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Human Resource Policies and Code of Business Conduct

A guide to business conduct
for employees and volunteers.

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS



Updates

Date



Policy #

3.21 Courses, Seminars, Licenses, etc
Corrected Typographical Errors



Introduction

Since its restoration, The Church of Jesus Christ of Latter-day Saints (the “Church”) has been governed by the Savior’s command to take the message of the restored Gospel to all nations. (Matthew 28:19). Wards and branches of the Church now exist in more than 150 countries. World wide membership requires a world wide support organization. Employees, Church service missionaries, and volunteers represent a multitude of cultures and customs, speak many languages, and operate under different local laws. Yet, they are united in their obligation to use wisely the sacred tithing funds contributed by faithful Church members from around the world.

Every employee, Church service missionary and volunteer is obligated to conduct himself or herself in a manner above reproach. We must set a standard higher than required by the laws of any single country in which we labor. “In our own standards of personal conduct, we must remember that the laws of men are the lesser law.” President James E. Faust (28 Feb 2003)

To assist in meeting this standard, the Human Resource Department has prepared these Policies and Code of Business Conduct for all employees of Church operating entities. (Corporation of the President of The Church of Jesus Christ of Latter-day Saints, Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints, LDS Family Services, and related entities). These same principles guide volunteers and Church service missionaries. These Policies and Code of Business Conduct represent minimum standards of behavior. No written code of conduct or set of policies can anticipate and give direction for every situation which may arise. Indeed, the Savior himself declared that “it is not meet that [He] should command [us] in all things. . . .” (D&C 58:26) Employees whose pay comes from consecrated donations must act consistently with standards of behavior expected from those who labor within the Lord’s kingdom.

Each employee of the Church’s operating entities should receive a copy of these Policies and Code of Business Conduct, as modified for their particular country. Each employee is expected to read the Policies and to discuss any questions with his/her supervisor or Human Resource representative. Each employee should complete the Acknowledgement Form distributed with these Policies and Code of Business Conduct, verifying that he/she has been instructed regarding the Policies and Code of Business Conduct, knows where to find them, is familiar with their contents, and agrees to act in conformity with and be bound by its terms.

These Policies and Code of Business Conduct may be changed from time to time in the discretion of the Human Resource Department. They do not give rise to any contractual rights. Rather, this document sets out principles to be followed by all employees, including managers and supervisors.

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1 THE CHURCH AS AN EMPLOYER

The Church of Jesus Christ of Latter-day Saints (“the Church”) does not have employees. In reality, those who “work for the Church” actually work for corporate entities such as Corporation of the President of The Church of Jesus Christ of Latter-day Saints or Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints. Operating affiliated entities exist domestically and internationally as the needs of the Church and local laws require. For simplicity, throughout the balance of this document, the Church’s operating entities will be referred to collectively as “the Church” or as “the Employer.”

1.1 EEO Statement

Only members of The Church of Jesus Christ of Latter-day Saints who are worthy of a temple recommend will be considered for employment. Employment is limited to those persons who believe in and live the teachings of the Church. Except for this requirement, which is allowed by federal statute, the Church is an equal opportunity employer and does not discriminate in its employment decisions on any basis that would be a violation of national, federal, state, or local law. Qualified applicants will be considered for employment, and employees will be considered for advancement or other job related benefits, without regard to race, national origin, color, gender, marital status, age, or disability. The Church will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.

Only temple recommend worthy members of The Church of Jesus Christ of Latter-day Saints will be considered for employment. Qualified applicants will be considered for employment and promotion without regard to race, national origin, color, gender, marital status, age, or disability.

1.2 Highest Level of Integrity and Performance

Every Church employee must act at all times, whether at or away from work, in a manner consistent with the highest levels of integrity and performance. As these Policies and Code of Conduct are implemented, employees must not look for exceptions, but rather seek ways they can go the extra mile in conforming to the principles set out herein.

After-hours conduct

Employees represent the Church at all times – not just during business hours. Consequently, employees are expected to conduct themselves at all times in a manner consistent with temple recommend standards. After hours conduct which is detrimental to the reputation of the Church, whether or not resulting in loss of a temple recommend, may result in work related discipline, including termination.

Employees represent the Church at all times – not just during business hours

1.3 Temple Worthiness

Every employee of the Church must either hold a current, valid temple recommend or be certified by his/her bishop or branch president as worthy of holding a temple recommend. This standard has numerous positive benefits:

- Employees who believe in and live the teachings of the Church are more likely to support the mission of the Church as it relates to their work.
- It promotes an environment where common values and life-styles can maximize unity and teamwork effectiveness.
- It helps to simplify and enhance the communication process among employees, members, and leaders.
- Employees who sustain the leaders of the Church are more likely to support the work-related policies established by those leaders.
- The image, reputation, values, and teachings of the Church are more properly represented to individuals and organizations who have an association or working relationship with the Church.
- Recognition of belief in the teachings of the Church including a testimony of God the Eternal Father and his Son, Jesus Christ, moves an employee to pray sincerely for and receive assistance in his/her work responsibilities.

To be worthy to hold a temple recommend, an employee must, among other requirements, certify to his/her bishop or branch president and stake president that he/she has a testimony of the gospel of Jesus Christ, sustains current Church leadership, is a full tithe payer, is living the law of chastity, and is living the Word of Wisdom. An employee who ceases to be worthy of a temple recommend, for whatever reason, may be subject to work related discipline, including termination. Employees will be required to establish their temple worthiness on a regularly scheduled and as needed basis. Bishops or branch presidents may be contacted for those employees who do not possess or are not willing to produce a current temple recommend.

Viewing pornography is inconsistent with the law of chastity and should be avoided by all employees. Those who view or distribute pornography on Church provided computers will be terminated. Employees who view or distribute pornography away from work may be subject to work related discipline.

Any employee who reports to work under the influence of alcohol or drugs is subject to immediate termination. Employees who use or distribute substances prohibited by the Word of Wisdom, even away from work, may be subject to work related discipline.

As a condition of employment, every Church employee must be worthy to hold a temple recommend.

An employee who ceases to be worthy of a temple recommend, for whatever reason, may be subject to work related discipline, including termination.

1.4 Discrimination and Harassment

The Employer strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. In particular, sexual harassment is inconsistent with worthiness for a temple recommend (a requirement of all employees) and is illegal. The Church prohibits discrimination and/or harassment that is sexual, racial, or related to anyone's gender, national origin, age, or disability. Employees should not harass, threaten, or degrade any person. This policy applies to all employees and to all individuals who may have contact with Church employees.

Harassment may include words, gestures, or actions that annoy, alarm, or abuse another person or create an intimidating, hostile, or offensive working environment. Harassment includes derogatory or degrading remarks, inappropriate jokes, slurs or epithets. It also includes sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, including but not limited to:

- a. Leering or other visual conduct;
- b. Making sexual gestures;
- c. Displaying sexually suggestive pictures or objects;
- d. Verbally abusing a person's gender or making comments in a sexual way;
- e. Making graphic comments about a person's body;
- f. Using sexually degrading words to describe a person;
- g. Distributing suggestive or obscene letters or notes; or
- h. Making unwelcome physical contacts

Any employee who feels he/she has been harassed whether sexual or otherwise should immediately report the incident to his/her supervisor. If the supervisor is the alleged harasser or if the employee is uncomfortable reporting to his/her supervisor, the employee may report the incident to his/her next level supervisor, to any other supervisor, to his/her department Human Resource representative, or to the Human Resource Department. Although not required, employees who feel they have been harassed are encouraged to tell the person engaging in the harassing and/or discriminating conduct that it is unwelcome, offensive, and should stop at once.

Employer prohibits discrimination and/or harassment that is sexual or racial or is related to anyone's gender, national origin, age, or disability.

Any employee who feels he/she has been harassed should immediately report the incident to his/her supervisor or to the Human Resource Department.

When a supervisor learns of an alleged incident of harassment involving a Church employee, the supervisor must immediately report the incident to the department or area's Human Resource representative, who will report the incident to the Human Resource Department Director of Legal Services. This reporting must occur even if the employee who is the victim of the alleged harassment requests that the incident not be reported.

The Employer will investigate complaints of discrimination and/or harassment, either sexual or otherwise. Investigations will be conducted in as confidential a manner as possible. A timely resolution of each complaint will be reached and communicated to the complaining employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee found to be engaging in discrimination and/or harassment. Any employee who knowingly makes a false claim of harassment and/or discrimination will be subject to corrective action.

When a supervisor learns of an alleged incident of harassment where the alleged harasser is not a Church employee, he/she will take immediate action, including a) asking the alleged harasser to leave Church property, and b) reporting the matter to the Human Resource Department Director of Legal Services. Reasonable steps should be taken to prevent a repeat of the incident.

1.5 Anti-Retaliation Statement

Employees who report harassment or discrimination, who participate in an investigation of harassment, or discrimination, or who seek protection under state and federal laws governing employment and/or working conditions should not be subjected to any form of retaliation. Retaliation against any employee for filing a complaint or for participating in an investigation is strictly prohibited. Co-workers will not retaliate against an employee who reports an incident of harassment or discrimination.

1.6 Applicants and Employees with Disabilities

Employer is committed to full compliance with the Americans with Disabilities Act (ADA). Employer will conduct its application and interview process so that there will be an equal opportunity for employment consideration of all individuals with a disability who meet the skill, experience, education and/or other requirements for the desired position.

Employer will make reasonable accommodations to allow qualified applicants with a disability to participate in the application process. A qualified individual with a disability will be given the opportunity to explain or demonstrate his/her ability to perform the essential functions of the desired position.

Employer will investigate complaints of discrimination and/or harassment, either sexual or otherwise, in as confidential a manner as possible.

Employer is committed to full compliance with laws prohibiting discrimination against applicants or employees with disabilities.

Employer will make reasonable accommodations to allow qualified applicants with a disability to whom a job offer is extended or an existing employee with a disability to perform the essential functions of the job. Reasonable accommodations also will be made for existing employees who become disabled, as long as the employee continues to be able to perform the essential functions of the job.

Employees desiring an accommodation should work with their department Human Resource director/manager in requesting accommodations. Employer has established an ADA Accommodations Committee which will assist department HR representatives. The ADA Committee will consider and approve, modify or disapprove requested accommodations. Employer will be as fair and objective as possible in evaluating requests for accommodation.

1.7 Work Place Violence

Employer has a “zero tolerance policy” regarding violence in the work place. Any employee who engages in or threatens any work place violence is subject to discipline, including immediate termination.

Employer has a “zero tolerance policy” regarding violence in the work place.

“Work place violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities and any other threatening behavior.

Employees who feel threatened by another employee or by a third person, or who witness any incident that may involve a violation of Employer’s policy prohibiting work place violence are encouraged to report their concerns to their supervisor, to the Human Resource Department, or to the Church Security Department.

The possession of weapons on Employer’s property, except by duly authorized law enforcement personnel, is prohibited. Also prohibited is keeping or transporting a weapon in a vehicle in or on Employer owned or provided parking areas, whether public or private. Employees are prohibited from carrying weapons while performing services for Employer away from Employer’s business premises.

Weapons include guns, knives, explosives, and any other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

As part of its commitment to employee security, Employer reserves the right for any reason to enter and inspect work areas including, but not limited to, offices, desks, storage rooms and/or lockers, etc., with or without notice and whether or not the space has been secured by the employee. Employer may also conduct audio and video surveillance of its premises.

Under conditions approved by management, telephone conversations and e-mail communications may be monitored. Voice and electronic messages may be retrieved in the process of monitoring customer service. Any communications which constitute a threat against another person may be used as the basis for termination.

2 ESTABLISHING THE EMPLOYMENT RELATIONSHIP

2.1 At-Will Employment

The employment relationship is based on mutual respect and consent, and will continue only as long as both parties find the relationship to be satisfactory. Each employee is free to terminate his/her employment whenever the employee feels it is in his/her best interest to do so. Likewise, the Employer has the right to terminate the employment relationship, at any time, with or without cause. This is known as “employment at will”. Nothing in these Policies and Code of Conduct nor any other oral or written statement to an employee may be viewed as creating or implying a contract of employment for any specific period of time. An agreement for employment for a specific period of time can be established only by a written document signed by both the employee and the HR Director for the department.

Church employment is “at will,” meaning that either the employee or the Employer can terminate the employment, at any time, for any reason.

2.2 Advertising for and Recruiting Applicants

The Human Resource Department will assist departments in filling job openings and recruiting qualified temple worthy individuals without regard to race, national origin, color, gender, age, or disability. It is the responsibility of those involved in the hiring process to select candidates who meet or exceed the job requirements and all other qualifications outlined in these Policies and Code of Conduct. Information about job openings will be posted at Employer’s headquarters, on its website (www.employment.lds.org), and in such other locations as may be necessary to attract qualified candidates. Posting should be done in such a manner that a wide variety of potential applicants are exposed to the posting.

Those involved in the hiring process have the responsibility to select candidates who meet or exceed the job requirements and qualifications.

Current information on open jobs is posted at Employer’s web site.

Definition of an Applicant

In order for a person to be an “applicant,” the following conditions must exist:

- a. Employer must have acted to fill a particular position, such as by posting information about a particular job opening; and
- b. An individual has followed Employer’s standard procedure for submitting an application, i.e. by completing an online application and,

if requested, submitting a resume; and;

- c. The application is for a particular open position. Persons submitting applications for "any job" will not be considered an applicant until they request consideration for a specific, open job.

Interviews

If requested by the hiring department, the Human Resource Department will conduct preliminary screening interviews and will refer selected applicants to the hiring department. Department management will conduct the final interview and make the hiring decision.

Applicant Reimbursement

Prospective employees invited from outside the local area for job interviews by Employer may receive reimbursement for the cost of airfare or approved mileage when a personal car is used, car rental (when appropriate), and food and lodging expenses during the time required for the visit. Costs or reimbursements will be charged to the department concerned. When feasible, transportation should be arranged in advance through Church Travel.

Worthiness and Employment Checks

Before an employment offer is made, the prospective employee will be asked to verify his/her temple worthiness. A Human Resource representative may check with the applicant's ecclesiastical leader to determine whether the applicant is worthy of a temple recommend. The applicant's previous employment history and/or credit history also may be verified. Sensitive information will be handled confidentially.

Before an employment offer is made, the prospective employee will be asked to verify his/her temple worthiness

Extending the Job Offer

The hiring department and the Human Resource representative will agree on the salary in accordance with established guidelines and will determine who will extend the job and salary offer to the selected candidate.

2.3 General Conditions of Employment

Misrepresentations or Omission of Information

Misrepresentations or omission of information during the application process may disqualify an applicant. If the misrepresentation or omission is discovered after an applicant is hired, he/she may be subject to immediate dismissal.

Verifying Authorization to Work

Before new employees begin work, they must complete appropriate employment eligibility verification forms (“I-9”). The Human Resource representative reviews and verifies the form to make sure it is complete. All employees must be authorized to work in the country in which they will be employed. All conditions of immigration laws must be met. Employer does not sponsor immigrants.

All employees must be authorized to work in the country where they will be employed.

Hiring Individuals under Sixteen (16) Years of Age

Individuals under sixteen (16) years of age will not be hired.

Hiring or Transferring Ecclesiastical Leaders

Applicants or existing employees who hold the positions of Area Seventy, stake presidency member, or bishop, and who would be required to relocate or otherwise disrupt their Church calling to accept employment or transfer, may be considered for employment or transfer only after the situation has been reviewed with the appropriate presiding Church authority. The Office of the Quorum of the Twelve should be contacted if the individual is an Area Seventy or a stake president. If the individual is a bishop or stake presidency counselor, the situation should be reviewed with the stake president under whose jurisdiction the individual is serving. Such contact should be made only if the individual is a viable candidate for the position.

