employee, a termination settlement may be provided under the terms of the *North American Division Working Policy Y 36*.

**Termination Settlements** – The settlement is not an earned employee benefit automatically provided in every case of employment termination. The *NAD Working Policy* will be referred to and may be applied should the need arise. Termination settlements are taxable income.

## **B 400.75 Unemployment Insurance**

Persons who leave Adventist Media Ministries are not eligible for unemployment compensation. Adventist Media Ministries is exempt from local, state and federal unemployment insurance programs and does not make contributions to them.

## **B 400.80 Farewell and Retirement Gifts**

1. **Eligibility** – Exempt and non-exempt regular full-time and part-time employees (who work nineteen (19) or more hours per week) who transfer, resign, or retire from Adventist Media Ministries may be granted a farewell gift, calculated as a percentage of the employee’s remuneration rate, excluding cost of living, rounded off to the nearest \$5.00, according to the following schedule of service at AMM:

<u>Remuneration Scale</u>	<u>Percent Per Year</u>	<u>Maximum Percentage</u>
102% and above	4.0% per year of service	20%
98 – 101%	3.0% per year of service	15%
Below 98%	2.0% per year of service	10%

The amount for regular part-time employees who work nineteen (19) or more hours per week will be prorated based on the number of hours worked during the 12 months prior to the last day of employment.

2. Employees who receive a termination settlement are excluded from the provision.
3. **Taxable Income** – The assistance that is granted on farewell gifts are reported as taxable income.

## **B 400.85 Retirement Plans (NAD WP Z)**

**Plans for Retirement** – Employees are encouraged to seriously make plans for their retirement very early in their employment. They should know and understand the retirement plan of AMM and what they can do to maximize their benefits and even ways to enhance an eventual retirement income.

**Retirement Plan** – The Seventh-day Adventist Retirement Plan of the North American Division is a 403b employer matching defined contribution plan. It is published as a separate booklet and may be obtained from the AMM Human Resource Department or from the North American Division Retirement Office. This policy will be referred to and applied for those employees who are retiring.

**Retirement Age** – Retirement is not mandatory. As with the Social Security Administration regulations, employees may retire as early as 59 ½ years of age if service eligibility is met. Early retirement (anything before Social Security Full Retirement age) will reduce the benefits amount an employee will receive for the rest of their life. Employees who retire from the defined benefit plan with 40 years denominational service will not have retirement benefits affected even if they retire prior to full retirement age as defined by Social Security but after age 59 ½.

**Retirement Application** – Those employees who are planning on retiring are encouraged to start that process with the AMM Human Resource Department at least eight months (but no less than six months) before the actual planned date of retirement. The application review process at AMM will require significant time and detailed procedures to establish satisfactory evidence that the employee is entitled to benefits before submission to the North American Division. The NAD Retirement Plans Office review often could take up to six months before final approval and benefits may begin.

**Retirement Allowance Benefit** – Eligibility, exceptions, and amount of a possible retirement allowance are defined in the North American Division Retirement Plan booklet.

#### **B 400.90      Retiring Employee Moving Allowance** *(NAD WP Y 23 10)*

An eligible retiring employee may be granted assistance for one actual move within five years of the date of retirement to the place of retirement **if** the employee has been moved at denominational expense during his/her career. Provisions in the Moving Allowance Policy will apply (see B 420.25). The eligibility, exceptions, amount of authorized expenses, the form of payment, tax obligation, and other applications of the policy are contained in the *North American Division Working Policy Y 23 10*.

#### **B 400.95      Personal Insurance**

AMM Human Resource Department has available accidental death and dismemberment insurance and other insurance programs at special group rates. Premiums may be paid through bi-weekly payroll deduction plan. Information may be obtained from the AMM Human Resource Department.



## NON-EXEMPT EMPLOYEE BENEFITS (Hourly)

*The following benefits may apply to non-exempt (hourly) employees:*

### **B 410.10 Paid Leave Plan** *(NAD WP E 75, E 82)*

**Components** – Adventist Media Ministries has adopted the plan of combining short-term sick leave, paid holidays, and vacations into a Paid Leave Plan. Paid leave time begins to accrue from date of employment and is automatically accumulated into the employee's paid leave plan. Paid Leave Plan is not transferrable to another employee(s).

1. **Vacation:** Entitlement is based upon a 38-hour-work-week per year of full-time service *(See B 400.45 for more information about vacation benefits for all employees)*:
  - During first four-year period      2 weeks      1.4575 times per week worked
  - During next five-year period      3 weeks      2.1863 times per week worked
  - After nine years of service      4 weeks      2.9151 times per week worked

**Note:** *Employees are eligible to begin accruing vacation at the three and four week's rates after completing four and nine year's denominational service.*

**Part-time Employees** – Regular part-time employees shall receive vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

2. **Sick Leave Hours Accrued** – Sick leave time is accrued based on 2.93 hours for a 76-hour (two-week) pay period (.03855 per hour worked). Regular part-time employees accrue sick leave time on a pro-rata basis.

**Division of Sick Leave** – Fifty percent of the accrued sick leave time is credited to the employee's Paid Leave Bank. The other fifty-percent is available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity. *(See more information concerning sick leave for extended illnesses in B 410.20 below.)*

3. **Different workweek** - A normal workweek differing from the 38 hours will require a recalculation of the entitlement accrual rate.
4. **Vacation accrual** – Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.
5. **Prior Experience** – Individuals who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service. Contact AMM HR Director for more information and approval process.

