

1. A request to participate must be submitted to and approved by the Southern New England Conference Administrative Committee (AdCom).
  2. Proposed enrichment program must be educational, helping with your professional development.
  3. Travel is encouraged outside of the USA but it can be within the USA or the time can be spent in full time graduate study.
  4. The thirty (30) days must be taken either at one time or in two fifteen (15) day periods.
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## Second Mortgage Plan — Please see Buildings: Second Mortgage Plan

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### Service Records

Related NAD Policy Number: E 70

Date Adopted: 01/01/09

The conference secretariat office will maintain a service record for each employee. An employee may request a copy of his/her service record at any time; however, only written requests for service records shall be honored. The original record shall not be released to the employee, but remain in a secure office file.

Each employee shall be given a printed copy of his service record not less than biennially. Any employee who perceives discrepancies in his/her record may request the assistance of office personnel in documenting proposed changes. Secretariat will make every effort to verify the accuracy of information and keep records up-to-date.

If an employee transfers to another denominational institution, the original service record will be forwarded to the new employer, and a copy will be retained in conference files. If an employee terminates denominational service, the original record will be kept at the last place of employment.

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### Sexual Harassment

Related NAD Policy Number: E 87

Date Adopted: 01/01/09

#### Expectations in Personal Conduct

Employees of denominational organizations are to exemplify the Christ-like life and should avoid all appearances of wrongdoing. They should not for one moment indulge in sexual behavior that is harmful to themselves or others and that casts a shadow on their dedication to the Christian way of life. In addition conference employees are required to certify annually that they have reviewed this policy and related materials provided to them.

#### Importance of Mutual Respect

Employees should respect and uplift one another. They must never place another worker in a position of embarrassment or disrespect due to sexual overtones. To do so would be a violation of God's law and the law of the land, which protects human rights in the workplace.

#### Definition of Sexual Harassment

Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC), defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical

conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Specific examples of sexual harassment may include, but are not limited to, the following:

1. Verbal harassment or abuse (e.g., degrading comments, propositions, jokes, tricks)
2. Subtle pressure or requests for sexual activity
3. Unnecessary or inappropriate touching of an individual (e.g., patting, pinching, hugging, repeated brushing against another individual's body)
4. The threat, suggestion, or action making the individual's job, future promotions, wages, etc., dependent on whether or not he/she submits to sexual demands or tolerates harassment.

#### Maintaining a Harassment-Free Environment

The Southern New England Conference of Seventh-day Adventists recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve, through prevention, this environment, certain appropriate steps have been taken, such as (1) ensuring that all employees are made aware that sexual harassment violates the law and is prohibited by the conference; and (2) developing appropriate sanctions and informing all employees of their rights to raise the issue of sexual harassment.

#### Processing Alleged Incidents of Sexual Harassment

Sexual harassment in the Southern New England Conference of Seventh-day Adventists will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients, or non-employees, the following steps should be taken immediately:

1. The complainant should report the incident(s) to the appropriate individual as follows: Pastors report to the conference's executive secretary; teachers report to the superintendent of schools; and office staff report to the treasurer. If the complaint involves the individual to whom a report must be made, the employee may bypass that individual and report to the executive secretary or president. The complaint may initially be in verbal or written form; but verbal complaints should ultimately be reduced to writing.
2. The discussion shall be conducted in an objective and thorough manner by both parties, and the complainant should be notified not to discuss the matter elsewhere due to the confidentiality of the complaint and investigation process.
3. The individual receiving the report shall advise the executive secretary of the presence and nature of the complaint (unless the complaint specifically involves the latter), and an individual will be designated to investigate the complaint.
4. The designated individual will talk confidentially with all involved persons and seek to determine whether an act of unwanted sexual harassment did occur. The person investigating the complaint shall keep information received in strictest confidence, except as necessary to further the investigation. The designated individual shall notify the officers of the conference when the investigation is complete. (If the complaint is lodged against an

officer of the conference, that officer shall be excluded from the notification and decision-making process.)

5. The officers of the conference shall review the evidence, and if it is determined that the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending on the severity of the act, discipline may range from a written warning, a copy of which is placed in the offending individual's personnel file, to immediate dismissal.

6. The designated individual investigating the report will then notify the complainant and explain that corrective action has been taken.

### Third-Party Reports

All employees of the Southern New England Conference of Seventh-day Adventists who are aware of incidents of sexual harassment in the workplace are responsible for reporting such incidents to the appropriate supervisor, department head, or other official, for investigation.

No employee of the Southern New England Conference of Seventh-day Adventists will be discriminated against in his or her employment on the basis of opposing any act or acts of the type discussed above, or because that employee has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing with regard to a claim of sexual harassment/ misconduct. If an employee believes that he/she is being discriminated against for any of the foregoing prohibited reasons, he or she should immediately report such conduct to the conference's executive secretary for investigation and resolution in the same manner as a claim for sexual harassment/misconduct.

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### Sick Leave for Exempt Employees

Date Adopted: Sept 25, 2016

#### Employees Who Are Covered

This Sick Leave Policy shall apply to exempt employees.

#### Sick Leave Hours Accrued

Sick leave time shall accrue based on 2.93 hours for a 76-hour (two-week) pay period (.03855 hour per hour worked). Regular part-time employees shall accrue sick leave time on a prorated basis. The accrual of sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave, but does not include overtime hours worked for exempt employees.

#### Division of Sick Leave Time

Up to sixty percent (60%) of the accrued sick leave time shall be available for short-term illnesses and medical/dental appointments for the employee, or the care of the employee's child, parent, parent of spouse. The balance shall be available for the employee's Short term illnesses, medical/dental appointments, extended illnesses, disability or incapacity. Childbirth is a qualifying incapacity.

#### Short-term Illness

The first three (3) work days of any illness or time off for medical/dental appointments shall be charged to the short-term sick leave bank.

#### Extended Sick Leave Time

1. Beginning with the 25th work hour of an employee's personal illness, regular