Re-employment after Retirement

Employees, who have activated their retirement from Employer, *i.e.* have applied for and are receiving a monthly retirement benefit, are not eligible for re-hire. Terminated employees who are eligible for and accept (or are required to take) mandatory lump sum distribution of their Master Retirement Account benefits are eligible for re-employment.

Employees who have activated their retirement from Employer are not eligible for re-hire.

Exit Interviews

When an employee terminates employment, department management should arrange for an exit interview between the employee and a Human Resource representative. If a Human Resource representative is not available, a member of management at least one level above the employee’s immediate supervisor should conduct the interview. The purpose of the exit interview is to expedite the “checking out” process, to obtain the terminating employee’s ID badge, parking pass, keys, computer passwords, etc, and to ascertain the employee’s reason for leaving Church employment.

Following the exit interview, the department Human Resource director/manager should make a decision on rehire eligibility and insert a note on that decision in the employee’s records.

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2.4 Employment of Relatives

Spouses

To provide many families with the blessings of Church employment, only one spouse of a couple may be employed full-time by Employer. The other spouse may be employed as a non-fully benefited employee (*i.e.* part-time, on-call, temporary or intern). If two full-time employees marry each other, both may continue working for Employer subject to the provisions below. Full-time employees whose spouses also are full-time employees of the Employer may continue as employees, but must comply with the provisions below.

Generally, only one spouse at a time may be a full-time Church employee.

Other Relatives

- a. Near relatives may not be employed when they would work in close proximity in administrative relationships or in location. They may not be employed when there would be cause for management concerns about such things as preferential treatment of a relative in hiring, promoting, allocating salary, assigning duties, arranging schedules, allocating equipment or facilities, disciplining or terminating.

Near relatives may not be employed when they would work in close proximity in administrative relationships or in location.

- b. For the purpose of this section, near relatives include:

Parent	Niece	Grandchild
Spouse	Nephew	Grandparent
Child	Uncle	Father or Mother-in-law
Sibling	Aunt	Brother or Sister-in-law
First cousin		Son or Daughter-in-law

(Any of the above "step" relatives are also included.)

- c. A supervisor may not employ a near relative of a superior or have one of his/her near relatives work within his/her scope of control at any level. This policy applies to General Authorities within the scope of their administrative assignments.

Outside Utah, state or local law should be consulted for possible variations.

Family Members at the Work Site

Except for brief visits, employees should not bring family members to the work site. Employees should not have any of their work tasks performed by a family member.

Except for brief visits, employees should not bring family members to the work site.

3 MAINTAINING THE EMPLOYMENT RELATIONSHIP

3.1 Dress and grooming standards

Employees are expected to dress modestly and in a conservative, professional manner. Extreme clothing of any kind or style should be avoided. Shoes should be in good repair and shined. Soft-sided, athletic or similar shoes, regardless of color, should be avoided. Clothing should be clean, well cared for, and neatly pressed. The fit and style of clothing for both men and women should be modest. The following guidelines should be followed:

WOMEN

- Skirts or dresses of at least knee-length (Skirts with immodest slits are inappropriate)
- Nylon hosiery
- Casual sandals or “flip-flops” are not acceptable
- Pants, pantsuits, and split skirts are not acceptable

MEN

- Ties, suits or sports coats, and dress slacks
- White or light-colored dress shirts
- Suit or sports coat should be worn when leaving the department area. (When leaving the building on a hot day, removal of a suit coat is appropriate)
- Casual pants (such as Dockers®) are not acceptable

In situations where dress standards may need to be modified for modesty, safety, health or other work related reasons, individual departments may submit modified guidelines to the Human Resource Department for approval.

Extreme hair styles are not acceptable. Hair should be clean and neatly combed. Beards and sideburns below the earlobes are not acceptable. Mustaches, where worn, should be neatly trimmed and should not extend beyond the corners of the mouth. Men’s hair length should be above the collar.

High standards of personal hygiene and cleanliness are expected. Cologne and perfumes should be used sparingly, with sensitivity to allergies of co-workers.

Employees are expected to dress modestly and in a conservative, professional manner, consistent with the customs and standards of the country in which they work.

Safety Clothing

In accord with federal or state OSHA safety regulations, certain positions require the use of specific safety clothing or protective equipment, such as steel-toed boots, hard hats, aprons, etc. Departments should consult the *Church Safety, Health and Environmental Manual* for guidance on situations where such equipment is necessary. The Department, at its cost, will provide the required clothing or protective equipment. If the equipment or clothing is very personal in nature and may be used away from work, such as prescription safety glasses or safety shoes, departments may establish a policy of participation with employees in the cost of such equipment or clothing. Departments should consult with the Risk Management Division to insure the appropriateness of the supplied clothing.

Uniforms

If a division or department decides that uniforms are required for employees, the uniforms will be provided and maintained by the Employer, in accord with applicable state or local law.

If uniforms are required for employees, the uniforms will be provided by Employer

3.2 Conflict of Interest

Employees are responsible for ensuring that they do not engage in activities that are or could be considered a conflict with the interests of Employer. To assist employees, Employer requires each employee to report to his/her supervisor any situation that might constitute a conflict of interest. This is accomplished through completion of the *Conflict of Interest Disclosure* form at defined intervals or whenever relevant circumstances change. Each employee must carefully consider all circumstances and possible consequences of his/her business and personal dealings that could be a conflict with Employer's interests. Employees must not use their employment to influence business transactions for personal benefit. Employees must avoid involvement in any activity that could compromise or appear to compromise their ability to perform their duties or to make decisions in their work assignments that are in the best interest of the Church.

Employees are responsible for ensuring that they do not engage in activities that are or could be considered a conflict with the interests of the Employer.

Second employment

Second employment is a potential conflict of interest and must be disclosed on the Conflict of Interest Form. Second employment will not be considered an actual conflict of interest as long as the employee's work schedule does not have to be adjusted to accommodate the second employment and the second employer is not a Church operating entity (Corporation of the President, Corporation of the Presiding Bishop, LDS Family Services, and related entities throughout the world) or does not do business with Church related entities. Employees are not permitted to maintain multiple, concurrent positions with Church operating entities. An employee should not receive compensation in addition to his/her normal pay for performing services for a

Second employment is a potential conflict of interest and must be disclosed to the Employer.

different department, such as appearing in a movie production of the Audio Visual Department, or performing translation services. Time spent in rendering such services should be considered as “hours worked” in the primary department.

If an employee is in a position to influence the amount or nature of the business relationship between Employer and his/her secondary employer, the employee has an actual conflict of interest that must be disclosed and resolved.

Fully benefited employees may accept second employment with a Church affiliated entity, such as Brigham Young University, Zion’s Securities, Bonneville International, Deseret Book, etc, only if the second position is excluded from benefits.

Employees must be careful not to use Church facilities or equipment for second employment. Second employment must not be carried out during hours the employee works at his/her Church employment.

Boards, associations or committees

Service on outside boards, associations and committees is consistent with our obligation to be good members of the communities in which we live. Such service often presents opportunities for professional development, recognition, and improvement of job related skills and knowledge.

To insure that membership on a board, association or committee does not conflict with employment, employees who are asked to serve or who desire to serve as a member of an outside board, association or committee should obtain approval, including approval for any necessary work schedule changes, from his/her director (unless the employee is a director, in which case approval should come from the department head). (See [Policy 3.13, Public Service Leave](#))

To insure that membership on a board, association or committee does not conflict with employment an employee should obtain approval from his/her director.

3.3 Ownership of Work Product

During the course of their employment, many employees produce or develop work products, such as inventions, computer programs, diaries, photographs, correspondence, books, instructional materials, etc. All employee generated materials (or any part thereof) which are created by or for the employee as part of his/her employment assignment or job performance belong to Employer. As a condition of employment, each employee is required to execute a *Confidentiality Agreement and Assignment of Work Products*. Questions on whether a particular item is “work product” should be directed to the employee’s supervisor, who may seek assistance from the Church’s Intellectual Property Office.

3.4 Confidential Information

Many employees work with, receive, or generate confidential information regarding the Church and its operations. It is imperative that this confidential information remain confidential, even after employment terminates. Each employee must sign a *Confidentiality Agreement and Assignment of Work Products* which contains a definition of confidential information and sets forth the employee's obligation not to reveal such information, except as may be required by the employee's job responsibilities. Employees should be diligent in safeguarding information entrusted to them, so as to avoid even the accidental disclosure of confidential information.

Employees should be diligent in safeguarding confidential information entrusted to them, so as to avoid even the accidental disclosure of Confidential Information.

3.5 Use of Employer Provided Computer and E-mail Network

Employer's computer and e-mail networks are for Church business related purposes. Certain employees are provided internet access to assist them in their work related responsibilities. Incidental and occasional personal use of these systems is permitted. The e-mail system should not be used for personal commercial use. Both e-mail and internet use is subject to review. Viewing of inappropriate web sites or inappropriate use of the e-mail system may lead to disciplinary action, including termination.

Employee use of e-mail and the internet is subject to review. Viewing inappropriate web sites or inappropriate use of e-mail may lead to disciplinary action.

Employees should have no expectation of privacy for materials created on, stored on, accessed by or transmitted over Employer's computer networks.

3.6 Work Schedules

Employer's offices will be open as necessary to support the Church's world wide operations. The hours of operation for each division and for each employee will be established by the department as necessary to meet these needs.

Standard Work Week and Workday

The standard work week begins Saturday at 12:01 a.m. and ends the following Friday at 12:00 midnight. The typical work week is five (5) eight hour days, but may vary by location as dictated by clear business need, with prior approval of the department's managing director.

The standard Church work week begins at 12:01 a.m. on Saturday morning and ends at 12:00 midnight the following Friday.

Lunch Breaks

A forty-five (45) minute lunch break is authorized for employees working more than five (5) hours in a shift or day. The lunch break should not be taken at the end of the workday. Employees may be asked to schedule lunch breaks to accommodate department needs. The timing of lunch breaks is dictated by the laws of some states. Employees and management should comply

with such laws.

Work Breaks

Non-exempt employees are authorized a ten (10) minute break for each four hours they work. These breaks should be scheduled with the employee's supervisor to accommodate department needs. The length and timing of breaks may vary, according to local or state law. An employee is not permitted to move one or both of these breaks for the purpose of extending the lunch break, shortening the workday, or taking one twenty (20) minute break.

Van or Car Pools

Employees participating in van or car pools are expected to work a standard work day and work week. Some variance from the department's expected arrival and departure times may be approved by the employee's department management.

3.7 Work-at-Home

Work-at-home, "cottage industry," "telecommuting," or similar employment is not authorized. If employees have unusual needs that can be met only through this type of employment, the Human Resource Department must give prior written approval. This general policy does not prevent exempt employees from taking necessary work home to be completed after hours.

Work-at-home, "cottage industry", "telecommuting," or similar employment is not authorized.

3.8 Travel

Employer's funds come from sacred donations of Church members. All employees who travel on Employer's business should spend travel funds prudently. Employer will pay travel costs for employees traveling on Employer's business, in accord with the approved Travel Policy. (See [Appendix 4.2, Travel](#))

3.9 Job Descriptions

Job descriptions are used to establish the essential functions of each job within Employer's organization and to assist in determining the value of each job. Job descriptions are necessary to assign salary levels. A current, approved job description for each job must be filed with the Human Resource Department.

3.10 Compensation

Employer's compensation program is designed to compensate employees fairly, while at the same time acknowledging a measure of "consecration" by [Return to Table of Contents](#)

Employees working in similar positions will

those who earn their living in service to the Church. Compensation ranges are based on the nature of the position. Employees in similar positions will receive comparable compensation, regardless of gender, national origin, race ethnic status, age or disability. Compensation may vary based on experience, performance, and/or length of service.

receive comparable compensation, regardless of gender, racial or ethnic status.

As a tool to maintain fairness and equity in compensation, Employer has established a Job Evaluation Committee, which is tasked with reviewing all positions within Employer to determine the relative value of a specific job. The Job Evaluation Committee assigns a salary or wage grade to each job. Grades are determined by the duties of the position. Compensation commitments not in keeping with the approved Salary Administration Guidelines are not to be made by department management. Exceptions must be approved in advance and in writing by the Director of Employee Relations and Placement, Human Resource Department.

Salary Basis Policy

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and that they receive overtime pay at one and one-half times their regular rate of pay for all hours worked over 40 hours in a work week. The FLSA provides an exemption from these requirements for bona fide executive, administrative, and professional employees, and for certain computer employees. To qualify for an exemption, employees generally must meet certain tests regarding their job duties and must be paid on a salary basis, as described below. Job titles do not determine exempt status. Rather, an employee's specific job duties and salary must satisfy all requirements of the Department of Labor regulations.

Salary Basis Requirement

To qualify for exemption, employees must be paid not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Computer employees may be paid at least \$455 per week on a salary basis or on an hourly basis at a rate not less than \$27.63 per hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to the exceptions listed below, an exempt employee must receive his/her full salary for a work week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work. If Employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, then that employee is not paid on a

“salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the Employer May Make Deductions from Pay

According to federal law, deductions from pay are permissible when an exempt employee:

- a. Is absent from work for one or more full days for personal reasons other than sickness or disability;
- b. Is absent from work for one or more full days due to sickness or disability, provided the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- c. Receives compensation as jury or witness fees, or military pay;
- d. Receives a disciplinary suspension, without pay, of one or more full days imposed in good faith for workplace conduct rule infractions (See [Policy 3.18, Employee Appeal Process](#) regarding penalties for workplace conduct rule infractions);
- e. Begins or ends employment in the middle of a work week;
- f. Is subject to penalties imposed in good faith for infractions of safety rules of major significance; or
- g. Takes unpaid leave under the Family and Medical Leave Act.

Employer will comply with the salary basis requirements of the FLSA. Managers and supervisors are prohibited from making any improper deductions from the salaries of exempt employees.

An exempt employee who believes that an improper deduction has been made from his/her salary, should immediately report this information to his/her direct supervisor, to his/her department Human Resource representative, or to the Legal Services office of the Human Resource Department.

Allegations of improper deductions will be investigated promptly. If the allegation is substantiated, the employee will be promptly reimbursed for any improper deduction.

Employee paychecks are issued according to the schedule established by Employer. Usually, payment will be made by direct deposit to the employee’s financial institution. Pay advices are issued each pay day, either in paper or

electronic form, to advise the employee of the gross amount of his/her pay and any deductions made by the Employer.

3.11 Overtime, Call-back Pay, and Shift Differentials

Employees are encouraged to give full measure of service during the time they are at work. Supervisors and managers are encouraged to review work schedules and demands so as to properly use the time employees are on the job. Overtime work and call backs should be requested only when work cannot reasonably be accomplished within the allotted hours.

Exempt employees are expected to work the time necessary to accomplish their assigned responsibilities. Exempt employees are not eligible for overtime pay, call back pay, or shift differential pay.

Overtime

Non-exempt employees, as defined in the regulations implementing the Fair Labor Standards Act, who work overtime will be paid, at a rate of at least one and one-half (1.5) times their regular rate of pay for overtime hours worked during that workweek. Overtime is defined by the laws of the state in which the employee works. Usually overtime is either working more than 40 hours in one week or more than 8 hours in one day. The following guidelines will assist both employees and supervisors in managing work time:

- a. Any overtime work by an employee must be approved in advance by the supervisor. If an employee works unapproved overtime, the employee will be paid overtime pay, but may be subject to work related discipline.
- b. The actual time that a non-exempt employee works each day is to be recorded in the time collection system. Hours should not be averaged over several days, but should be recorded as actually worked each day.
- c. When a supervisor anticipates that a non-exempt employee could work more than forty (40) hours during a work week, the employee may be given time off during the same work week so that he/she works only forty hours in the week. "Comp time" (*i.e.* time off in another work week) is not to be given in lieu of overtime pay.
- d. Time reported as sick leave or annual leave will not be counted as "hours worked" when computing overtime pay. Time reported as "holiday", funeral leave, Church assignment leave (not including Church assignment leave of absence), part-time public service leave, jury duty leave, marriage leave, and miscellaneous leave will be counted as "hours worked" when computing overtime pay.