**Paid Leave Summary:** The components above can be summarized in the following chart:



### Paid Leave Accumulation Each Year

*Based on 38 regular hours per week*

	Years of Service					
	Years 1 – 4		Years 5-9		More than 9	
	Days	Hours	Days	Hours	Days	Hours
Vacation	8	76	12	114	16	152
Holidays	8	76	8	76	8	76
Sick Leave	4	38	4	38	4	38
<b>Total Paid Leave</b>	<b>20</b>	<b>190</b>	<b>24</b>	<b>228</b>	<b>28</b>	<b>266</b>

1. **Maximum Accrual** – The maximum hours that may be carried forward each January cannot exceed 342 hours. If an employee transfers, terminates, or retires during the year, the full hours shall be paid in full. The chart below summarizes the paid leave accrual:

<b>Non-exempt (hourly) Employees</b> <i>(vacation, 8 days of holidays, 1 week of sick)</i>	
<u>Service Years</u>	<u>Biweekly Accrual</u>
< 4 years	7.31 hours
5-9 years	8.77 hours
> 9 years	10.23 hours

2. **Usage** – The Paid Leave Plan may be used for vacations, holidays, illnesses, jury duty, work related injuries or personal business. Discretionary time off should be prearranged in order to maintain continuity of service. The maximum paid leave to be used at any one time is four weeks with the exception of FMLA leaves (see E 220). Paid Sick Leave is not transferable to another employee.
3. **Maximum Hours** – The maximum paid hours that an Adventist Media Ministries employee can earn in a 12-month period is up to 152 vacation hours (4 weeks) plus 38 short-term sick leave hours plus 76 hours holiday or a total of 266 hours. *(see chart above)*
4. **Scheduling** – Paid Leave time should generally be taken during the year it is earned. It should be scheduled in counsel with the respective administrator and/or supervisor or department director.
5. **Emergency Reserve** – Employees are encouraged to maintain an emergency reserve in their paid leave plan. Employees should also remember to keep a reserve for upcoming holidays at all times. If the reserve of paid leave time is depleted, additional time off will be without remuneration.
6. **Transfer** – When an employee transfers to another denominational organization or to another ministry within AMM, Adventist Media Ministries will pay the employee unused hours remaining in the employee's Paid Leave Plan. Hours in the extended sick leave bank can be reported to the other denominational organization, but no payment is made to the employee or the new employer.
7. **Termination** – When an employee terminates employment, settlement will include unused hours remaining in the employee's Paid Leave Plan. Hours in the extended sick leave bank are excluded from this settlement.

8. **Retirement** – At the time an employee retires, settlement will include unused hours remaining in the employee's Paid Leave Plan. Hours in the extended sick leave bank are excluded from this settlement.

## **B 410.20      Extended Sick Leave** *(NAD WP E 75, E 82)*

**Sick Leave Policy Definition** – The Sick Leave Policy applies to non-exempt full-time and part-time hourly AMM employees who work nineteen (19) hours or more per week.

- **Sick Leave Hours Accrued** – Both short-term and extended sick leave time are accrued based on 2.93 hours for a 76-hour (two-week) pay period (.0385 hour per hour worked). Regular part-time employees who work nineteen (19) or more hours per week accrue sick leave time on a pro-rata basis.
- **Short-term Illness** – The first three work days (28.50 hours) of any illness (other than immediate hospitalization), Workers Compensation injury (first three days), or time-off for medical/dental appointments shall be charged to the Paid Leave Plan.
- **Division of Sick Leave** – Fifty percent of the accrued sick leave time is credited to the employee's Paid Leave Plan. The other fifty percent is available for extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

### **Extended Sick Leave Definition**

- Beginning with the fourth workday of any illness or injury, regular pay shall be continued and charged to the Employee's Extended Sick Leave Plan, if employee qualifies, until those accumulated hours have been exhausted. After the extended sick leave hours have been exhausted and if employee qualifies, the employee may be eligible for Major Medical Coverage.
- To qualify for extended sick leave benefits, the employee must be hospitalized or under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity in accordance with **E 220**. In cases where an employee is hospitalized, the provision shall begin on the day of admittance to the hospital.
- Employees are eligible to begin utilizing extended sick leave from the first day of the pregnancy leave.
- **FMLA Leave Coordination** – Any leave under this policy must be coordinated to the extent applicable with Family and Medical Leave Act leaves. (See section **E 220**)

**Exclusions** – Extended sick leave does not apply to:

1. Any day during which an employee is entitled to cash benefits for temporary disability under Workers' Compensation. AMM Human Resource Department and Payroll must be notified if the employee receives any such benefits.
2. Any period of confinement in a public or private institution as a result of an emotional or psychopathic illness arising from voluntary addiction to chemical dependencies, such as alcohol and drugs.

3. Any period when incarceration is the cause of absence from work.
4. Extended Sick Leave cannot be transferred to another employee.

**Carry-over of Extended Sick Leave** – Extended sick leave time may be accrued up to a maximum of 992 hours (26 weeks).

**Not Convertible to Paid Leave** – Extended sick leave shall not be convertible to paid leave or considered as credit payable at the termination of employment.

**Portability** – At the time of termination or transfer, extended sick leave may be reported to the new employer at the time of transfer. No payment is made to the employer or to the employee for extended sick leave hours.

**Re-employment** – Extended sick leave hours remaining in the bank at the time of employment separation will be amortized at the rate of 20% per year, up to five years. If an employee is re-employed within five years, the unamortized portion of extended sick leave hours will be restored to the bank.

**Part-time Work After Illness** – An employee who returns to work on a part-time basis after an illness or disability shall do so with the permission of the attending physician involved and must submit a written recommendation from the physician regarding the estimated length of such part-time work. The actual time worked shall be paid at the regular rate. The balance shall be paid from the extended sick leave bank as long as hours of accrued sick leave time are available. Any provision of the Family and Medical Leave of Absence policy shall continue in accordance with **E 220** until the employee has been released by his/her physician to return to full-time employment.

**Pregnancy Leave** – Pregnancy leave shall be granted on the same basis as extended sick leave in accordance with the Sick Leave policy and Paid Leave policy as well as federal, state, or local laws. Eligible employees requesting pregnancy leave should contact AMM HR Director for more information as soon as possible. Employees are expected to return to employment as soon as they are physically able to resume their duties. The beginning date and duration of the pregnancy leave shall be in harmony with the advice of the attending physician. For more information, see the FMLA policy **E 220** and **NAD WP E 82 70**.

## **B 410.30 Major Medical**

**Employee funded** – Regular full-time non-exempt employees contribute to the major medical plan through a payroll deduction of two-tenths of one percent of regular earnings. The purpose of this fund is to provide sixty (60) percent of full-time pay as an addition to the extended sick leave plan up to ninety (90) days. Major medical is not available until the available extended sick leave bank has been totally used first. If there are no extended sick leave hours, major medical may become effective on the fourth day of illness.