Exempt employees are not eligible for overtime pay, call back pay, or shift differential pay.

Non-exempt employees who work more than 40 hours in a work week are entitled to overtime pay at a rate of 1.5 times their regular rate of pay.

Use of "comp time" (time off in another work week) in lieu of overtime pay is not approved.

- e. If a benefited, non-exempt employee works on a holiday, instead of giving the employee an alternate day off (See [Policy 3.15, Holidays](#)), the department may elect to pay the employee the holiday pay plus the employee's regular pay. In such a case, both the actual hours worked and the holiday hours would be considered "hours worked" when computing overtime pay.
- f. Employees should never be asked to work "off the clock." All hours worked should be recorded in the time collection system so that the employee may receive proper compensation. Any employee who is asked to work "off the clock" should report such requests to his/her division director, to a department Human Resource representative, or to the Human Resource Director of Legal Services.

Employees should never be asked to work "off the clock." All hours worked should be recorded in the time collection system.

Call Back Pay

When a non-exempt employee is called back to work at a time other than normal or regularly scheduled working hours, the employee will be paid either for three hours or the hours actually worked, whichever is greater. (Commuting time is not counted in determining hours actually worked.) Call back hours, whether the three hour minimum or actual hours worked, are considered "hours worked" when computing overtime pay.

If an employee is called back to work at a time other than regularly scheduled hours, he/she will be paid either for three hours or for the actual hours worked, whichever is greater.

When a non-exempt employee is called back to work during previously scheduled annual leave, he/she has the option to reschedule the annual leave (in accord with [Policy 3.13, Leave Policy and Absentee Policy](#) below), or to be paid for both the annual leave and the call back hours. If the employee elects to be paid for both the annual leave and the call back hours, the annual leave hours do not count as time worked for purposes of calculating overtime.

Shift Differential

Non-exempt employees who work evening or night shifts may be eligible to be paid a "shift differential." Department heads, in consultation with the Director of Compensation and Benefits of the Human Resource Department, will determine the positions, classifications and schedules which are eligible. Payment of shift differential is calculated on a daily basis. Assuming the following criteria are met, eligible employees will be paid the shift differential for all hours worked. Shift differential will not be applied to absence pay, such as holiday pay, annual leave or sick leave pay.

Non-exempt employees working evening or night shifts may be eligible for shift differential pay.

- a. At least half of the employee's regularly scheduled work hours for the entire work day must be between 3:00 p.m. and 11:00 p.m. for the evening shift or between 11:00 p.m. and 7:00 a.m. for the night shift.
- b. The employee actually works at least half of his/her hours between the applicable hours for the evening or night shifts.

- c. If, during a work day, an employee is regularly scheduled to work, and actually works half of the time on one shift and half on another shift, all hours worked will be paid at the higher shift differential rate.

3.12 Employee Benefits

Employer's general policy is to provide employees with a benefit package comparable to the average benefit package offered by comparable employers. From time to time, the Compensation and Benefits Division of the Human Resource Department will obtain information on benefit packages from selected companies. Employer's benefit package may then be increased or decreased. The specific benefits available to employees depend on the nature of the employee's position.

Employer's general policy is a benefit package comparable to the average benefit package offered by comparable employers.

Benefits Available to All Employees

All employees are eligible to participate in the following benefits:

- a. Parking permit, where available.
- b. Deseret Book Store periodic discount.
- c. Health Unit Services – the Employee Health Unit provides basic health services and training for employees at the headquarters facility.
- d. Access to the employee cafeteria, if one is on the work site.

Additional Benefits Available to Designated Employees

Designated employees (generally those who work full-time and occupy an "FTE" position and who hereafter are referred to as "fully benefited") are eligible to participate in additional benefit programs. These include:

- a. Health, dental, disability, group and supplemental group term life, and accidental death and dismemberment insurance programs.
- b. Thrift Plan – Employees who are at least 21 years of age may be eligible to participate in the Thrift Plan. Specific information about eligibility and participation is contained in the Deseret Mutual Benefits Administrators' *Benefits Handbook*. Some part-time employees are eligible to participate in the Thrift Plan.
- c. Master Retirement Plan – Specific information about eligibility for retirement benefits and other retirement matters is contained in the Deseret Mutual Benefit Administrators' *Benefits Handbook*, available from the Compensation and Benefits Division of the Human Resource Department. Some part-time employees also are eligible to participate

An employee, who is at least 21 years of age, is regularly scheduled to work twenty (20) hours or more per work week and is not in an excluded class of employment, as defined by the Thrift Plan, is eligible to participate in the Thrift Plan.

in the Master Retirement Plan.

- d. Paid holidays.
- e. Paid time off for annual, sick and other types of leave.
- f. Membership fees for professional associations – Employer will participate in the cost of dues or membership fees for professional associations when doing so benefits the Employer and the employee. Employer will not pay for social or civic organizations. Decisions regarding the value of membership in professional associations are made by the department head. The following guidelines apply:
 - 1) If Employer requests that the employee participate in a professional organization, if participation is a legal requirement for employee to perform his/her work, or if the organization or association relates to the primary function of the employee's work assignment, and benefits the Employer, Employer will pay 100% of the cost.
 - 2) If the organization or association relates to a secondary function of the employee's work assignment and is of more value to the employee in maintaining a professional status than providing an avenue of information and services to Employer, Employer will pay up to 50% of the cost.
- g. Special death benefit – If an active fully benefited employee (not those on disability or on extended leave without pay) dies, in addition to payment of vested, unused annual leave, a special death benefit will be paid according to the following schedule:
 - 1) If the employee has worked one year or more, but less than two (2) years, a benefit equivalent to one week's salary will be paid;
 - 2) If the employee has worked two (2) or more years, a benefit equivalent to two weeks of salary will be paid.
 - 3) If the employee has worked less than one year, no benefit is paid.

Benefits at Termination

Generally, insured benefits continue to the last day of the month in which employment ends. Non-insured benefits end on the last day worked. For information on specific benefits, consult the Deseret Mutual Benefits Administrators *Benefits Handbook*. Unused vested annual leave will be paid out at termination.

3.13 Leave Policy and Absentee Policy

Regular attendance is an essential function of each of Employer's jobs. In most circumstances, if an employee is absent, co-workers must fill in for the missing employee. Employees who are absent, tardy, or leave before completing their regularly scheduled work day are responsible for notifying their supervisors as soon as possible. Normally notice must be given within two hours of the employee's usual report time or the employee's early departure from work. Employees who are absent from work and fail to notify their supervisors will be subject to corrective action. Employees who have been absent three consecutive days without notifying their supervisor will be considered to have voluntarily resigned.

Fully benefited employees are eligible for various types of paid leave. New employees begin accruing annual and sick leave on their first day of work. If an employee works less than 80 hours during a pay period, leave amounts accrue on a pro-rated basis for that pay period.

Leave Accrual

Annual leave and sick leave hours are accrued each pay period as the employee works throughout the year. Individual increments of annual or sick leave cannot be used in the pay period in which they are accrued. Annual and sick leave hours accrue while the employee is using paid leave, but do not accrue while the employee is on leave without pay. Employees on an approved leave of absence will have their unused sick leave balance and annual leave earning rate restored when they return to work. Time spent on an approved leave of absence will be counted in determining annual leave accrual rate.

Use with Long Term Disability

Employees who are placed on long term disability leave (LTD) may use annual or sick leave to supplement their disability leave payments. The amount of sick leave pay, when added to the LTD benefits and any other offsets considered by Deseret Mutual, may not exceed 100% of the employees normal pay. In such cases, employees accrue a pro-rated amount of annual and sick leave.

Use with Workers' Compensation Benefits

Employees who are receiving workers' compensation Temporary Total Disability (TTD) benefits may not use annual or sick leave to supplement such payments. In addition, they do not accrue leave while on TTD. Employees receiving Temporary **Partial** Disability benefits accrue leave at pro-rated amounts. Employees who are participating in transitional work accrue leave at their usual rates, unless they are working less than full-time, in which case leave hours are accrued on a pro-rated basis.

Regular attendance is an essential function of each of Employer's jobs.

Unexpected sickness or injury must be reported no later than two hours after the employee's normal work starting time, or as soon as reasonably possible

Fully benefited employees are eligible for paid leaves.

Use in Calculating Overtime Pay

Annual and sick leave hours do not count as “hours worked” for purposes of calculating overtime pay.

Annual Leave

Annual leave is provided to allow employees time away from work for rest, renewal, and time with their families. Employees are encouraged, to take annual leave, including at least one increment of five (5) consecutive working days each year.

Accrued annual leave must be scheduled with the employee’s supervisor. In granting approval for leave, supervisors should consider the needs of the business as well as the employee’s desires. In scheduling several employees’ leave periods which conflict or overlap, supervisors should first consider the Employer’s needs and then attempt to reach an arrangement which is acceptable to the employees involved. In the event such an agreement is not possible, preference should be given on the basis of length of service.

Employees accrue annual leave according to the following schedule:

Years of service	Days Accrued Per Year	Hours Accrued per Year	Hours Earned per Pay Period*
0 thru 4	12	96	3.7
5 thru 9	15	120	4.62
10 thru 19	18	144	5.54
20 or more	21	168	6.47

*Approximate, based on a payroll year of 26 pay periods

An employee begins accruing leave at the next higher rate in the pay period following his/her fourth, ninth, and nineteenth anniversaries of eligible service.

Employees may carry forward into the next payroll year the amount of unused, accrued annual leave he/she is authorized to accrue in one year, plus five (5) additional days. Accrued annual leave not exceeding the carry over limit is designated as “vested annual leave” and is “owned” by the employee. Annual leave in excess of the carry over limit is designated as “non-vested annual leave” and is not “owned” by the employee. Non-vested annual leave cannot be carried forward to the next payroll year, is lost if not used by the designated deadline set each year, and is not paid out when employment is terminated.

Employees are encouraged to take annual leave, including at least one increment of five (5) consecutive working days, each year.

Vested annual leave is paid out only when an employee terminates (whether voluntarily or involuntarily) retires, dies, or if requested, is placed on long term disability leave or on Church ecclesiastical leave. Employees going on military leave may choose to save vested annual leave, or may request a payout of such leave. (See [Appendix 4.5, Military Leave](#).) Non-vested leave is not paid out.

Vested annual leave is paid out only when an employee terminates, retires, or if requested when placed on LTD.

If a paid holiday falls within an employee's annual leave period, the holiday will not be considered as annual leave.

When a non-exempt employee is called back to work during previously scheduled annual leave, the employee has the option to reschedule his/her annual leave in accord with this Policy, or to be paid for both the annual leave and the call back hours. (See [Policy 3.11, Call-Back Pay](#))

Sick Leave

Sick leave is provided by the Employer to assist employees in case of personal illness or accident, or illness or accident suffered by an immediate family member living in the employee's home. Sick leave is not an "entitlement" to be used regardless of illness. Rather, it is part of Employer's short term disability policy and should be viewed as income protection insurance. Employees are encouraged to be wise in their use of sick leave and to accumulate sufficient sick leave to provide income protection during the 45 calendar day waiting period necessary in the event the employee needs to apply for long term disability. There is no limit to the amount of sick leave an employee may accrue.

Sick leave is provided by the Employer to assist employees in case of illness or accident. It is not an "entitlement" to be used regardless of need.

As described in greater detail in a later section, whenever an employee needs to use sick leave, the provisions of the federal Family Medical Leave Act and its state counterparts may be applicable. These laws provide certain job protection benefits to employees.

Sick leave may be used appropriately in the following circumstances:

- a. When an employee is unable to work because of personal illness or injury.
- b. When an employee misses work due to pregnancy of the employee or the employee's spouse. A female employee may, without documentation, use up to four (4) weeks of her accrued sick leave for a normal delivery of her child or may use up to six (6) weeks of accrued sick leave for a delivery with complications (*i.e.* caesarean delivery). A male employee may use up to five (5) days of his accrued sick leave for the normal delivery of his child. Additional sick leave may be used in the event of complications for mother or child. If the employee does not have sufficient accrued sick leave to allow this paid time off, he/she will use annual leave until it is exhausted and then use

leave without pay.

- c. To cover time away from work for medical, dental, and optical examinations, with advance scheduling with supervisors. (When possible, employees should schedule such examinations outside of working hours.)
- d. To offset the waiting period under workers' compensation laws between an on the job injury and payment of lost time benefits, but only if the employee returns to regular or transitional work before becoming eligible for lost time benefits under the workers' compensation laws.
- e. To cover time lost from work while caring for sick or injured immediate family members (spouse, children and/or parents), who live in the employee's home.
- f. To make up the difference between LTD benefits and the employee's usual take home pay. See [Policy 3.13](#)

A fully benefited employee working forty (40) hours per week accrues 3.08 hours of sick leave for each pay period, up to a maximum of eighty (80) hours per year. A fully benefited employee working less than forty (40) hours per week accrues a pro-rated portion of 3.08 hours of sick leave for each pay period worked. There is no limit on the number of hours of sick leave an employee may accrue. No payout of unused sick leave is given to terminating or retiring employees.

*A fully benefits
employee working 40
hours per week
accrues 80 hours of
sick leave per year.*

When an illness exceeds three (3) consecutive workdays, employees may be asked to furnish a medical statement from their healthcare provider detailing the duration of the illness. Following an absence due to illness or accident, an employee may be asked to provide a doctor's release to return to work, certifying that the employee is able to perform the essential functions of the job. Management also may seek a doctor's release if the employee states that he/she can return to work, but with limitations. In order to protect the employee's privacy, medical information is kept in a separate medical file and not in the employee's personnel file.

If an employee becomes ill while on annual leave, the employee may, upon medical verification if requested, substitute sick leave for annual leave.

An employee who does not have sufficient accrued sick leave to cover the entire time of a medically related absence will first use sick leave and then annual leave until it is exhausted. If additional time is needed, the employee will be on leave without pay.

Leave Share

Employer has established a leave sharing program whereby employees may donate a portion of their vested annual leave to a fund to assist other employees whose sick and annual leave balances are exhausted due to unanticipated injury or illness. This fund is administered by the Human Resource Department.

Disability Benefits and Leave

To receive long term disability benefits, an employee must meet eligibility requirements established by Deseret Mutual Benefit Administrators. These requirements, in most cases include being absent from work for forty five (45) consecutive calendar days. Employees may use their accumulated sick and then annual leave to cover this time away from work. If employees do not have sufficient accumulated leave to cover the entire period, they will be placed on Leave of Absence without Pay (Illness or Accident).

To be eligible for long term disability benefits, an employee must miss work for 45 consecutive calendar days, due to illness or accident.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA), along with counterpart laws enacted by some states, allow eligible employees to have time away from work to take care of certain personal and family medical situations.

Employees are eligible for FMLA leave if they have worked for Employer for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) months immediately prior to the date the leave is to begin. State laws may vary these eligibility requirements.

Eligible employees may receive up to twelve (12) weeks of leave in any twelve (12) consecutive month period. Employer has adopted the “look back” method of calculating the amount of leave to which an eligible employee is entitled. (Employer does not use a calendar year for determining FMLA eligibility or availability.) The amount of available FMLA leave is the balance of the twelve (12) weeks which has not been used during the twelve (12) months which precedes the date the leave is to begin.

To be eligible for FMLA leave, an employee must be employed for 12 months and have worked 1250 hours in the past 12 months.

FMLA leave is available for the following reasons:

- a. to care for a newborn, newly adopted, or newly placed foster child (sometimes referred to as “bonding time”);
- b. to care for a child, parent, or spouse with a serious medical condition;
or
- c. to care for the employee’s own serious medical condition.

A “serious medical condition” does not include minor illnesses which last only

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a few days or surgical procedures that do not require hospitalization and require only a brief recovery period. Colds and flu generally are not included in the definition of “serious medical condition.” Virtually all conditions which accompany pregnancy, including prenatal doctor’s visits, absence from work for morning sickness, and the actual delivery of the baby, are considered to be “serious medical conditions”. Both male and female employees may use FMLA leave for bonding with a new child.