To qualify for the major medical plan and because it is an extension of the extended sick leave, the qualifications for major medical are the same (*see B 410.20*). The employee must be hospitalized or under the care of a physician and submit a physician's certificate stating the nature of the illness, disability or incapacity in accordance with **E 220**.

The benefit assistance from major medical cannot exceed ninety (90) days of duration for any one illness, or in any one calendar year. Once the employee has used part or all of the major medical benefit and returns to work on a full-time basis, the employee is not eligible for this benefit again for another illness until the following calendar year.

Denominational service credit is not earned and paid leave does not accrue when the employee is receiving pay from this employee-funded benefit.

Sick leave and major medical cannot be used as paid leave and are not refundable and/or transferable to other employees.

## **EXEMPT EMPLOYEE BENEFITS (*salaried*)**

*The following benefits apply to exempt salaried employees.*

### **B 420.05 Tuition Assistance (*NAD WP Y 24*)**

**Adventist Education** – Employees of Adventist Media Ministries are encouraged to support the Church’s philosophy of Christian education by enrolling their children in Seventh-day Adventist schools. Assistance is provided for the children of full-time exempt denominational employees whose children are enrolled in denominationally owned and operated elementary schools (including kindergarten), secondary, liberal arts colleges, technical or professional schools on the undergraduate levels, or a fifth year of college or graduate work required to secure teaching credentials. Tuition assistance for non-exempt employees’ children is not available.

**Eligibility** – To be eligible for tuition assistance the student must meet all the following criteria:

1. Unmarried dependent of the exempt employee.
2. Less than twenty-four years of age, unless the student has given compulsory military service, volunteer service for the Church or has a documented medical consideration.
3. Claimed as a dependent on the exempt employee’s income tax return.
4. Born to, or legally adopted by exempt employee or is a step-child by marriage receiving more than 50 percent of support from the employee’s new family unit.
5. **Exceptions** – This policy is intended to apply to only children of exempt employees who attend Seventh-day Adventist denominational schools. Exceptions may be made if approved by AMM Advisory Committee:
  - a. In cases where an undergraduate-degree program of study is not offered in a denominational school in the North America Division, the total assistance shall not exceed the amount that would normally be granted for attendance at a denominational school in their area.
  - b. Tuition assistance may be allowed if the full-time exempt employee has assumed full responsibility for the children’s educational expenses in a denominational school.
  - c. Tuition assistance may be granted to assist families that home school their children and whose children meet the qualifications as outlined in numbers 1-4 above. For additional details and Eligibility see policy 420.07.

**Assistance** – The policies for assistance are contained in the *North American Division Working Policy Y 24*.

**Refund of Assistance** – If an employee terminates before a school term ends or if an employee’s child drops out of school during a school term, a pro-rata portion of the tuition

assistance that has been granted for that term shall be returned to Adventist Media Ministries.

**Taxable Income** – The assistance that is granted on tuition assistance is reported as taxable income.

## **B 420.07 Home Schooling**

**Eligibility:** Any exempt employees whose child (or children) is between ages 5-18 and is receiving at least 51% of their instruction in their home by their parent. The child must also meet eligibility requirements found in 420.05.

**Assistance limits:** Assistance will be provided for 100% of the cost of books, teaching materials and supplemental instruction up to **a maximum benefit of 50%** of the subsidy that would be received for attendance at a local (within 25 miles) Adventist elementary school, local (within 25 miles) Adventist middle school, or (nearest) Adventist academy. Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term and are limited to Adventist educational institutions; to end approximately May of the child's senior year.

**Exclusions:** This assistance does not include the cost of entrance fees. Also specifically excluded from this assistance are field trips; the purchase and repair of computers, other electronic devices, equipment, and musical instruments; and the cost of league sports or sports equipment.

**Reimbursement:** Application for the subsidy, proof of registration, and applicable receipts must be submitted to the Human Resource Department for processing prior to the conclusion of each regular semester for which the reimbursement is being applied for.

## **B 420.10 Graduate Studies/Professional** *(NAD WP E 45 85, E 45 90)*

Regular full-time exempt employees of Adventist Media Ministries who qualify may be granted assistance on the expense of graduate study programs according to the following guidelines:

1. **Request** – Exempt employees who qualify and are requested by a respective AMM ministry to pursue a graduate degree in order to better qualify themselves for their current or projected job assignment may be assisted on the cost of tuition and fees per the approval process. Employees who wish to pursue a graduate degree should contact their respective administrator for the approval process.
2. **Application Process:** Employees considering applying and/or respective administrators requesting an employee to apply should contact AMM HR for additional information and to begin the application process. In order to begin the process, the employee and respective ministry administrator should first complete an application for sponsorship and send it to AMM HR Department. AMM HR will route the application to the appropriate committees and will notify the employee and ministry of the committees' decisions.
3. **Expense of Graduate Study Program** will be that of the AMM respective ministry of the employee. The Executive Committee of that ministry shall vote the expenses in the respective budget at the appropriate time in the application process. It will be reviewed and documented by the AMM Advisory Committee.
4. **Taxable Income** – The assistance that is granted on graduate studies is reported as taxable income regardless if the request came from the respective ministry or from the employee to pursue the degree.
5. **Amortization:** If an employee voluntarily or involuntarily terminates employment with Adventist Media Ministries prior to completing their study program OR prior to completing the years necessary to amortize the costs of the program ("amortization period"), and/or if they received an interdenominational call, the employee or calling organization shall reimburse the AMM and/or respective ministry as follows:

- a. During the Graduate Study Program and until completion of the degree, the employee or calling organization shall reimburse all expenses paid by the AMM respective ministry up until the date that employment ends. This would also include those expenses due and payable but may not have been paid out.
- b. During the amortization period which begins with the completion of the degree course work, one year of service shall be required for each year assistance was granted up to a maximum of four (4) years. The amortization schedule for reimbursement shall be the following:
  - i. Less than 2 years of service 100% reimbursement
  - ii. More than 2 years but less than 3 years 50% reimbursement
  - iii. More than 3 years but less than 4 years 25% reimbursement
  - iv. More than 4 years of service 0% reimbursement

## 6. Qualifications

- a. Only one employee at a time in a respective AMM ministry can be enrolled in the doctorate or master's degree program.
  - b. No financial assistance shall be granted for any degree obtained prior to beginning employment with Adventist Media Ministries.
  - c. All degree programs are subject to an annual review by the respective administrator of the ministry and the AMM HR Department to ascertain if satisfactory progress and steady growth have been made in all aspects of the educational program.
  - d. If the employee accepts a call to another denominational organization, any unamortized graduate study expenses shall be reimbursed by the calling organization as mutually agreed upon in writing prior to the employee commencing employment with that organization.
  - e. Amortization shall require one year of service for each year that assistance was granted up to four (4) years of service. If the employee terminates either voluntarily or involuntarily denominational employment with the AMM before amortization of expenses, the employee is obligated to reimburse according to the amortization schedule.
  - f. Total amount of assistance shall be inclusive of tuition, books, and supplies. Expenses that exceed the approved maximum assistance will be the personal expense of the employee.
  - g. Employees taking approved graduate study programs are expected to schedule classes outside of office hours as far as possible.
  - h. Time off that may be allowed for a possible study leave, if any and which will rarely be allowed, must conform to *NAD Working Policy (E45 85, Study Leave)* and the Leaves of Absence policy in the *Employee Handbook (E 220.10)*
  - i. No other graduate or continuing education assistance under any other policy will be given.
7. **Doctorate Degree:** Exempt employees in order to qualify must hold a position of 110% and above in order to be considered eligible to begin a doctoral program. Employees must have worked for the Adventist Media Ministries for at least five (5) consecutive years before applying. (This requirement can be waived for those in elected or comparable appointed leadership positions.) Total assistance may be granted *up to* twelve (12) times the current base monthly NAD remuneration factor that is in effect on the date of application. It is understood the program will be completed within seven (7) years.
8. **Master's Degree:** Exempt employees in order to qualify must hold a position of 105% and above in order to be considered eligible to begin a master's degree program. Employees must have worked for the Adventist Media Ministries for at least four (4) consecutive years. (This requirement can be waived for those in elected or comparable appointed leadership positions.) Total assistance may be granted *up to* six (6) times the current base monthly NAD remuneration factor that is in effect on the date of application. It is understood the program will be completed within four (4) years.
9. **Application Procedure and Process**



- a. The respective AMM ministry and/or employee should contact the AMM HR Department for information, eligibility, and the application process.
- b. The AMM HR Department will begin the application process that will require the applicant and ministry to supply the following information:
  - i. The applicant is to provide information regarding the specific degree and courses of study to be taken, the institution to be attended, the acceptance of the employee to the program, the course load, the class schedule, the estimated cost per term, and the estimated time required to obtain the degree. The employee will also agree to continued service with the granting ministry upon completion of degree.
  - ii. The respective administrator should consider the following factors in recommending the applicant:
    1. Employee's current job performance.
    2. Employee's length of service with Adventist Media Ministries and other denominational organizations.
    3. Employee's potential for benefiting from study program.
    4. Importance of the chosen graduate degree to employee's present job assignment.
    5. Potential future benefit of the employee's graduate study to the denomination.
    6. Employee's relationship with the Church and the ministry.
  - iii. The ministry, through the administrator, is to provide the following information:
    1. Minutes of the Executive Committee indicating the expenses are part of the budget and/or are voted expenses.
    2. Minutes of the House/Operations Committee indicating the vote of approval for the employee to begin graduate study. The respective ministry will also agree to continue the employee in full-time employment upon the completion of the degree.
- c. AMM HR will route the application to the AMM Advisory Committee and will notify the employee and ministry of the committee's decision. If the application is approved, the employee will be required to complete any additional contractual agreements that will be provided by AMM HR.

## **B 420.20      Vacation Accrual** *(NAD WP E 75)*

**Vacation and Holidays:** Entitlement is based upon a 38-hour-work-week per year of full-time service *(See B 400.45 for more information about vacation benefits for all employees)*

- During first four-year period      2 weeks      .31 days per biweekly accrual
- During next five-year period      3 weeks      .46 days per biweekly accrual
- After nine years of service      4 weeks      .62 days per biweekly accrual

**Note:** *Employees are eligible to begin accruing vacation at the three and four week's rates after completing four and nine year's denominational service.*

**Different workweek** - A normal workweek differing from the 38 hours will require a recalculation of the entitlement accrual rate.

**Vacation accrual** – Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.



**Prior Experience** – Individuals who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service. Contact AMM HR Director for more information and approval process.

**Scheduling** – Vacation time should generally be taken during the year it is earned. It should be scheduled in counsel with the respective administrator and/or supervisor or department director.

**Transfer** – When an employee transfers to another denominational organization or to another AMM ministry, Adventist Media Ministries will pay the employee unused days remaining in the employee's vacation bank.

**Termination** – When an employee terminates employment, settlement will include unused days remaining in the employee's vacation bank.

**Retirement** – At the time an employee retires, settlement will include unused days remaining in the employee's vacation bank.

**Not Transferable** – Time in vacation bank cannot be transferred to another employee.

## **B 420.25      Moving Allowances and Arrangements** *(NAD WP Y 23)*

If an exempt employee in the S-2 to S-19 classification has been asked to move by one of the respective AMM ministries to a particular location or an employee is eligible for a retirement move (*see B 400.90*), the following provisions may apply for the moving expenses that might incur.

### **Approval process:**

1. Eligible employees should be limited to exempt in the S-2 to S-19 classification, unless the respective ministry approves an exception to those exempt employees to S-21 with the understanding of the financial implications and obligations. In such cases, the ministry may wish to state that the employee may not receive a final move at retirement.
2. The approval by the respective AMM ministry for moving expenses to be paid should be noted on the *Personnel Action Sheet* (PAS) provided to AMM HR with a reference of the vote of the committee.
3. The respective AMM ministry administrator must approve the employee's plan for move and notify AMM HR of the impending move.
4. Three bids are obtained from three different moving companies for the move and submitted to the administrator for final selection.
5. The bid and final invoice are billed and submitted to AMM HR for payment, which will then bill the respective AMM ministry for the expense. (*Employee and/or AMM ministry should not pay the bill directly. It may become taxable income to the employee otherwise.*)
6. The amortization agreement must be signed and returned to AMM HR *before* moving arrangements begin.
7. The respective AMM ministry is responsible for the cost of the move.
8. Note: Ministries should remember that this move could qualify an individual for a final move at the time of retirement. Therefore, this could become a "double" moving expense for the respective AMM ministry.