While on FMLA leave, employees are required to use sick leave, if applicable, and annual leave prior to using leave without pay. Sick leave must be used in compliance with Employer’s sick leave policy. Insured benefits, such as medical insurance, continue while an employee is on FMLA leave. For any period of time when the employee will be on unpaid leave, the employee is responsible to make arrangements to pay his/her share of the insured premiums. Employees using FMLA leave may contribute to the Thrift Plan, as long as they are on paid leave.

While on FMLA leave, employees are required to use sick leave, then annual leave and then leave without pay.

In order to administer FMLA leave fairly and consistently, the following guidelines should be used:

- a. For delivery and recovery from child birth, a female employee may use, without documentation, up to four (4) weeks of her accrued sick leave for a normal delivery and up to six (6) weeks for a delivery with complications. Upon certification by a health care provider, additional sick leave hours may be used. Any further time (bonding time), up to the maximum of available FMLA leave, is first taken as annual leave and then as leave without pay.
- b. For assisting his wife in delivery and recovery from child birth, or to assist in caring for a new child with health problems, a male employee may use up to five (5) days of his accrued sick leave without medical certification. Additional accrued sick leave hours may be used, if a health care provider certifies that the employee’s wife or newborn child are in need of further medical care.
- c. For adoption or bonding with a well child, time is taken as annual leave, until it is exhausted. Additional bonding time, up to the maximum available FMLA leave, is taken as leave without pay. Intermittent leave is not available for adoption or bonding with a well child.
- d. When caring for a child, spouse, or parent with a serious health condition, who lives in the employee’s home, time is taken as sick leave, until it is exhausted and then as annual leave until it is exhausted. Additional leave, up to the maximum available FMLA leave, is taken as leave without pay. When the child, spouse or parent is not living in the employee’s home, the time is first taken as annual leave and then as leave without pay.

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- e. Where both husband and wife are employees of Employer and both are eligible for FMLA, they are limited to a combined total of twelve (12) weeks of leave during the twelve month period if taken for i) birth of the employees' child or related care following birth; ii) placement of a child for adoption, foster care, or care after placement; or iii) care of the employee's parents. Any FMLA leave taken by the wife to recover from the birth of the child (sick leave) is not counted as part of this joint time. Likewise, any leave taken by the husband to care for his wife following birth of their child (sick leave) is not part of this joint time.
 - f. When a husband and wife both use a portion of the twelve (12) weeks of available leave for one of the purposes stated in paragraph "e" above, the remaining available leave for each spouse is the difference between twelve (12) weeks and the portion of the leave taken under paragraph "e" which is allocated to the spouse.
 - g. If an employee needs intermittent leave, he/she and the supervisor should work together to schedule the leave so that it serves the employee's need while causing minimal disruption to the workplace. Management may transfer the employee to another position in order to accommodate the employee's need to take intermittent leave.

If the need for the leave is foreseeable an employee must provide at least thirty (30) days advance notice before the requested FMLA leave is to begin. If thirty (30) days notice is not practical, notice must be given as soon as practical. Failure to give proper notice may result in delay of the requested leave or even cause the employee to be ineligible for FMLA leave.

Upon return from FMLA leave, an employee will be restored to the same position held prior to commencement of the leave, unless it was necessary to fill the employee's position. In such case, the employee will be returned to an equivalent position in terms of pay, benefits, and conditions of employment.

Employees who need to use FMLA leave should consult their HR representative.

Leaves of Absence

Leaves of absence without pay ("LWOP") may be approved by the department's managing director or his designee and the Human Resource director/manager to help employees in various personal circumstances. LWOP may be approved only after the employee has exhausted sick and/or annual leave, in accord with applicable policies. LWOP may be approved in the following situations:

- a. Illness or Accident – When an employee has an illness that lasts longer than the combined total of accumulated sick and annual leave,

Where feasible, employees must provide 30 days advance notice of their need for FMLA leave.

Leaves of absence without pay may be approved to help employees in various personal circumstances, after sick or annual leave has been exhausted.

he/she may be placed on LWOP. The provisions of state and federal [family medical leave](#) statutes may be applicable to and will govern such leave requests. If the absence due to illness or accident is expected to last more than forty five (45) days, the employee should make application for long term disability.

- 1) LWOP may last as long as the employee is unable to work because of illness or accident, as verified by a health care professional. If an employee desires to begin leave more than two weeks before scheduled hospitalization, surgery, or estimated delivery of a baby, such request must be accompanied by a doctor's statement regarding the need for early leave. If the leave is to continue more than four (4) weeks after the hospitalization, surgery, other illness, or delivery of a baby (six (6) weeks for baby delivery with complications), the employee must provide a doctor's statement regarding the need for the extended leave. As allowed by applicable statutes, Employer may request recertification by a health care professional of the need for leave.
 - 2) Within three (3) days of clearance to return to work, employees are expected to advise their supervisor of a return to work date. If an employee can return to work without medical restrictions, he/she will be re-employed as soon as possible. To the extent possible, the employee should be returned to the same position or to a position which is comparable in pay, job level and benefits. If the authorization to return to work contains permanent medical restrictions, management will work with the employee to determine whether reasonable accommodations can be made to allow the employee to perform the essential functions of his/her job. Accommodations may include assignment to another job.
 - 3) At no time should employees be asked to or expected to work in excess of reasonable medical advice.
- b. Employee Reasons – An employee may request LWOP for personal reasons, unrelated to illness or accident. If such a leave is covered by [family medical leave](#) statutes, the provisions of those statutes will be applicable to the request. A request for leave for reasons other than those covered by family medical leave statutes may be approved if the employee is an outstanding performer and it is in the Employer's interest to reinstate the employee at the end of the leave.
- 1) These leaves must be approved by the department managing director, and should not extend beyond one (1) year. At the end of the approved leave the employee should return to work or be terminated.
 - 2) An employee may continue participation in the insured benefit in

An outstanding employee may request leave without pay for personal reasons.

accord with relevant guidelines issued by DMBA.

- c. Employer Reasons – Under certain circumstances, such as a temporary temple closure, Employer may place essential employees on leave. Employees may choose to use accrued annual leave before being placed on LWOP. During this leave, Employer will continue to pay its share of insurance premiums. Employees must make arrangements to pay their share of insurance premiums, so coverage will continue uninterrupted.
- d. Conditions applicable to LWOP status:
 - 1) While on LWOP, employees do not accrue sick or annual leave. The time spent on approved LWOP will be counted in determining the rate at which employees accrue annual leave.
 - 2) When an employee returns to active status, unused sick leave will be restored to the employee.
 - 3) Time spent on approved LWOP will count in determining years of service for employees eligible to participate in the Master Retirement Plan.
 - 4) Unless otherwise required under family medical leave statutes or under workers' compensation statutes, employees who desire to continue insurance coverage must make arrangements to pay insurance premiums. Employer will pay its share of the premium only for the duration of approved leave under family medical leave statutes or while an employee's application for disability benefits is pending (including initial application and any appeal). If long term disability benefits are approved for an employee, insurance premiums are paid in accord with the provisions of the LTD plan. If long term disability benefits are not approved, Employer will not pay insurance premiums after expiration of applicable leave periods under state or federal family medical leave laws.
 - 5) If a paid holiday occurs while an employee is on LWOP status, the employee will not be paid for the holiday. (See [Appendix 4.5, Military Leave](#))
- e. Returning to work from LWOP status
 - 1) When an employee is ready to return to work following LWOP (including LTD) which extended beyond family medical leave or did not qualify for such leave, the employee will be returned to a position as comparable as reasonably possible in pay, job level and benefits. If such a position is not available in the employee's former department, the Human Resource Department will assist in

placing the employee in a suitable position elsewhere in Employer's organization. If no position is immediately available, the former department normally is responsible to employ the individual until an appropriate position becomes available. The Human Resource Department will help coordinate necessary budget details.

- 2) If the LWOP has been because of illness or accident, before the employee returns to work, he/she should provide a medical release or certification from a health care provider, indicating that the employee is able to return to work and setting forth any restrictions or limitations.

Other Leaves

Employer provides other types of leaves to meet specific needs of employees. These include:

- a. Church Assignment Leave of Absence (with and without pay)

- 1) Area Seventies: Fully benefited employees serving as Area Seventies are permitted time off with pay to perform responsibilities assigned and scheduled by the Office of the Council of the Twelve or the employee's area leadership. Additional time, beyond that needed for scheduled assignments, such as for side trips or other personal reasons, should be scheduled in advance with the employee's supervisor and taken as annual leave or leave without pay.
- 2) Mission and Temple Presidents: Fully benefited employees called to serve as mission or temple presidents, or the spouse if an employee, will be placed on Church Assignment Leave of Absence (without pay) for the duration of their assignment. Upon their release and return to work, they will be reinstated to their previously held position or to a position as comparable as possible in pay, job level, and benefits, provided they continue to meet employment guidelines. They will not accrue sick or annual leave while on leave of absence. If they return to employment within sixty (60) days after their assignment ends or as otherwise agreed upon with the Human Resource Department, the following will apply:
 - A. Sick leave hours accrued and not used before the leave of absence will be reinstated. Annual leave hours earned and not used or "paid out" will be reinstated.
 - B. The time spent on leave of absence will be counted in determining years of service for the Master Retirement Plan and the rate of accrual for annual leave.

Employer provides several other types of leave to meet specific needs of employees.

- 3) Tabernacle Choir, Orchestra at Temple Square, and Temple Square Chorale: Fully benefited employees serving as members of the Tabernacle Choir, Orchestra at Temple Square or Temple Square Chorale will be permitted time off with pay during normal working hours for scheduled choir, orchestra, and chorale assignments. Additional time beyond that needed for scheduled assignments should be taken as annual leave or leave without pay.
- 4) General Board or Church Headquarters Committee Members: Fully benefited employees who are members of Church General Boards or Church Headquarters committees may receive up to seven (7) days per year of paid leave if required for board or committee assignments, provided the employee does not receive pay for the assignment (e.g. getting paid for being in a Church film) and provided the assignment cannot be completed outside of normal working hours.
- 5) The portion of the employee's normal work day which is spent on Church assignment leave (except Church Assignment Leave of Absence) will be paid leave, and will be considered as time worked for computing overtime.

b. Funeral Leave:

- 1) Fully benefited employees will be allowed necessary time off with pay, up to three (3) days, to attend the funerals of close relatives. The following are deemed "close relatives":


Husband	Mother	Brother
Wife	Father	Sister
Son	Father-in-law	
Daughter	Mother-in-law	

and any relative (blood, step, or in-law) who at death was living in the home of the employee.

Funeral leave is a benefit to assist employees in responding to the loss of a loved one. It is not an entitlement.

- 2) Fully benefited employees will be allowed up to one day off with pay to travel to and attend the funeral of any other relative (blood, step, or in-law)
- 3) Time taken to attend funerals of those other than relatives, should be taken as annual leave or leave of absence without pay (employee reasons) and should be scheduled with the employee's immediate supervisor as much in advance as possible.

Fully benefited employees will be allowed paid time off to attend funerals of family members.

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- 4) Funeral leave will be considered as time worked for computing overtime.
- c. Jury Duty Leave: Employees called to jury duty or subpoenaed as a witness in a court trial, will be granted time off to fulfill their responsibility.
- 1) Fully benefited employees will receive full pay for the time they are absent from work and may retain any money paid by the court.
 - 2) Jury Duty Leave will be considered time worked for computing overtime.
 - 3) Employees wishing to appear voluntarily in court as a witness must schedule the time in advance with their immediate supervisor. The time should be taken as annual leave or leave of absence without pay (employee reasons).
 - 4) Absence to appear in court as plaintiff or defendant does not qualify for Jury Duty Leave under this policy. Such time must be taken as annual leave or leave without pay.
- d. Marriage Leave: Employees who have been in benefited employment for at least twelve (12) months who marry and continue employment following their marriage are eligible for two (2) days of marriage leave with pay. Any additional time off should be taken as annual leave or as leave of absence without pay (employee reasons). Marriage leave is not available to attend the marriages of children or other family members. Time spent on marriage leave will be considered as time worked for computing overtime.
- e. Part-Time Public Service Leave: An employee is eligible for part-time public service leave if the employee has completed a minimum of one year of employment with Employer and the public office will not negatively affect the employee's work.
- 1) Campaign activities must not interfere with work assignments. Employees must not campaign for office while at work. Employer's facilities may not be used to obtain lists of names or other information for a political campaign nor may Employer facilities be used to distribute campaign literature or to promote votes. Employer's supplies, equipment, or employees may not be used for political activities.
 - 2) If an employee is appointed or elected to a part-time public office, he/she may be granted up to five (5) days a year of leave time with pay, which will be counted as hours worked. Employees may retain

any pay received for part-time service. The employee's department management must approve the employee's decision to seek office if the employee is to receive leave with pay. In exceptional cases, leave in excess of five (5) days a year may be approved as leave of absence without pay (employee reasons). (The employee may be required to use annual leave.) If an employee requests thirty (30) days or more of public service leave, his/her department management and the managing director of the Human Resource Department must approve the request before the leave begins.

- 3) Any outside assignments, activities, or committee meetings should be scheduled after regular working hours. If this is not possible, permission must be obtained from the employee's department management before participating in these activities. Time spent counts toward the five days leave referenced above.
 - 4) Employees will accrue both annual leave and sick leave while on approved part-time public service leave.
- f. Emergency or Weather Related Situations: Occasionally inclement weather, power failures, or other "natural disasters" may prevent employees from traveling to work or may result in them being sent home early. The Human Resource Committee must authorize closure of offices in the Salt Lake Valley in such circumstances. The Human Resource Department will apprise other Church departments whenever closure of Salt Lake Valley offices has been authorized. Appropriate local management will decide when inclement weather or other situations necessitates closure of offices outside the Salt Lake Valley.
- 1) Fully benefited employees will be paid as if they had worked their scheduled shift. The time will be counted as hours worked.
 - 2) Non-benefited employees sent home early from work will be paid for three (3) hours or the hours actually worked, whichever is greater. Non-benefited employees are not paid if they cannot get to work.
 - 3) Department management will evaluate the emergency circumstances of individual employees that result in varying arrival and departure times.
- g. Other Leaves: The laws of the states where Employer does business may provide for leave in other situations, such as leave for victims of domestic violence to obtain restraining orders, leave for victims of crimes to appear in court, etc. Employer's policy is to comply with both the letter and the spirit of such laws.

The Human Resource Committee must approve closure of facilities in the Salt Lake Valley in the event of inclement weather or natural disaster.

- h. Full-time Mission: An employee departing to serve a full-time mission (other than as a mission or temple president) will be terminated from employment.

3.14 Military Leave

Employer provides leaves of absence and reinstatement to employment for those serving in the uniformed military services in accordance with federal and state law. In the event of any conflict between Employer's policy and such laws, the statutory provisions will prevail, unless Employer's policy is more favorable to the employee.

Employer's Military Leave Policy is set out in [Appendix 4.5](#) below.

3.15 Holidays

Employer provides fully benefited employees with paid time off to observe certain local and national holidays. Non-benefited employees do not receive holiday pay.

The annual holiday schedule for the United States is established and distributed by the Human Resource Department. Observed holidays usually include:

New Year's Day	Pioneer Day
Dr. Martin Luther King, Jr. Day	Labor Day
Presidents' Day	Thanksgiving Day (and the day after)
Memorial Day	Christmas Day (two days)
Independence Day	

Temple employees will observe the same number of holidays as other employees. Because of the operating schedules of the temples, the actual dates may vary by year and by temple. The Temple Department will approve the holiday schedule for each temple. Holidays for countries other than the United States will be established in accordance with local laws and customs.

To be paid for a holiday, employees must work or be on approved paid leave the work day before and the work day following the holiday, unless they are terminating their employment. Terminating employees whose last day of work is the day before a holiday will be paid for a holiday only if the holiday is the last day of the work week in which they terminate.

Fully benefited employees whose regular work schedule is less than forty hours per week will accrue a pro-rated number of holiday hours.

Holiday hours will be considered as hours worked for computing overtime.

Employer provides leaves of absence and reinstatement to employment for those serving in the uniformed military services in accordance with federal and state law.

Employer provides fully benefited employees with time off with pay to observe certain local and national holidays.

If a fully benefited employee works on a holiday or if the holiday falls on his/her regularly scheduled day off, department management should schedule an alternative “holiday” (day off) for that employee. This alternative holiday should be within thirty days of the original holiday. With the employee’s agreement, in lieu of an alternative holiday, the department may pay holiday pay plus the employee’s regular pay. In such a case, both the actual hours worked and the holiday hours will be considered “hours worked” when computing overtime pay.

3.16 Transfers and Promotions

Employees are selected for promotion or transfer based on Employer’s needs, organizational strategy, and the employee’s performance, qualification, ability, attitude and interest. Employees are encouraged to develop and increase their ability to perform their present job and to acquire skills which make them candidates for transfer or promotion. Employees may apply for an available job by completing an internal job application, available on Employer’s web site.

Management should identify high potential employees whose skills and training may qualify them for a more challenging position with Employer. A managing director may approve a developmental assignment for an employee within his department. Such assignment should not last longer than two years.

Either management or the employee may initiate discussion of a transfer. While a promotion usually is initiated by the employee’s supervisor, all promotions through grade 29 require the approval of at least two levels of supervision and the department Human Resource director/manager.

Appointments to managing director positions will be announced by the appropriate General Authority or Executive Council. Department heads are responsible for announcing appointments of employees to director positions within their departments.

Transferring Employees Serving as Ecclesiastical Leaders

See Hiring or Transferring Ecclesiastical Leaders, [Policy 2.3](#) above.

Transferring from Other Organizations Covered by Deseret Mutual Programs

Employees who transfer to or from affiliated corporations (those which participate in the employee benefit programs administered by Deseret Mutual Benefit Administrators) may, with approval of the department HR director/manager, transfer benefits according to the following guidelines:

- a. The employee’s hire date with the previous employer will continue to

Employees are selected for promotion or transfer based on Employer’s needs, organizational strategy, and the employee’s performance, qualification, ability, attitude and interest.

Employees who transfer to or from affiliated corporations which participate in the employee benefit programs administered by Deseret Mutual Benefit Administrators may transfer benefits

be the hire date for life insurance benefits, retirement benefits, health insurance benefits, annual leave accrual rate and other benefits as identified.

- b. Benefit and vesting credits earned with the previous Employer will transfer to the new Employer.
- c. Annual leave and sick leave credits earned or accumulated may be transferred, depending on the prior agreement between the two Employers.

Relocation of Employees

Employer will assist certain employees with the usual, customary and reasonable costs associated with relocation necessitated by accepting a new position, transfer or promotion. The details of relocation assistance, including the specific level of available assistance are found in the applicable relocation policy. The department for which the employee will work is responsible for determining the actual amount of assistance to be offered to an employee.

Eligibility for relocation assistance is determined by the following guidelines:

- a. The distance from the employee's former house to the new workplace must be at least 50 miles greater than the distance from his/her former house to his/her former work place.
- b. The relocation of a current employee must be for the benefit of the Employer and not an accommodation for or to the employee.
- c. New employees must be recruited by the Employer.

3.17 Corrective Action and Termination

Employees are evaluated on their performance and behavior. Managers and supervisors should treat every employee with dignity and respect, even if corrective action is necessary. Corrective action should be handled in an orderly, but direct and honest way, thereby allowing the employee the opportunity, if applicable, to improve unsatisfactory performance or behavior. (See D&C 121:41-44.)

Corrective action may, but is not required to, follow a progressive path including coaching, verbal warning, written warning, probation, suspension and termination. The level of corrective action to be applied will depend on many factors, including the nature of the offense, past violations by the employee, if any, length of service, etc. The goal is to allow the employee an early opportunity, if appropriate, to modify performance or behavior, so as to avoid more serious disciplinary action. The decision regarding the kind of corrective/disciplinary action to be taken, up to and including termination, is in

Employees are evaluated on their performance and their behavior. Managers and supervisors should treat every employee with dignity and respect even if corrective action is necessary.

the exclusive, judgment of Employer.

Coaching and verbal warnings usually are conducted by the employee's immediate supervisor. Supervisors should be direct in their comments, without being unkind or degrading. Specific examples of unacceptable performance or behavior should be cited.

As circumstances dictate, management may issue a written warning. Warning letters should be prepared by the supervisor with the assistance of the department's Human Resource representative. Warning letters should list specific details of the unsatisfactory work performance and/or unsatisfactory behavior, and should identify the desired performance or behavior. The letter also should contain suggestions to the employee on how he/she can make the required changes and how the supervisor will assist the employee.

A warning letter should be delivered to an employee by his/her supervisor and if possible, the department's Human Resource representative. The employee should be given a copy of the letter and should be asked to sign the original, indicating that he/she has received and read the letter. The employee's signature does not indicate agreement with the contents of the warning letter.

Probation and Suspension

In cases judged by Employer to involve serious misconduct, serious performance issues, or failure to improve performance or behavior after prior corrective action, an employee may be placed on formal probation. In cases of serious misconduct (not including poor performance), the probation may be accompanied by a defined period of suspension without pay. Disciplinary probation may be imposed for a period of up to ninety (90) days.

Employees should be given written notice of the conditions of the probation, the specified standard of performance or behavior to be attained by the employee, and the length of the probationary period. If suspension is being imposed, the length of suspension must be included in the probationary letter. The employee should be asked to sign the original probation letter, indicating that he/she has read and understands the letter, and has received a copy. The employee's signature does not indicate agreement with the contents of the letter.

Normally, a probationary period will not extend more than 90 days. In certain positions, especially exempt positions, a longer period may be necessary to establish that a change in performance has occurred. During the probationary period, the supervisor should meet regularly with the employee to discuss progress toward the expected standard of behavior or performance. If progress is not being made, the employee may be terminated at any time during the probationary period.

In cases judged by Employer to involve serious misconduct, serious performance issues, failure to improve performance or behavior, an employee may be placed on formal probation.

At the end of the probationary period, the supervisor and a Human Resource representative should meet with the employee. If the employee has not satisfied the terms of the probation, or has not made satisfactory progress towards meeting the terms of the probation, the employee should be terminated. If satisfactory progress has been made, even though the terms of the probationary period have not been fully met, the probationary period may be extended for a period, usually no more than forty five (45) days. If the terms of the probation have been accomplished, the probation should be ended, with a reminder to the employee that he/she must continue to work or behave at a satisfactory level, in order to avoid further corrective action or termination.

Termination

Termination may be imposed when an employee engages in conduct inconsistent with the standards of Employer, or if an employee who has received prior corrective action fails to make satisfactory progress toward meeting the expected levels of performance or behavior. Involuntary terminations are approved by the department's human resource director or manager and the department's line manager, division director, or department managing director.

Some instances of misconduct or certain performance issues are sufficiently serious to require immediate termination.

Involuntary terminations, including those on worthiness grounds, should be reviewed in advance with the Human Resource Department's Legal Services Director.

If an employee who serves as an Area Seventy, a member of a stake presidency, or a bishop is being terminated involuntarily, the Human Resource Department should notify the Office of the Quorum of the Twelve, the Office of the Seventy, or the stake president, as appropriate.

Records of Corrective Action

Documentation of corrective action should be placed in an employee's file. From time to time, the employee's file should be purged of corrective action documentation if, in the judgment of Employer, such documentation no longer is necessary for administration of the employment relationship.

Behavior Prompting Corrective Action

Even though it is not possible to make a comprehensive list of behavior that may prompt corrective action, including termination, examples of such behavior like that listed below may be instructive. An employee may receive corrective action, including termination, if he/she:

- a. Does not meet required performance standards;
- b. Performs employment related duties carelessly or inefficiently or does

not meet required performance standards;

- c. Is careless or does not attend to employment related duties, resulting in a waste of materials, or loss of or abuse of tools and equipment;
- d. Fails to comply with Employer's standards of behavior, including the requirement to be worthy of a temple recommend; and/or
- e. Engages in inappropriate or dishonest workplace behavior which may include, but is not limited to the following:
 - 1) Destruction, abuse of, theft of, or improper use of Employer's property;
 - 2) Intentional falsification of records, including time reports;
 - 3) Negligence in performance of duties, which results in, or which could result in, injury to persons or damage to Employer's property;
 - 4) Behavior which is detrimental to the work effort, such as excessive absence, refusal to work, insubordination, persistent tardiness, leaving work without authorization before quitting time, failure to perform assigned tasks, unauthorized extension of lunch and break periods, or similar actions deemed inappropriate by Employer;
 - 5) Disclosure of or failure to secure confidential information;
 - 6) Misrepresentation of or withholding pertinent facts in securing or retaining employment;
 - 7) Making false or misleading statements concerning one's own conduct or making false or misleading allegations of harassment or misconduct by another;
 - 8) Misrepresentation of or withholding pertinent facts in responding to an internal investigation;
 - 9) Offering, soliciting or accepting a bribe;
 - 10) Misusing leave benefits;
 - 11) Disrupting the work of other employees, including harassment or sexual harassment;
 - 12) Violation of the conflict of interest policy;

- 13) Making malicious, false, or derogatory statements, or engaging in any other conduct which may damage the integrity or reputation of Employer, its employees or the Church;
- 14) Loafing, loitering or sleeping during work hours;
- 15) Failing to immediately report any on-the-job injury or accident involving Employer's equipment, property or employee(s);
- 16) Failing to observe safety and security regulations and instructions; and/or
- 17) Bringing a firearm or other weapon to the workplace or onto Employer's property or engaging in threatening or violent behavior.

3.18 Employee Appeal Process

Employees should feel comfortable discussing work related concerns with their immediate and next level supervisors. Each employee has the opportunity for a prompt, impartial review of work-related concerns, utilizing proper management channels. Work related concerns should be resolved at the lowest possible level in the organization, usually with the employee's immediate supervisor. Except as provided herein, employees **should not** seek General Authority involvement.

Work related concerns should be resolved at the lowest possible level in the organization, usually with the employee's immediate supervisor.

Review of Significant Adverse Employment Actions

Decisions involving significant adverse employment actions (*i.e.* involuntary termination, suspension, formal work related probation, performance evaluation of "does not meet expectations," or involuntary demotion or transfer to a lower grade) may be appealed. Absent extraordinary circumstances, an appeal should be initiated by the employee within seven (7) days of the adverse employment action.

Employees are entitled to a review of the significant, adverse employment action.

The appeal is directed to the highest non-General Authority level of management (usually the managing director) in the employee's department. An appeal is initiated by the employee submitting a written statement of the specific reasons he/she feels the decision reached by management is not correct or proper. Relevant documents should be attached to the written statement. After considering the employee's statement, the department head may meet with the employee and/or the employee's supervisors. The department's Human Resource representative or a member of the Human Resource Department may be present during any discussions with the employee. The department head should give the employee a written decision on his/her appeal.

Within seven (7) days of receipt of the written decision, the employee may request that the managing director of the Human Resource Department

review an adverse response to his/her appeal. Unless new facts have come to light, the written appeal statement submitted to the department head will be the basis for such review. The Human Resource Managing Director may consult with his directors, the employee, and the employee's supervisor, manager and/or managing director. The Human Resource Managing Director should give the employee a written response to the request for review.

Within seven days of receipt of the decision by the Human Resource Managing Director, the employee may request that the General Authority(ies) responsible for the employee's department review the adverse employment action. The Human Resource Managing Director will explain the situation in detail to the General Authority(ies). Where both a temple president and a headquarters General Authority are involved in the management of a function, both should be involved in the review process. The final response will be made by the headquarters General Authority responsible for the employee's department. He may or may not meet with the concerned employee. The final response from the General Authority should be in writing.

The Human Resource Department's Director of Legal Services acts as legal advisor at all stages of the appeal/review process.

Other Workplace Related Concerns

Resolving work-related concerns other than significant adverse employment actions begins with the employee's immediate supervisor. The department's Human Resource representative is available to assist if the supervisor or employee so desires. Employees who feel that their supervisor is part of the concern may go directly to the next level supervisor. Allegations of discrimination, harassment and sexual harassment also may be reported directly to the Human Resource Department.

If the concern is not resolved by discussions with the immediate or next level supervisor, the employee may request a review of the concern by the department's director who has responsibility for the employee. (If the director is the first or second level supervisor, and has been involved in prior resolution efforts, then the employee may request review of the concern by the managing director.) The department's Human Resource representative is available to assist if the employee so desires. The decision of the director or managing director shall be final.

3.19 Workers' Compensation

Any employee who is injured on the job or who suffers a work related illness may be eligible for benefits under the Employer's workers' compensation plan. State statutes and regulations determine the benefits for which an employee may be eligible. Benefits are paid by or through either the appropriate state agency or the Employer's workers' compensation insurance claims administrator. Employer provides workers' compensation benefits that

An employee who is injured on the job or suffers a work related illness may be eligible for benefits under Employer's workers' compensation plan.

meet or exceed state employment laws and/or regulations.

An employee must immediately report any on the job injury or work related illness, no matter how minor, to his/her supervisor. Failure to do so within the time required by law may result in loss or reduction of benefits, as well as employment related disciplinary action. Supervisors have the responsibility to ensure that claims are promptly reported to the insurance carrier. Department Management investigate unsafe work practices and take appropriate corrective action.

An employee must immediately report any on the job injury or occupation-related illness, no matter how minor, to his/her supervisor.

If, following an on-the-job injury or as a result of an occupation-related illness, an employee is unable to perform all of his/her job related duties, the employee may be eligible for Temporary Total Disability (“TTD”) or Temporary Partial Disability (“TPD”) benefits. The exact nature of and qualifications for these benefits will depend on the law of the state where the employee works.

Most states require a waiting period between the injury and the commencement of TTD or TPD benefits. In some states, if the employee is unable to work for a period of time longer than the required waiting period, benefits will be paid retroactively to cover the waiting period. (For example, in Utah, an employee must be off work for more than three days before he/she is eligible for TTD or TPD benefits. If the employee is off work for more than 14 days, he/she can receive retroactive compensation for the three day waiting period.) If the employee returns to regular or transitional employment before the retroactive benefit requirements are met, accrued sick or annual leave may be used to cover the waiting period.

An employee receives TTD benefits when he/she is unable to perform the duties of his/her job. TTD produces the following modifications of benefits usually provided by Employer:

- a. Recipients of TTD do not accrue annual or sick leave.
- b. Holiday pay is not received because TTD benefits are paid instead.
- c. The employee must make arrangements to pay his/her portion of any Deseret Mutual premiums which come due, unless the employee also has applied for and been approved for long term disability, in which case the premiums are paid as provided in DMBA guidelines.
- d. Sick or annual leave may not be used to supplement either retroactive lost wage benefits or TTD benefit payments, unless the employee has applied for and been approved for long term disability benefits.

The time during which fully benefited employees are away from work on approved workers’ compensation leave will be counted as years of service for retirement and annual leave accrual purposes. Fully benefited employees

who are unable to return to regular work duties or begin transitional work within forty five (45) days of their injury should apply for long term disability.

Temporary Partial Disability benefits are paid when an employee can perform some duties, but cannot work a full day. When an employee can work a full day, but cannot perform all of the duties of his/her position occupied prior to the injury or illness, the employee may be approved for transitional duty. (See below for information on transitional duty.) When an employee is receiving TPD, the following modifications occur to the benefits he/she usually would have received:

- a. Recipients of TPD accrue pro-rated annual or sick leave, based on the number of hours they are able to work per pay period.
- b. Pro-rated holiday pay is received, based on the average daily hours worked during the pay period of the holiday. TPD benefits are paid for the hours not worked.
- c. The employee must make arrangements to pay his/her portion of any Deseret Mutual premiums which come due, unless the employee's pay for hours worked is in excess of the insurance premiums.
- d. Sick or annual leave may not be used to supplement either retroactive lost wage benefits or TPD benefit payments.