### **Allowances:**

9. **Taxable income:** All reimbursements or payments received by the employee related to an employee's move and the expense for the moving company (if one is used) are considered taxable income by the IRS. Employees may receive a compensating amount of 35% of the actual moving costs to assist with the tax owed on this additional income that will be accrued to the employee. When calculating the 35% tax compensation, note that

payments received by the employee under NADWP Y 23-05 c & d (auto registration reimbursement and moving allowance) are excluded because they have historically been taxable reimbursements to the employee.

10. **Covered Costs:** Personnel who are asked to move by a respective AMM ministry may be allowed the actual cost of moving as follows:

<u>Weight Allowance</u>	<u>Insurance Allowance</u>	<u>Flat Moving Allowance</u>
Actual up to 53ft moving van	Actual	16.5% of remuneration factor for each employee and spouse (Single parent <i>may</i> be granted 33%)

11. **Moving themselves:** Employees who move themselves may be granted a cash settlement of 75% of the amount a commercial mover would charge based upon the weight listed below (must be approved by administrator):

- a. Employee 10,000 lbs.
- b. Spouse/dependent child 5,000 lbs.

12. **Packing & Moving:**

- a. Employees are responsible for packing their own dishes, glassware, books, etc. No allowance is provided for packing.
- b. Up to three workdays *may* be allowed for packing/loading and for unpacking/unloading *at the discretion of the administrator*.

13. **Household Effects:** Covered costs are those that are normally a part of an employee's household effects. The inclusion of items other than the usual household effects of significant weight and volume, such as cars, boats, and rock collections, must be specifically authorized prior to the move and an agreement reached as to whether the AMM ministry or the employee is going to be responsible for the moving expenses. Any extra charge for loading, unloading, wasted space, etc. shall be the responsibility of the employee.

14. **Residence Selection:**

- a. Employees required to move are entitled to one paid round-trip for themselves and spouse to the place of employment for the purpose of selecting a residence. The respective AMM ministry administrator will determine the length of time and the appropriate means of transportation for the visit.
- b. There is no assistance on commercial storage costs while making temporary housing arrangements.
- c. Assistance provided for residence selection is taxable income.

15. **Travel for move:**

- a. Employees are expected to move their own cars to destination.
- b. Allowed travel days are for one car (\*\*) for each 500 miles traveled to destination in the most direct route or major fraction thereof at the time of the move.
- c. Per Diem and mileage are allowed for each approved travel day at the time of the move to the new location according to current rates.
- d. \*\*If there is a spouse, the household limit is two cars.
- e. No provision is made for expenses related to returning to the original location to pick up and/or move additional items.

16. **Automobile Registration and Excise Tax** – Employees who are called to another state and who are required to pay duplicate excise tax, auto license, and certification/inspection fees, may report such expense on one car if they register their car within 90 days of moving to the new area. If the employee has a spouse, the above expenses may be reported on a second car.

17. **Expense Report** – All expenses (except the bill from the moving company) related to moving must be reported on the Worker's Expense Report form and submitted to the respective AMM ministry administrator for approval.

18. **Sharing Moving Expense** – When calls are extended to a husband and wife to join AMM and another denominational institutional organization in the same area, the cost of moving is shared between the two calling organizations. However, when the initial call is for one spouse and the other spouse obtains employment after the call or move,

the organization that initiates the primary call shall be responsible for the full cost of the move.

**NOTE:** *The allowances referred to in flat moving allowances and two vehicles are limited to two per family even though both spouses are employed by the same organization.*

## **B 420.30      Amortization of Moving Expense**

### **Moving Expense Amortization:**

If an exempt employee voluntarily or involuntarily terminates employment as an Adventist Media Ministry employee and/or receives an interdenominational transfer within the first four years after the official move date, the employee or the calling organization will reimburse AMM and/or the respective AMM ministry according to the following schedule:

- |   |                    |
|---|--------------------|
| • Less than two years of employment       | 100% reimbursement |
| • More than 2 years but less than 3 years | 50% reimbursement  |
| • More than 3 years but less than 4 years | 25% reimbursement  |
| • More than 4 years of employment         | 0% reimbursement   |

**Exemption** – Employees who are requested by Adventist Media Ministries to move to another location within the period of amortization will not be required to sign a new moving amortization agreement.

**Notification** – The calling organization of an employee will be responsible for any unamortized moving expense as well as any outstanding indebtedness of the employee with AMM. The calling organization will be notified by AMM within 60 days of confirmation of the call.

## **B 420.35      Second Moves**

There is no assistance on storage costs or second moves for employees who make temporary housing arrangements while having a residence built or while seeking a place to rent or purchase.

## **B 420.40      Per Diem for New Arrivals**

New exempt employees of Adventist Media Ministries, whose families are temporarily separated, with the employed spouse preceding the rest of the family and having the additional cost of maintaining two households for a period of time, may be granted the following assistance upon approval of the respective AMM ministry:

1. **Approval** – A per diem allowance may be made only in cases where the approval to separate the family has been approved by the respective AMM ministry house/operating committee.
2. **Rate for First Two Weeks** – Per diem at the full rate may be granted for the first two weeks.
3. **Rate for Next Ten Weeks** – Per diem at one third of the full rate may be granted for the remaining period, up to a maximum limit of an additional ten weeks, or a total of 12 weeks' provision.

## **B 420.45      Assistance on Housing for Moves**

Denominational organizations often find it necessary to ask employees to relocate so that the best interest of the denomination might be served. Some transfers are to higher cost of housing areas. This sometimes works a financial hardship on the employee who responds

to such a request. Other employees begin denominational service in these high cost areas. For unusual circumstances there may be additional benefits as per *NAD Working Policy Y 16 06*.

The respective AMM ministries may use these procedures for housing assistance for eligible exempt employees who move to an approved location.

### Home Ownership Eligibility:

1. The assistance may be available to exempt employees in the S-2 to S-19 classification.
2. The exempt employee must own a home and has been asked to move by one of the AMM ministries to an officially designated office area.
3. The exempt employee purchases a home within one year of the move that is within an acceptable driving distance to the designated office area. *(Please consult with the respective AMM administrator if there are any questions on a suitable area.)*
4. The respective AMM ministry must include this assistance in its vote to hire the employee by noting the committee action on the *Personnel Action Sheet* that is subsequently provided to the AMM HR Department. The respective AMM ministry is responsible for the cost of the assistance.
5. At the time the employee completes the transaction to buy a home in the new location, a lump sum settlement will be provided to assist with housing ownership expenses. This amount is based upon the difference between what they are now receiving and the change that will result in the annual Cost of Living (ERI) adjustment when they transfer to their new area. The Lump Sum settlement amount is calculated based upon the following parameters:

No COL/ERI increase	\$20,000
Annual increase >\$1,000 & <\$3,000	\$21,000
Annual increase >\$3,000 & <\$5,000	\$22,000
Annual increase >\$5,000 & <\$8,000	\$23,000
Annual increase >\$8,000 & <\$10,000	\$24,000
Annual increase >\$10,000	\$25,000

6. Amortization agreement must be signed and returned to AMM HR and kept in the Personnel File before any assistance may be given. The amortization is based upon an employee voluntarily or involuntarily terminating employment with the Adventist Media Ministry or receives an interdenominational transfer within the first four years after the official move date. In such cases, the employee or the calling organization will reimburse AMM respective ministry according to the following schedule:

Less than two years of employment	100% reimbursement
More than 2 years but less than 3 years	50% reimbursement
More than 3 years but less than 4 years	25% reimbursement
More than 4 years of employment	0% reimbursement
7. No other housing assistance under any other policy will be given.

### Rental Assistance:

8. Employees who are in rental housing do not normally incur duplicate housing costs as a result of a move. However, for those who must break a lease agreement, assistance may be given for the duplicate costs incurred by the breaking of a lease. A vote by the respective AMM ministry's committee and documentation is required for reimbursement. Amortization of the rental assistance is required based upon the same agreement as the housing assistance.
9. The lump sum settlement does not apply in the event an employee who has been previously renting and subsequently purchases a house at the new location.

## **B 420.50 Assistance on Duplicate Housing Expense** *(NAD WP Y 16 06)*

When an exempt employee moves from one location to another, and because of the condition of the lease or failure to sell or rent the house, the employee is required to pay housing expenses both at the former location and at the new location, an allowance may be granted to cover the time when payments were being made at both locations and both homes were habitable. The allowance may be granted under normal conditions for up to three months. The *North American Working Policy Y 16 06* will be used to determine the assistance. No other housing assistance under any other policy will be given.

#### **B 420.55 Sick and Short-term Disability Leave**

Although it is always appropriate to communicate any and all absences, an exempt employee who is sick for an extended period of time (more than three days) should inform and/or make arrangements for the absence(s) with his/her supervisor, regardless of the reason. All particular and appropriate federal, state, local or NAD policies would apply. (*Also see FMLA E 220*)

#### **B 420.60 Automobile Policy (NAD WP Y 29)**

**Statement of Philosophy --** In order to avoid excessive or unnecessary automobile expense, AMM does not provide automobiles for the use of their employees. Most employees need and have an automobile for personal use including travel to and from work. Automobile depreciation and insurance allowances that are included in remuneration are granted to assist eligible exempt employees in maintaining an automobile for their personal use and for travel to and from their place of work. The automobile is also to be made available for church and AMM business as needed. The *North American Division Working Policy Y 29* will be used to determine the requirements and provisions that will be granted for reimbursement and assistance. No other assistance will be given for expenses unless specifically authorized and within AMM and NAD policy.

#### **B 420.65 Housing Assistance – General Provisions (NAD WP Y 16)**

The remuneration factor and implementation of cost of living granted to an eligible exempt employee includes a provision for housing. No additional housing allowances may be granted, except as provided in the NAD Policy **Y 16**. When an employee purchases housing, he or she accepts the full responsibility involved in home ownership. Where a parsonage allowance is granted to the employee under existing government regulations, the AMM Advisory Committee shall stipulate the maximum amount of said allowance annually.

#### **B 420.75 Parsonage Allowance (NAD WP E 05, Y 16 05)**

Only Ministerial and Commissioned Credentials and License holders are eligible for parsonage allowance. The AMM Human Resource Department will contact those employees who are eligible with the maximum amount stipulated for the area in which they live and the required paperwork to receive this allowance.

#### **B 420.80 Area Travel Allowance (NAD WP Y 29)**

An area travel allowance is included in the biweekly paycheck of eligible AMM exempt employees for local travel. Local area travel consists of round trips to meet appointments involving 100 miles or less of auto travel from home to office. These do not require authorization and the expense is not reportable but is included in the area travel allowance. Trips to airports may be an exception and may be reportable. If the round-trip mileage is between 100 and 200 miles, the appointment may be taken without specific authorization

and the mileage expense may be reported for the whole trip up to a maximum of 200 miles at current mileage rate.

It is assumed that the travel assistance for an employee and a spouse will be for two cars unless the spouse is also eligible for assistance or the employee is single.

#### **B 420.85      Travel Allowance for Spouse** *(NAD WP Y 27)*

**Eligibility** – An exempt employee who travels extensively (approximately 8 trips per year) may request assistance once a year on the airfare for his or her spouse to accompany the employee on authorized itineraries. *(See T 500.15 for additional information.)*

**Assistance** – The following assistance may be granted: When flying, round-trip fares should be obtained at the most economical rate available or actual expense up to the maximum approved amount by the respective AMM ministry house/operating committee.