It is in the interest of the Employer and employees that injured workers return to work – either their regular duties or some form of “transitional work” – as soon as they safely can. In working with employees to help them return to work, management should focus on abilities, rather than disabilities. Return to work activities are coordinated by the Risk Management Division with department personnel and the insurance adjustor. Before an employee is allowed to return to work, the employee must give management notice that he/she is ready to return to work and must provide a fitness for duty certificate from the employee's treating health care provider. The release should list limitations, if any, and should show the date when an employee is cleared to begin working. Workers' compensation lost time payments stop when the employee returns to work full-time (either at his/her original job or at transitional duty) or the Employer offers return to work, even if the employee elects not to return to work. Further details are available through the Workers' Compensation Section of the Risk Management Division.

Transitional work reduces the impact of work related injuries on employees and on the Employer by allowing injured workers to receive their regular pay for work activities that are within the restrictions of their medical condition. Transitional assignments may occur within the workgroup or across traditional workgroup boundaries, depending on the doctor's restrictions and available work opportunities.

It is in the interest of the Employer and employees that injured workers return to work – either their regular duties or some form of “transitional work” – as soon as they safely can.

Transitional work is temporary in nature. Employees may participate in transitional work for up to ninety (90) calendar days, depending on their medical condition and the treating doctor's recommendations. At the conclusion of the transitional work period, employees must return to their regular job duties, request an extension of transitional work, request accommodation of restrictions, or terminate employment.

- a. When the employee is released by the doctor to return to full duty without restrictions and is still qualified to perform the duties of the former position, the employee should be reinstated to a position as comparable as possible to his/her former position in terms of pay, job level, and benefits.
- b. In exceptional circumstances, employees may make written request for extended transitional work. This request should include a written medical assessment by the treating doctor, itemized list of current restrictions, prognosis for recovery, and projected date of maximum medical improvement. It is the injured workers' responsibility to provide the information necessary to consider the request prior to conclusion of the transitional work period. Requests for extended transitional work will be reviewed by the employee's supervisor, human resource representative, other appropriate management persons, and the Risk Management Division.
- c. Employees may request reasonable accommodations, if appropriate, to allow them to perform the essential functions of their job of injury. The employee should notify the department's Human Resource representative who will, together with management and the ADA Committee, consider whether reasonable accommodations can be made. Reasonable accommodation may include transfer to an open job which the employee is qualified to perform. If reasonable accommodations can be made, the employee may return to work. In such cases, the supervisor should notify the Workers' Compensation section of Risk Management.
- d. If within ninety (90) days, an employee is unable to return to regular job duties with or without a reasonable accommodation, or if extended transitional work has not been approved, or if transfer to another job is not possible, the employee may choose to resign (or retire if otherwise eligible) or Employer may consider termination of employment, where appropriate. If eligible, injured workers continue to receive workers' compensation benefits in accordance with state workers' compensation laws or regulations.

3.20 Letters of Recommendation

Requests for letters of recommendation must be directed to the Human Resource director or manager of the department where the requesting

Requests for letters of recommendation must be directed to the

employee or former employee last worked. The request should identify the position last held by the requestor and his/her last supervisor. The department's Human Resource representative will assist the employee's last supervisor in preparing the letter of recommendation. The Human Resource Department's Director of Legal Services should be consulted with any questions.

Human Resource director or manager of the department where the requesting employee or former employee last worked.

Individual employees responding to a personal acquaintance's request for a letter of recommendation must not use Employer's letterhead or express or imply the Employer's endorsement for the recommendation.

3.21 Courses, Seminars, Licenses, etc

Employer encourages and promotes self-improvement by its employees. Employees may be required to take certain courses or possess appropriate licenses and certificates if necessary for their job. Employer will pay the costs associated with such courses, licenses and certificates, in the circumstances set forth below:

Courses and Seminars

Employer will reimburse or prepay 100 percent of the authorized costs of a course, seminar or convention which it requires an employee to attend. Authorized costs include appropriate travel, tuition, books and related fees. Employees should not be required or authorized to attend an outside course if a course which is substantially similar in content is offered in-house. Employer will not pay for a course or seminar if the employee receives financial aid for the course from any other source, *i.e.* veterans' benefits, scholarship, grant, etc. If an employee receives partial payment for a course from another source, Employer will pay the difference between what the employee receives from the other source and the cost of the course. When an employee is required to take a college course, advance approval must be obtained from the employee's managing director.

Licenses and/or Certificates

Employer will reimburse or prepay 100% of the cost of obtaining or retaining a license or certificate required for the employee's job.

Educational Reimbursement

To assist employees in self-improvement, Employer has established a policy of reimbursing fully benefited employees for up to 75% of tuition, books, equipment necessary for the class, and customary and usual fees for educational courses taken by the employee. Employees may be reimbursed for the costs associated with up to two courses per quarter or semester, not to exceed eight (8) credit hours. The total reimbursement may not exceed the calendar year limits set out in the Internal Revenue Code. The 2006 limit is

Employees may be reimbursed for the costs associated with up to two courses per quarter or semester, not to exceed eight (8) credit hours.

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\$5,250 per calendar year. Departments likely will not be able to fund all requests for reimbursement. In addition to budgetary considerations, reimbursement is based upon the following factors:

- a. The employee must:
 - 1) Be a fully benefited employee, who has been employed more than six months, and
 - 2) Be on the payroll at the beginning and at the end of the course.
- b. The course must:
 - 1) Help develop skills that will improve the employee's performance in his/her current position, or
 - 2) Help the employee qualify for other employment with the Employer which realistically may become available, or
 - 3) Help the employee maintain a license or certification that enhances the employee's work value to the Employer, or
 - 4) Lead to a college undergraduate degree or a master's degree. Employees will not be reimbursed for courses necessary to meet the minimum requirements for their current position.
- c. The employee must receive a grade of "C" or better for graded courses or a "pass" or "completed" for non-graded courses.
- d. Courses must be taken from an accredited institution of higher education, as accredited by a regional agency of the Commission on Institutions of Higher Education.
- e. Approval must be given for the course **before** the first day of class.
- f. Employer will not reimburse an employee or pay for a class if the employee receives financial aid for the same course from any other source, such as veterans' benefits, scholarships, grants etc. (A repayable loan is not considered financial aid from another source.) If the employee receives partial financial aid from another source, Employer will pay the difference, up to 75% of the cost for tuition, books and applicable fees.
- g. Courses should not be taken during the employee's normal work day. The employee's managing director may approve exceptions, if there will be no adverse effect on the employee's work and if the employee arranges to make-up time lost from work due to attending the class.

Educational reimbursements for some classes may be taxable. The employee is responsible for paying any such tax. Where the reimbursement for a class is taxable, the amount of the reimbursement will be added to the employee's annual tax report form.

3.22 Protection of Employee Privacy

Personnel Files

Employer seeks, to the extent possible and practical, to ensure the privacy of the personnel records of each employee. The Human Resource Department is responsible to establish and evaluate the Human Resource record-keeping practices of all departments.

Employer seeks, to the extent possible and practical, to ensure the privacy of the personnel record of each employee.

Generally, an employee's personnel file should contain the application for employment, Personnel Action Forms (PAF), conflict of interest forms, assignment of work product agreements, performance appraisals, commendation letters or notices, and disciplinary notes and/or letters. Medical information, such as that submitted in support of a request for family or medical leave, must be kept in a separate file.

Employees have access, upon reasonable request and at reasonable times, to their entire personnel file. Employees may respond in writing to any information contained in their files. These written responses will be included in the files.

Employees have access, upon reasonable request and at reasonable times, to their entire personnel file.

Supervisors have access to all information in their employees' files except for the medical information. Medical information may be accessed only upon establishment of an appropriate employment related need.

Supervisors do not have access to the personnel files of employees outside their line of responsibility, except to obtain information on an employee who may be transferred into their line of responsibility.

To the extent appropriate, Employer will comply with any government investigation and will comply with both the spirit and letter of applicable laws regarding release of employee information to government investigators. Under government statute or regulations, access to an employee's personnel file will be granted to government agencies upon proper request. Employer will provide access to employee files in response to a proper subpoena.

Employee's Expectation of Privacy

Employer's electronic communication (e-mail, voice mail, intranet and internet) and computer systems are intended for business related purposes. Incidental and occasional use of these systems for personal communications within and without the Employer's organizations is permitted. However, such messages will be treated the same as business communications which are

Employer reserves the right to access and disclose all messages, data and files created on, sent by or received by its electronic communication and

the property of Employer. Employer reserves the right to access and when appropriate, disclose all messages, data and files created on, sent by or received by its electronic communication and computer systems. Employees should have no expectation of privacy in such messages, data and files. For further information, employees should review Employer's separate policies on electronic systems.

computer systems.

As noted in section 1.7 above, Employer reserves the right for any reason to enter and inspect work areas, including but not limited to offices, desks, storage rooms and/or lockers, etc, whether or not secured by the employee, and with or without notice. There employees should have no expectation of privacy in such areas.

3.23 Reductions in Force

As the Church grows, Employer is faced with the increasing emphasis on obtaining efficiencies in the manner in which work is performed within Employer's organizations. These efforts may result in reductions in force ("RIF") for certain departments or divisions. All reductions in force must be approved by the Human Resource Department.

Employer will assist employees losing their job as a result of a RIF. These efforts will include: reviewing all open positions within Employer's organizations, providing assistance through LDS Employment Services, and contracting for the services of outside placement firms, if appropriate.

Employees losing their job as a result of a RIF may be eligible for severance pay, as set out in the next section.

3.24 Severance Pay

Full-time fully benefited employees, whose positions are eliminated due to a reduction in force or as a result of a realignment or restructuring of their department, are eligible to receive severance pay. Some employees whose skills no longer meet the Employer's needs may be offered severance pay as part of an outplacement plan. An employee who is terminated, involuntarily, other than as part of a RIF will not receive severance pay.

Fully benefited employees whose positions are eliminated are eligible to receive severance pay.

The amount of severance pay for which an employee is eligible depends on the reason for severance. Severance pay ranges from one week to three weeks of pay for each complete year of service, up to maximum of twenty-six times the employee's weekly average pay for the past twelve (12) months.

If, before passage of the period of time covered by the severance pay, the employee is re-employed by the Church in a job that is comparable in pay and status to his/her prior position (*for example*: an employee receives fifteen weeks of severance pay and is rehired to a comparable position in ten weeks), the employee will be expected to reimburse the Employer for the pro-

rated “unused” portion of the severance pay. At the time of rehire, the employee should make payment arrangements through the Human Resource representative of the new hiring department.

3.25 Retirement

When an employee indicates a desire to retire, the department should notify the Benefits office of the Human Resource Department as early as possible, preferably at least four months before the desired retirement date.

An employee’s retirement benefits are governed by the terms of the Deseret Mutual Master Retirement Plan. An employee’s insured benefits will be effective through the last day of the month in which the employee works. Non-insured benefits typically end on the last day worked. Unused, vested annual leave will be paid out upon retirement. Unused sick leave will not be paid out.

Departments may hold a reception for a retiring employee according to the following guidelines:

- a. An employee retiring with ten (10) through nineteen (19) years of service may be given a reception hosted by and including the employee’s division, plus selected others within the employee’s department, as invited. The employee also may be given a letter of appreciation from the department or division head or from a member of field management.
- b. An employee retiring with twenty (20) through thirty four (34) years of service may be given a reception hosted by and including the employee’s department, plus selected others in other departments, as invited. The employee also may be given a letter of appreciation from the First Presidency.
- c. An employee retiring with thirty five (35) or more years of service may be given a reception hosted by the employee’s department or organization, plus selected others in other departments, as invited. The employee also may be given a letter of appreciation from the First Presidency. The letter will be presented by the General Authority adviser of the department at Church Headquarters. In locations away from Church Headquarters, the employee’s immediate supervisor or other department management may present the letter.
- d. Retiring managing directors and other designated employees may be honored in the same manner as those retiring with thirty five (35) or more years of service.
- e. Employer will pay reception costs through the employee’s department or area operating budget.

3.26 Employee Activities

Group activities that support and enhance the overall goals of the Church are encouraged. Such activities should be approved in advance by the department head.

- a. Departments are encouraged to hold regular (usually weekly) devotionals, consisting of a song, prayer, and spiritual thought. Each department head should determine the frequency of devotionals. Employees are invited, but not required to attend.
- b. To facilitate social activities, departments may establish a social group. Assistance in establishing social groups will be provided by the Human Resource Department. Employees may be invited to participate in and voluntarily contribute to the social group. If desired, social groups can request that the Payroll Services Section withhold monthly voluntary contributions from the pay of employees desiring to participate in the social group. All activities planned by social groups should be consistent with the standards of the Church. Activities should not be frequent, nor lengthy, nor should they interfere with family or ward activities.
- c. The Human Resource Department is responsible for coordinating special events that affect all employees at Church Headquarters. Activities involving more than one department should be cleared with the Employee Relations and Placement Division of the Human Resource Department.

Group activities that support and enhance the overall goals of the Church are encouraged.

3.27 Use of Copyrighted Material

Employees must respect the intellectual property of others. Care should be taken to avoid use of copyrighted material in presentations, productions, computer programs, or other work product generated by employees.

Computer software must not be copied or loaded onto Employer's computers without compliance with all applicable license agreements and local laws. Employer's facilities are not to be used to download photographs, music, audio, video or other types of files from internet sources.



3.28 Compliance with the laws of the local jurisdiction

Employer is committed to conducting its business operations in compliance with the laws of the various jurisdictions where its operations are located. To the extent that any policy set out herein is in conflict with applicable local, state, federal, or national law, the policy will be superseded by the law.

Employer is committed to conducting its business operations in compliance with the laws of the various jurisdictions where its operations are located.

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APPENDIX

4.1 Vehicle Use Policy

Employer provides fleet vehicles for use by its employees under specific circumstances so they may more effectively carry out their assigned tasks. The following is a summary of Employer's Vehicle Use Policy.

Motor Pool Use

- a. Motor Pool vehicles should be used as the primary vehicles for business needs, unless the business miles driven by an individual are in excess of the level justifying an assigned vehicle.
- b. Motor pool and/or department vehicles are not to be used for any personal purposes. (The only exception permitted is for authorized commuting, see below.)

Employee use of a motor pool vehicle for official business requires authorization from either the employee's department head, division director, area welfare services director, temple recorder, or area physical facilities manager.

Assigned Vehicles

Assignment of a vehicle must be approved in writing by the employee's headquarters functional department head. Fleet vehicles may be assigned if any of the following conditions are met:

- a. Position-justified When normal job requirements cannot be accomplished with the use of a motor pool vehicle due to special equipment requirements or significant geographical separation from the office location, a vehicle may be "position-justified."
- b. Mileage-justified A vehicle assigned to an employee when his/her normal job duties require sufficient travel to justify the employer buying a vehicle rather than reimbursing an employee for using a personal vehicle or renting a vehicle periodically.
- c. Benefit-justified A vehicle assigned to an employee as a benefit based on common practice. A benefit-justified vehicle must be approved by the Benefits Committee.
- d. Expatriate Personally-assigned vehicles are provided to expatriate employees.

Non-business use of assigned vehicles is governed by the following:

- a. Position and mileage-justified vehicles may be driven by the employee only.

Employees who use these assigned vehicles for personal purposes must reimburse the employer, based on the distance traveled at the approved “vehicle usage rate”.

- b. Expatriate and benefit-justified vehicles may be used for personal use and may be driven by all immediate family members who have a driver’s license that is valid in the country where the vehicle is being driven. Expatriate Employees must pay for gasoline and oil consumed when driving the vehicle for personal use.
- c. Personal use of motor pool vehicles that are assigned on a temporary, short-term basis is not authorized.

Fleet Vehicles Authorized for Commuting Only

A vehicle will be authorized for commuting only in unusual circumstances where there is a danger of vandalism to a fleet vehicle if it is stored overnight on business premises, or there are no facilities for safe storage on or immediately near the premises. A headquarters functional department head, with the approval of Church Fleet Administration, may ask an employee to use a fleet vehicle to commute between the employee's home and place of employment. However, in such circumstances, no other personal use of the vehicle is permitted. The employee will be required to keep a written record of the number of employee commutes so that the value of these may be reported on the employee's W-2 tax form.

Church Service Missionary Vehicle Use

Church-service missionaries will provide their own transportation to and from their places of assignment each day. If a vehicle is necessary to do the assigned work, a motor pool vehicle may be made available upon proper authorization.

Other Rules for the Use of Church-owned Fleet Vehicles

All drivers of fleet vehicles must have a driver’s license valid in the location where the vehicle is being driven. All vehicle occupants are required to use the safety restraint equipment. The maintenance instructions outlined in the owner’s manual found in the vehicle should be followed in conjunction with the direction from Church Fleet Administration personnel.

Expenses for Assigned Vehicles and Commuting Vehicles

Employer will pay for the purchase, licensing, title, insurance, maintenance, repair, and servicing of all fleet vehicles. Gasoline and oil costs are handled as follows:

- a. Position and mileage-justified vehicles The employee will be reimbursed for gasoline purchases.
- b. Expatriate and benefit-justified vehicles The employee will purchase the gasoline. If the vehicle is used for business use, the employee will be reimbursed by the Employer according to the distance traveled, as shown on the daily business mileage log, at the approved “gasoline reimbursement rate”.

- c. Commuting Vehicles The Employer will purchase the gasoline and oil.

Income Tax Reporting of Personal Use of Fleet Vehicles

- a. IRS regulations require the Employer to report the value of the employee's personal use of an employer-provided vehicle as taxable compensation to the employee. Information on calculation of the reportable compensation may be obtained from the Fleet Administration Office. Driving from home to the office and back in a fleet vehicle is deemed personal use by the Internal Revenue Service, and the value of the commute is taxable under the commute use rule. An employee who qualifies for a "commuting only" vehicle, and who agrees to have a vehicle, must accept the imputation of \$3.00 for each round trip as income (see Paragraph below). The employee must keep a log of the number of trips the employee makes to and from work so that Employer can comply with the government tax requirements. Employer reports this taxable compensation on a fiscal year basis (November 1 to October 31). Accordingly, each employee must report to the Employer the number of personal miles and total miles for trips made to and from work in a fleet vehicle during the same fiscal basis year. The report is due no later than December 1st of each year.
- b. While the amount of imputed income taxable compensation from the personal use of a fleet vehicle will be included on the employee's W-2 form, no income taxes will be withheld to cover this. Any applicable Social Security taxes will be deducted from the employee's final paycheck at year end. If an employee terminates before the end of the year, it may be necessary to withhold Social Security taxes from the employee's final check.

Reimbursement of Employee for Use of Personal Vehicles on Official Business

If required to use a private vehicle on Employer business, an employee may be reimbursed for the distance traveled at the approved "vehicle usage rate". The Vehicle Review committee establishes the reimbursement rate for the use of personal vehicles for business. Each employee who uses his/her vehicle for business use should maintain vehicle liability insurance limits of \$100,000 per person, \$300,000 per occurrence, bodily injury, and \$50,000 property damage per occurrence. The personal insurance provides primary protection. In international areas comparable liability insurance limits should be maintained. If additional insurance must be obtained to meet this insurance requirement the cost will be born by the traveler since such costs are included in the mileage reimbursement rate." **Use of a motorcycle for employer business is strictly prohibited.**

Safe Driving Practices

The primary responsibility for operating any vehicle in a safe manner lies with the individual driver. It is recommended that all employees, volunteers, and missionaries abide by the following guidelines while driving.

- a. All vehicle operators and passengers must wear safety (shoulder and lap safety belts)

when the vehicle is in operation.

- b. Be aware of potential distractions and be prudent while driving. Distractions may take many forms, including:
 - eating and drinking
 - reading and writing
 - grooming
 - driving unfamiliar vehicles
 - attending to passengers
 - talking on a wireless phone or using other in-vehicle electronics
 - carrying unsecured objects
- c. Obey all applicable laws concerning the operation of the vehicle.
- d. Use a wireless phone only when it is reasonably safe to do so, in accord with the following recommended practices:
 - Become familiar with the wireless phone features, such as speed dial, redial and voice activated functions.
 - When available, use a hand's free device. Ensure that the hands' free device is in place before operating the vehicle.
 - Advise the person to whom you are speaking that you are driving and, if necessary, suspend the call or safely turn off the road into a safe area (parking lot or rest stop) to continue your conversation.
 - Allow your voice mail to answer a call if traffic is heavy or driving conditions are poor.
 - Unless exceptional circumstances exist, avoid using wireless devices while driving in poor traffic, road, or weather conditions.
 - Program frequently dialed numbers into your phone.
 - Never take notes, type on a laptop, or use your personal data assistant (PDA) while driving.

Full Size Van Guidelines

- a. Seatbelts must be worn by all occupants.
- b. No racks or loads of any kind on top of Van.
- c. Driver must check the working reliability of: seatbelts, brakes, lights, horn, wiper blades, and tires (tire inspection must include visually checking each tire for wear and making sure each tire is inflated according to manufacturer's recommendation.)
- d. Only an experienced or certified driver may drive.
 - All drivers must review the "driving" section of the owners' manual before driving for the first time and at least quarterly thereafter.
 - Driver must never exceed the posted speed limit.

- Driver must receive training and certification through the Risk Management Division.

When towing a trailer, all of the above guidelines apply and require even greater commitment and consideration.

4.2 Travel Policy

Employer's funds come from sacred donations of members. Employer will pay appropriate travel costs for employees traveling on Employer's business. Travelers should be conservative and spend travel funds prudently.

Key Employee Group Travel

When making travel plans, employees should consider the impact on the employer if an accident were to occur. Therefore, whenever a group of key personnel, i.e., managing directors, key department or division personnel performing unique or essential functions, etc. are required to travel to the same destination, it is recommended that they all not travel together in the same aircraft, vehicle, or other means of conveyance.

Advance Approval

Employees should get advance approval from their supervisors before making reservations, etc. Supervisors should approve travel requests only when the trip is required to conduct the business or training needs of the employer; when the business cannot be completed by telephone; written communication; or other less expensive options. Before approving travel, the supervisor should be sure there are funds available to cover the cost of the trip. Supervisors should not approve a trip until the employee's previous expense reports have been completed and submitted.

Travel Arrangements

The Church Travel Office/Area Administration Office will make air, lodging, and rental car arrangements at negotiated or lowest reasonable rates. With the approval of the Church Travel Office, employees working away from headquarters or area offices may make their own arrangements within Employer's expenditure guidelines. Airfare will be booked in coach class using the lowest reasonable rates. Business class bookings may be made on trips outside the continental United States when any particular segment has a flight time exceeding five hours. When only one employee is traveling with a General Authority, that employee may travel in the same class of service as the General Authority.

Travel Advances

Employees are not expected to use personal funds for authorized business travel. Adequate travel advances and/or church credit cards will be available to business travelers. To keep travel advances to a minimum, employees should use church credit cards whenever possible to pay travel costs.

Travel at Vendor's Expense

Employees must not travel at the expense of any vendor. This does not include training trips specifically contained in the price of purchased or contracted equipment.

Credit Cards

Frequent travelers should get a church issued credit card (at no cost to the traveler) for use on business trips. These credit cards are to be used only for business travel expenditures. Charges are billed directly to the employee. Personal use is not allowed. Cards must be returned to the employer when the employee terminates or as directed by the Church Travel Office/Area Administration Office.

Authorized Travel Expenses

The employer will pay employees for travel costs as follows:

- a. Airfare, Hotel, Car Rental Expenses The employer will either pay directly or reimburse the employee for actual (reasonable) expenses for airfare, hotel, and car rental costs.
- b. Meal Expenses The employer will pay employees for the actual (reasonable) cost of meals. Employer will provide travelers with a guide showing the average meal cost for the cities to which they are traveling.
- c. Incidental Expenses Employer will pay the employee for actual (reasonable), costs for authorized incidental items required for business purposes, including:
 - Ground transportation, taxi, airport shuttle, etc., paid at the most economical rate
 - Transportation to and from the airport, paid at the employer-approved mileage reimbursement rate
 - Parking expenses
 - Toll expenses
 - Business telephone calls
 - Personal telephone calls – To the employee's home. Normally, employees should limit these calls to five (5) to ten (10) minutes.
 - Laundry – Actual (reasonable) laundry costs when required on trips lasting over six (6) days. Dry cleaning costs are excluded.
 - Tips – Appropriate tips at the customary rate.
 - Passports, visas, and immunizations – If required for international business trips.

Personal Automobile Expenses

Employer will pay the employee for personal car use at the approved employer mileage reimbursement rate or the equivalent lowest reasonable airfare rate, whichever is less. The employer will not pay for accident damage, mechanical repair or service, or insurance of personally owned vehicles used for employer business. The employer mileage reimbursement rate includes incremental costs for these types of expenses; therefore, the

traveler is responsible for all such expenses.

Vehicle Insurance

Employees using personal cars on employer business are responsible for assuring the cars are adequately insured. Car owners are responsible for the type of insurance, limits, and payment of the premiums.

Meals for Business Guests

Occasionally, an employee may have to pay for meals of business guests. When this is necessary, department management should approve the reimbursement. In such cases the employee will be paid for the actual (reasonable) meal costs for the business guests. The employee must get a receipt and write on it the name of the guest and the business purpose. Generally it is not appropriate to buy meals for Church ecclesiastical leaders or other employees.

Expenses Which Are Not Reimbursable

The employer will not pay costs for personal items. These include:

- Newspapers, magazines, or other reading materials
- Movies, events, or other personal entertainment
- Haircuts or other personal grooming items
- Clothing
- Luggage
- Additional travel insurance
- Parking tickets or moving violations
- Baby sitting, caretaking
- Membership fees for frequent traveler bonus programs
- Exercise facilities
- Credit card late payments or interest expense
- Lodging and meal reimbursement when staying in a relative's or friend's home
- Other personal costs

Combined Business and Personal Travel

The employer pays only for the employee's portion of authorized and required trip costs. The employer does not pay for the costs of the spouse or other family members. The employer will not pay lodging, meals, and other costs incurred during the additional time required because transportation other than air was chosen by the traveler. The employee must take annual leave for any additional time away from work.

Bumped Tickets

When employees get airline ticket(s) for being "bumped" involuntarily they should use these tickets for other employer business. However, if this is not feasible, the employee may use the ticket(s) for personal benefit.



Personal Property

Travelers are responsible for the safekeeping of personal property (clothing, jewelry, money, camera, etc.). The employer assumes no liability for these items.

Insurance Coverage

While traveling for the employer, a travel agency and/or credit card company may provide employees with air common carrier accidental death and dismemberment insurance or baggage insurance at no cost. Employees should obtain information concerning the insurance from the Church Travel Office/Area Administration Office.

Procedures

Travel procedures are in the Finance Department Procedure Manual (see Procedure 440:1-6).

Expense Reports


Expense reports are due within one week after the trip ends. Frequent travelers and travelers working away from the Church Travel Office/Area Administration Office may get special permission from the Church Travel Office/Area Administration Office to submit the report on a monthly basis. The Travel Office/Administrative Office will pay travelers for authorized travel expenses as soon as possible after receiving the expense report. Employees should provide receipts for all reimbursable expenses, except those where receipts are not typically provided.

Non-Airline Air Travel

Under the circumstances set forth in this policy the managing director of a department may authorize air transportation for employees other than on scheduled airlines or on charter flights with companies possessing certification from the Department of Transportation (DOT) or a comparable governmental agency. Advance written approval should be received and should be limited to specific flights for specific employees, or it is to be limited to a specified type or purpose of transportation for an identified group of employees. Such flights must be necessary in order to successfully conduct official business, and not for employee convenience only. Only authorized passengers should accompany the employee.

Prior to the trip, when feasible, the employee should obtain the necessary information about the private aircraft, trip, etc., to show that the air travel complies with all provisions of this policy. The information should be submitted to the managing director of the appropriate department for approval.

When travel by private aircraft is the only practical way for the employee to accomplish the assignment and when the details concerning specific times, aircraft, etc., may not be available until the individual has arrived at the place of rendezvous with the private aircraft, the managing director may give advance approval for the flight.

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- a. Flight Standards - All flights must be made within applicable rules and regulations set by the Federal Aviation Administration and the Department of Transportation or a comparable governmental agency in international areas.
 - b. Proper Licensing and Training - All pilots and crew members must be properly licensed and trained for their particular assignments. The crew members should consist of the following:
 - 1) A commercially licensed pilot who is instrument rated to fly under IFR rules in case of unexpected inclement weather.
 - 2) A second licensed pilot with the same license(s) and rating as listed in the previous paragraph.
 - c. Employee as Crew Member - An employee will not serve as a pilot or member of the flight crew for any scheduled airline, charter flight, or private flight while on the employer's business.
 - d. Proof of Certification - No aircraft will be used unless the operator can present proof that it is certified under current airworthiness standards of the Federal Aviation Administration (FAA) and Department of Transportation (DOT) or standards of a comparable governmental agency for the country in which the aircraft is being operated.
 - e. Poor Weather Conditions - All private flights during known marginal or poor weather are absolutely prohibited.

Vendor Travel

Employees must not travel in the private aircraft of any vendor.

4.3 Access/Identification Cards

Color Coding of Access Cards:

An access card's color is determined by the protocol contained in the following table.

Background Color	Eligible Individuals	Access
RED with picture	General Authorities	Unlimited access with guests
GREEN with picture	Managing Directors Directors	As needed **with guests (after-hour guests do not need to sign in)
BLUE with picture and word GUEST (in yellow)	Employees who need after- hours access and the ability to escort guests. (as approved by department)	As needed **with guests (after-hour guests do not need to sign in)
BLUE with picture	Employee	As needed
Yellow with picture	Employees	Regular business hours (Monday – Friday)
White with picture	Missionaries Church-service Missionaries Hosting Tabernacle Choir Symphony at Temple Square	Determined by programming
White fade green with picture	Auxiliary Presidencies	As needed ** with guests
White fade blue with picture	Board Members Committee Members Church-service Missionaries needing after-hours access	Determined by programming
Orange with or without picture	Loaner Cards Visitors Contractors	Determined by programming
Purple	Volunteers	Determined by programming

** All individuals with a green or blue ID card have already been granted some level of after-hours access. These cards can be programmed to grant after-hours access at various times, to designated areas, *only* as determined by their department's management. Possession of an ID card with a green, blue (with word GUEST in yellow), or blue background does *not* denote access has been granted twenty-four hours per day, 365 days per year, nor to all areas. Those issues are determined by the employee's department, and are reflected in the programming of the ID card.

The three letter department designation placed on the face of access cards is determined by the employee's department classification in PeopleSoft.

Parking Areas Access

Access cards also control access to and egress from certain Church parking facilities. Programming of parking access is performed by employees in the Parking Services office on 1LL. When a new employee receives a personalized access card, he or she needs to go to the Parking Services office to have parking access added to the card. In some instances, a

department card access representative will take new access cards to Parking Services for programming.

4.4 Church Service Missionaries

The Church-service missionary program has been established to assist the Church achieve its mission and reduce the need for increasing numbers of employees. This is done by matching the needs of the various departments with qualified, worthy individuals who are willing and able to serve between eight (8) and thirty-two (32) hours a week while living at home. Increased use of Church-service missionaries is not intended to diminish emphasis on full-time missionary programs. Ecclesiastical callings which ordinarily would be made by local leaders should not be processed as Church-Service missions.