**Reporting** – The Worker's Expense Report shall indicate the expenses incurred for the travel by the spouse.

**Taxable Income** – The assistance that is granted on spouse travel is reported as taxable income.





# Travel Policies (T)



## TRAVEL POLICIES

*Travel policies are covered in more detail in the North American Working Policy, especially in NAD WP C, R, and Y.*

### TRAVEL AUTHORIZATION

#### T 500.05 Travel Authorization

The procedure for authorizing travel is as follows:

1. **Interdivision Travel Outside of NAD** – the NAD and/or GC Travel Departments must be notified and approve all travel outside of the North American Division. In addition, the respective AMM ministry house/operating committee must approve interdivision travel.
2. **NAD Travel** – the respective AMM ministry house/operating committee authorizes travel within the North American Division in excess of 200 miles.
3. **Medical emergencies while traveling in North America or Overseas** – If an employee is physically injured while on a trip or contracts an occupational disease, e.g. malaria or typhoid, and incurs medical expenses, the employee should contact the AMM Human Resource Department by phone or email and/or immediately upon return from the trip. **Do not submit bills to the HCAP medical benefits claim processor**, as it may be a Workers' Compensation claim.
4. **Travel Budgets** – All travel expenses shall be covered by the travel budget assigned to the respective AMM ministry and/or departments.
5. **Spent Budgets** – Employees who have spent or committed their travel budgets for the year are not to accept appointments from organizations, unless their respective AMM ministry house/operating committee approves their expenses.
6. **Travel Authorization** – A copy of the respective AMM house/operating committee minutes approving travel should be attached to the employee's monthly expense report for trips authorized for that month.
7. **Special Assignment Travel** – Special events travel within the area covered by the area travel allowance may be reimbursed on the usual per mile basis. Such travel may be authorized for projects or assignments not related to routine work activities. Special events travel will be allowed on the following conditions:
  - a. The supervisor and/or the respective AMM ministry administration shall preauthorize special events travel.
  - b. Travel that occurs during regular working hours will not be considered as special events travel.
8. **Vacation Related to Ministries Travel** – There are times when authorized appointments may be coordinated with a vacation plan. This is a very delicate relationship and personal desires should not influence plans for work-related travel. As an example, if a person is vacationing in Florida and is invited to take the service at a local church on Sabbath, this is an opportunity to serve and does not make the trip reportable. However, if an individual has a specific assignment in Florida and takes a vacation before or following the work assignment, the travel to that assignment is reportable, but vacation expenses shall be personal.

## **T 500.10      Special Travel – Seminars**

When staff members who have not been assigned travel budgets are authorized to attend seminars or meetings, the following procedures apply:

1. **Procedure** – Requests for seminars or meetings will go to the respective AMM ministry house/operating committee and will be authorized according to protocols and procedures established by the AMM ministry including those expenses considered out of budget.
2. **Expense** – The expense shall be charged to the respective AMM ministry's expense budget.

## **T 500.15      Spouse Travel** *(NAD WP Y 27)*

Exempt employees who are required to travel regularly and are eligible *(See B 420.85 for eligibility)* may request their respective AMM ministry to authorize their spouse to accompany them on authorized travel according to the NAD policy and the following guidelines:

1. The expense will be charged to the respective AMM ministry's expense budget.
2. The respective AMM ministry house/operating committee should vote requests according to protocols and procedures established by the respective AMM ministry for such expenses.
3. Only actual lodging expenses during the time of the event/meeting are to be reported. Time before and after the event/meeting should be at the employee's personal expense. *(See T 500. 25 #5)*
4. The current per diem rates are allowed for time during the event and at the employee and spouse rate.

## **T 500.20      Travel by Air and/or Automobile**

Travel should be by the most economical means taking into account good utilization of personal time and trip requirements.

## **T 500.25      Travel by Car**

1. **Trips in Excess of One Day** – In traveling to appointments employees are advised to use air transportation, unless otherwise authorized, for trips that require more than one day to complete by car.
2. **Longer Trips** – Employees may at times request authorization to travel to distant places by car or travel trailer if approved by the respective AMM ministry house/operating committee or according to protocols and procedures established for expenses that are within or outside of budgets.
3. **Rental Cars** – If a rental car is used in lieu of a personal car, when the trip originates from the employee's home area, reimbursement will be based on regular automobile travel as if the employee were using his/her own automobile or actual cost, whichever is less.
4. **Mileage Rate** – The current mileage rate may be reported for miles on the basis of the most direct route.

5. **Reportable Expenses** – Charges for tolls on the most direct route of travel may be reported in addition to the authorized mileage rate. Actual parking charges at reasonable rates are also allowed. Hotel or motel accommodations and the usual per diem allowance are reportable on the basis of travel at a minimum of 500 miles per day.
6. **Additional Passengers** – When other employees accompany the owner of the automobile on an authorized trip, no additional mileage allowance is granted, nor should the passenger reimburse the owner of the automobile and report such reimbursement as an expense.

### **T 500.30      Travel by Trailer, Campers, Motor Homes**

Employees on authorized trips that have been voted by their respective AMM ministry house/operating committee to tow trailers or drive campers or motor homes may report the actual cost of RV parks or expenses related to parking RV overnight based upon 500 miles per day of approved travel. (*See T 500.20, T 500.25*)

### **T 500.35      Motels/Hotels**

1. **Selection/Reimbursement** – Motels of modest cost should be selected and the choice should not be influenced by offers of free trip plans, bonuses, or other allowances. Such allowances granted by motels for spouse travel, etc., are to be used in future authorized travel or spouse travel. Reimbursement includes actual cost for room, tax (receipts required), and appropriate tips.
2. **Staying with Friends and Relatives** – A modest payment may be granted to the host to cover expenses up to \$25.00 per night. So as not to embarrass those providing hospitality; the employee is not required to obtain a receipt. A gift of flowers, a book or a meal may be reported not to exceed the amount listed above. Up to \$25.00 may be claimed by employees when official attendees at AMM meetings lodge with them and the employee has not received other lodging compensation.

### **T 500.40      Per Diem Rates**

A daily travel allowance (per diem) is provided for authorized travel when the employee is absent from home overnight. This amount is determined each year by the North American Division. The full allowance is reportable for each day the employee is away from home overnight and purchases at least one meal. The allowance includes the expenses for meals, pressing, dry cleaning, and laundry.

### **T 500.45      Meal Allowance on Day Trips** (*No overnight stay*)

A meal allowance of actual expenses (plus tips) may be provided for authorized travel when approved by the respective ministry administration for the employee who is away from the office during the day but not overnight.

### **T 500.50      Automobile Rentals**

The collision damage waiver (CDW) and personal accident insurance should not be purchased at the time of a car rental. Adventist Media Ministries has arranged with Adventist Risk Management Services (ARM) to cover the value of rented cars that exceeds \$500 in the United States, Puerto Rico, and Canada. Employees will not be reimbursed for

the CDW coverage in the aforementioned countries. CDW coverage should be purchased if cars are rented in other countries if no other coverage is provided.

If an employee is involved in an accident with a rental car, the employee should contact the AMM HR Department for the auto claim form so that it can be submitted to ARM as soon as possible. AMM HR will provide the employee with contact information for ARM that needs to be given to the rental car company. The employee should pay the \$500 deductible via credit card when the damaged car is returned to the agency and instruct the rental agency to direct the remaining charges to ARM. The employee should then apply to AMM HR for assistance on the \$500 deductible.

### **T 500.55      Travel Advances**

Travel advances may be requested from the respective AMM ministry administration. However, employees are urged to use their credit card for most expenses, especially while traveling in North America. All travel advances should be settled in full at the end of each trip. If the expense report does not cover the travel advance, the balance can be repaid by a payroll deduction.

### **T 500.60      Borrowed Cars**

If AMM employees borrow cars from relatives or friends while traveling in the field and use them for their respective AMM ministry business, they may report the cost of gas purchased or mileage if that amount is paid to the owner of the car.

### **T 500.65      Tips/Gratuities**

Although providing gratuities is confusing and often debated, AMM employees are encouraged to provide reasonable gratuities (tips) to service workers in North America for those in restaurants, hotels, baggage handling, taxis, and so on. Social custom and etiquette will usually determine the customary amount of a tip. It can range from a specific amount to a certain percentage of the bill. Sometimes a fixed percentage is added to the bill automatically. Suggested amounts in North America include: hotel daily service is often \$1 to \$2 a night; restaurant meals are suggested to be 15-20%; and baggage handling from \$2 for first bag and \$1 for each additional one. More information on etiquette can be found at <http://emilypost.com/advice/general-tipping-guide>. There are also smart phone apps for tips.

However, it must be noted that the custom varies between countries. Some countries may expect it, but in others tipping may be discouraged and even considered insulting. It also may make a difference as to the service being provided. For instance, in the United States it is considered illegal to tip government workers and police officers. Tipping customs in other countries can be referenced at <https://en.wikipedia.org/wiki/Gratuity>

Employees who provide tips can claim the expenses by listing them on the bill associated with that charge, unless it is something that should be included with full per diem. Otherwise, a separate receipt can be made out by the employee and included (contact AMM Payroll for sample receipts). (*See T 500.40, T 500.45*)

### **T 500.70      Visas**

Once trips and their itineraries are approved for international travel, the necessary visas must be obtained, including any changes that are made after the initial itinerary. It is the

responsibility of the traveler to contact their respective ministry administration for arrangements and/or procedures. Travelers are advised to allow for plenty of time to secure visas as it can take up to a minimum of three days to three months. Other documents that may be required are a passport, immunization booklets, and, for those holding alien registration cards (green cards), a copy of both sides of the card is needed to process the visa request. If in doubt, it is wise to obtain information as early as possible.

## SABBATH TRAVEL

### T 510.05 Sabbath Travel

AMM employees are strongly advised to avoid travel on public conveyances as far as possible during the Sabbath hours. Itineraries should be scheduled in such a way as to avoid arriving or leaving by public transportation during the Sabbath hours.

## TRAVEL INSURANCE

### T 520.05 Personal Effects Insurance

Adventist Media Ministries carries group Personal Effects Floater insurance covering luggage and personal effects for the benefit of Adventist Media Ministries staff with authorized travel budgets. Some high value items may not be covered in full. Employees may obtain information regarding reimbursement limitations and provisions from the AMM Human Resource Department.

### T 520.10 Travel and Accidental Death and Dismemberment Ins. *(NAD WP Y 28)*

\$50,000.00 of Accidental Death and Dismemberment coverage is provided for all exempt employees. To further assist with out of country travel, Short Term Travel coverage is provided for Speaker/Directors. In addition each ministry is required by NAD policy to provide or assure that travel insurance is provided for any employees or volunteers who participate in trips sponsored by or organized by the ministry that go outside of the US. Any accident leading to a claim under this policy should be reported immediately to Adventist Risk Management by filing a claim form with the AMM Human Resource Department. If the needed circumstances would arise for settlement, the *North American Division Working Policy Y 28* and any other applicable insurance policy held in the employee's name by AMM would apply.

## TRAVEL EXPENSES



## **T 530.05      Expense Reports**

**Expense Reports**– Expense report forms are used to record authorized travel, vacation and/or sick days, and other general departmental expenses paid for in cash and/or charged on a personal credit card shall be submitted for each trip made during a month. Personal accounts should be cleared at least monthly, or after completing an extended trip. Expenses for which a reimbursement are reported that are dated more than ninety (90) days old will be processed as taxable income. Employees should submit their reports to their respective AMM ministry administration's office for approval before being sent to AMM Payroll. Expense reports should use paper clips and should not be stapled.

**Supporting Information** – One copy of receipts for expenses shall be attached to the report. Original receipts for expenditures must be attached, except for taxi and city bus fares, tips, local calls, etc. The latter expenses can be listed on the bill associated with that charge, unless it is something that should be included with full per diem. Otherwise, a separate receipt can be made out by the employee and included (contact Payroll for sample receipts). *(See T 500.40, T 500.45)*

**Foreign Currency** – Travel outside North America will involve the purchase of local currency and the reporting of travel expenses in such currencies. Employees are encouraged to purchase local currency with U.S. currency or traveler's checks. Expenses for travel and lodging in the field must be paid by the employee rather than having it charged to Adventist Media Ministries. Careful records should be kept of exchange rates used for purchases of local currency, and should be used to convert local currencies back to dollars for the expense report.

# Index

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# EMPLOYEE HANDBOOK INDEX

*Although this Index contains as much information by alphabet and policy number as feasible of items in this Employee Handbook, it is always easier to retrieve specific information by using the search features on a computer. This can be done after accessing this Employee Handbook on the AMM website. Employees are given a password (which can then be personalized) to access the employee site on the website at the time of their employment. Contact AMM Human Resource Department for additional information.*

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