Church-service missionaries are trained and supervised by the management of the department to which they are assigned or by the mission president if the missionary is serving in a mission office.

Requirements for Church-Service Missionaries

- a. Must be worthy to hold a temple recommend.
- b. Must be physically capable of performing the duties of the specific call.
- c. Should be capable of supporting themselves financially, enabling them to dedicate the committed time to their callings.
- d. Must be of the same minimum age as required for a full-time mission. There are no maximum age limitations.
- e. Must live at home while serving.
- f. Young Adults, excused from full-time missionary service may serve up to 40 hours per week as Church-service missionaries.
- g. Couples or individuals with dependent children at home should not be called as Church-service missionaries.

Length of Calls

The length of service is determined by the needs of the department and the availability of the missionary. Church-service missionaries may be called to serve from six (6) to twenty-four (24) months. (A thirty-six (36) month call is approved for certain positions such as hosts, hostesses or docents.) Near the end of the assigned period, the call may be extended in increments, not to exceed a total of thirty (30) months. This is accomplished if the missionary wants to extend, the department has a continuing need for the missionary, and the stake president approves.



Church-Service Missionary Coordinators

Each department should assign an individual or couple to coordinate Church-service missionary work for the department. They report to and work with the appropriate management in that department. Each decentralized administration office may have one or more persons or couples assigned to coordinate the Church-service missionary program in the local area. Their reporting relationship is to an agent stake president. The Church-Service Missionary Office at Church Headquarters provides instruction, training, tracking, and general information to Church-service missionary coordinators.

Financial Considerations

Living expenses, such as housing, food, etc. are paid by the Church-service missionary. Church-service missionaries provide their own local transportation. If a vehicle is necessary to do the assigned work, one may be made available by the sponsoring department, or the missionary may be reimbursed for use of his/her personal vehicle. Other assigned travel expenses including air fare should be covered by the department. Church-service missionaries are responsible for their own medical expenses.

Ecclesiastical Jurisdiction

Membership records for Church-service missionaries should be in the ward where they reside. Missionaries should pay tithes and other offerings in that ward. The bishop of the resident ward is responsible for renewing the missionary's temple recommend and for any counseling the missionary may seek.

Church-service missionaries are encouraged to serve in ward or stake callings at the discretion of local leaders as long as these calls do not interfere with the Church-service missionary assignment.

Requests for and Recruiting Church-Service Missionaries

The director of Church-service missionaries is responsible to coordinate the identification of potential Church-service missionaries. At the request of Church Departments, the director will prepare regular entries to the "Church-Service Missionary Opportunities website" which gives information regarding position openings. Ecclesiastical leaders and Church members should be encouraged to regularly review those listings. Local Church-service missionary coordinators will assume these responsibilities for their respective locations and also may enter positions on the website. Local leaders are encouraged to post these listings of opportunities on bulletin boards for review by members. Members may contact the department management noted with the website listings to identify a potential match. Current Church-service missionaries may be aware of other persons who would like to serve as Church-service missionaries. The names of these persons should be referred to the director of Church-service missionaries or the Church-service missionary coordinator.



Recommendation and Interview Process

Bishops are to interview individuals or couples who may be interested in serving as Church-service missionaries. The individual or couple should complete their portion of the “Recommendation for Church-Service Missionary” form. They should indicate one or more departments and/or assignments they would like to fill. The bishop/branch president completes his portion of the form and sends it to the stake president who interviews the candidate(s) and completes his respective portion. The stake president sends the recommendation form to the director of Church-service missionaries at Church Headquarters or to the local coordinators as appropriate.

Calls and Releases

Upon receipt of the Recommendation from, the director of Church-service missionaries or the local coordinator reviews the Recommendation form to ensure completeness. The director reviews the list of departments and positions where the missionary feels qualified and able to serve, to determine the position which will best utilize the talents and skills of the recommended individual. The director will finalize a recommended assignment for each missionary. Details regarding starting date and location are discussed with the department’s management. Church-service missionaries usually will not attend a Missionary Training Center.

The director of Church-service missionaries or the local coordinator recommends in writing to the stake president that he extend the call to the missionary. A copy of this recommendation is sent to the department. The stake president then extends the call. If the call is not extended, the stake president should notify the director or coordinators of Church-service missionaries.

After the call is accepted, the stake president notifies the department to which the missionary is assigned. The department then contacts the missionary to give instructions for the mission.

Church-service missionaries are set apart by their bishop.

The Church-service missionary coordinators in the department or local managers where the missionary is serving will review in advance with the stake president any request for extension of the missionary’s service.

At least 30 days before conclusion of a Church-service mission, the department where the missionary is serving will notify, in writing, the stake president of the mission’s completion date and provide him with release certificates. The stake president releases the missionary. At least six months should pass before those who are released received another Church-service call. The stake president may approve exceptions.

4.5 Military Leave

Employees who apply to the uniformed services to perform active duty or initial active/inactive training duty, or for any other service in the uniformed services other than

periodic training assignments will be placed on leave of absence without pay (military) (hereinafter, "M-LWOP"). A fully benefited employee who has periodic military training assignments may be placed on military leave with pay for up to fifteen (15) working days per calendar year. For training assignment leave in excess of fifteen (15) days the employee may choose to take the time as annual leave (if available) or as M-LWOP.

A non-benefited employee who has periodic military training assignments will be placed on M-LWOP.

Salary/Pay During Leave

Employees going on M-LWOP will be paid through the day prior to the day their M-LWOP begins. If that day is a day before a paid holiday, the employee will be paid for the holiday.

When military leave with pay is approved (*i.e.* for periodic training assignments), the employee will be paid the difference between the employee's regular salary and the salary paid by the military unit (base pay plus allowances), provided the pay received from Employer is the greater of the two. The military pay voucher (or certified letter verifying the amount of an employee's military pay) should be taken to the Payroll Services Section, Finance Department for calculation of leave pay.

Benefits During Leave

a. Employees on M-LWOP:

- 1) Employees may choose to save unused vested annual leave or may make a written request for a lump sum payout of their unused vested annual leave. This payment will be included with the employee's final paycheck. If military leave begins before the last day of the pay period, the employee will be paid for the pro-rated amount of leave earned through the last day the employee worked before going on M-LWOP. Upon returning from M-LWOP, time spent on M-LWOP by a fully benefited employee will be counted in determining the rate at which the employee accrues annual leave.
- 2) If an employee is enrolled in Employer's medical and dental insurance plan(s), the employee and enrolled family members may keep these benefits for up to twenty-four (24) months or for the duration of the employee's active duty assignment (plus the time allowed to apply for re-employment), whichever is shorter. During the first three (3) months of M-LWOP, Employer will pay its share of the premiums. The employee must make arrangements, through his/her department, to pay the employee portion of the premiums. During the next twenty-one (21) months, if continued coverage is desired, the employee is responsible to pay the entire insurance premium (both the employee's and Employer's portion). For employees on active duty, the Employer's coverage becomes secondary to government insurance on the day the employee is activated. For dependents, the Employer's coverage continues to be primary and the government insurance is secondary. As long as premium payments are made, Employer's coverage will continue until midnight on the last day of the last month in which the employee is on active duty.

or twenty-four (24) months, whichever is shorter. If an employee or dependent is in the hospital on the date that benefits terminate, the employee may extend benefits under the Employer's medical and dental plan(s) solely for the injury or illness being treated. (In this case, the employee continues to pay the employee's share of the premium and the Employer pays its share.) Extended benefits for an employee will end on the date of the employee's release from the hospital. Extended benefits for a dependent will end on the date of release from the hospital or thirty (30) days from the date of termination of insurance eligibility, whichever is sooner.


- 3) Supplemental Group Term Life Insurance and 24-Hour AD & D Coverage continue until midnight of the last day of the month in which an employee begins M-LWOP. Group Term Life Insurance and Disability may be continued in the same manner as the medical and dental benefit (see a.2 above). War exclusion provisions apply to all coverage's. Any disability resulting from injury or illness contracted while in military service will not qualify the employee for Employer's disability benefits. Premiums for Supplemental Group Term Life Insurance and 24-Hour AD & D coverage are the responsibility of the employee.
- 4) An employee on M-LWOP may not contribute to the Thrift Plan. Money on deposit with the plan is subject to withdrawal limitations as described in the Thrift Plan section in the Deseret Mutual Benefit Administrators *Benefits Handbook*. (See Reinstatement Subparagraph 4.e, below for provisions regarding "make up" contributions to the Thrift Plan.)
- 5) Savings Plan Loans. An employee on M-LWOP who has a Savings Plan loan may pay off the loan, mail in monthly payments, or delay payment until he/she returns to employment.

b. Employees on Military Leave with Pay:

- 1) Employees on military leave with pay are eligible for all employment-related benefits on the same terms as those actively employed. Similarly, employees who elect to use annual leave to cover days in excess of fifteen (15) for which they are required to be away from their job due to active or inactive training duty continue to be eligible for all employment-related benefits on the same terms as those actively employed.
- 2) Benefits for employees who elect to use M-LWOP to cover days in excess of fifteen (15) for which they are required to be away from their job due to active or inactive training duty are governed by the provisions of Benefits During Leave, sec. a , set out above.

Reinstatement

- a. Conditions for Reinstatement – To be eligible for reinstatement, the following conditions must be satisfied:

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- 1) Advance Notice – The employees, or an appropriate officer of the branch of the military in which employee will be serving, must provide advance notice (written or verbal) to the employee's supervisor of the need for military leave, unless notice is impossible, unreasonable, or precluded by military necessity.
 - 2) Total Leave Is Not More Than Five Years - With certain exceptions, the cumulative length of the current absence and of all previous absences from the employee's position with the Employer by reason of service in the uniformed services must not exceed five (5) years.
 - 3) Return to Work or Apply for Re-Employment within Required Time - The employee must return to work or apply for re-employment within the appropriate time, as discussed in Section below.
 - 4) Satisfactorily Complete Military Obligation - The employee must have satisfactorily completed his/her military obligation.

b. Time Limits to Return to Work or Re-Apply

- 1) Absence for Fitness Examination or Military Service Less Than Thirty-one (31) Days - Employees should report to work no later than the first regularly scheduled work period that falls eight (8) hours after the employee returns home.
- 2) Military Service of 31 to 180 days - Employees should submit an application for re-employment no later than fourteen (14) days after the completion of the period of service.
- 3) Military Service of 181 days or more - Employees should submit an application for re-employment no later than ninety (90) days after the completion of the period of service.
- 4) Effect of Period of Hospitalization or Convalescence - Employees who are hospitalized for, or convalescing from, an illness or injury incurred in, or aggravated during, the performance of military service shall, at the end of the period that is necessary for the employee to recover from such illness or injury, report for work (in the case of an employee described in subparagraph b.1 above) or submit an application for re-employment (in the case of an employee person described in subparagraphs b.2 or b.3 above). Such period of recovery may not exceed two (2) years.

c. Position to which Employees will be Reinstated

- 1) Military Service of Ninety (90) Days or Less - Employees will be reinstated to a position of employment according to the following order of priority:
 - A. The position the employee would have held if he/she had remained continuously employed, so long as the employee is qualified to perform the duties of the position, or can become qualified after reasonable efforts by the



Employer; or

B. The position of employment on the date of the commencement of the service in the uniformed services, so long as the employee is qualified to perform the duties of the position, or can become qualified after reasonable efforts by the Employer; or

C. If the employee cannot become qualified for either position described in “A” or “B” above for reasons other than a disability incurred or aggravated by service in the uniformed services even after reasonable efforts by the Employer, the employee will be reinstated to a position that is the nearest approximation to the positions described in “A” and “B” above (in that order) that the employee is qualified to perform. The employee will receive full seniority.

2) Military Service of Ninety One (91) Days or More - Employees will be reinstated to a position of employment according to the following order of priority:

A. The position the employee would have held if he/she had remained continuously employed, or a position of like seniority, status, and pay, so long as the employee is qualified to perform the duties of the position, or can become qualified after reasonable efforts by the Employer; or

B. The position of employment on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay, so long as the employee is qualified to perform the duties of the position, or can become qualified after reasonable efforts by the Employer; or

C. If the employee cannot become qualified for either position described in “A” or “B” above for reasons other than a disability incurred or aggravated by service in the uniformed services even after reasonable efforts by the Employer, the employee will be reinstated to a position that is the nearest approximation to the positions described in “A” and “B” above (in that order) that the employee is qualified to perform. The employee will receive full seniority.

3) Employees with a Disability Incurred or Aggravated by Military Service - Such employees will be reinstated to a position of employment according to the following order of priority:


A. The position the employee would have held if he/she had remained continuously employed, so long as the employee is qualified to perform the duties of the position, or can become qualified after reasonable efforts by the Employer to accommodate the employee’s disability; or

B. Any other position which is equivalent in seniority, status, and pay, so long as the employee is qualified to perform the duties of the position or would become qualified to perform the duties of the position with reasonable efforts by the Employer; or

C. If the employee cannot become qualified for either position described in "A" or "B" above even after reasonable efforts by the Employer, the employee will be reinstated to a position which is the nearest approximation to the position referred to in "B" in terms of seniority, status, and pay.

d. Restoration of Benefits to fully benefited employees Returning From M-LWOP

1. Sick Leave - Unused sick leave accumulated prior to M-LWOP will be restored upon the employee's return to active employment. If the employee went on M-LWOP prior to the last day of a pay period, the employee will be given pro-rated credit for the days the employee worked in the pay period before beginning M-LWOP. The employee will begin accruing sick leave as of the first day back to work.
2. Annual Leave - The employee will begin accruing annual leave on the first day back to work. Time spent on military leave will be counted in determining the rate of accrual of leave.
3. Medical and Dental Coverage - Employer's medical and dental plan(s) will be effective the first day of the month following the employee's return to work from M-LWOP. Pre-existing condition provisions will be waived, providing the employee:
 - A. Makes application for re-employment within the time limits described in above; and
 - B. Enrolls in the plan within thirty (30) days after returning to work.
- 4) Group Term Life Insurance, Supplemental Group Term Life Insurance, Disability, and 24-Hour AD & D Coverage - Upon return to employment with the Employer, it will not be necessary for the employee to provide evidence of insurability if the employee:
 - A. Was enrolled in the plan prior to M-LWOP, (under the Disability Plan, the employee must be enrolled for two (2) years before pre-existing conditions are covered); and
 - B. Makes application for re-employment within the time limits described above; and
 - C. Enrolls in the plan within thirty (30) days after returning to work; and
 - D. Enrolls for the same coverage or less than that held prior to M-LWOP.
5. Thrift Plan - Upon return to employment, an employee may immediately enroll in the Thrift Plan. Employees have the opportunity to make up the 401(k) contributions missed while on active duty service and receive the Employer's match for those make-up contributions.

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- e. Termination following Reinstatement - All employees reinstated to employment under the terms of this policy should not be terminated from their position without cause:
 - 1) Within one year after such reinstatement if the employee served in the uniformed service for 181 days or more; or
 - 2) Within 180 days after the date of reinstatement if the employee served in the uniformed services for 31 to 180 days.

Accruals

- a. Accrual of Annual Leave and Sick Leave on Military Leave With Pay - A fully benefited employee on military leave with pay accrues sick leave and earns annual leave during the leave and will be paid for holidays.
- b. Accrual of Annual Leave and Sick Leave on M-LWOP - A fully benefited employee on leave of absence without pay (military) will not accrue sick leave or earn annual leave during the leave and will not be paid for holidays. The time spent on approved leave of absence with or without pay (military) will be counted to determine the rate at which the employee accrues annual leave.
- c. Accrual of Retirement Credit for fully benefited employees on Military Leave. The time that a fully benefited employee spends on approved leave of absence with or without pay (military) will be counted to determine the years of service for retirement purposes, including vesting and benefit rate accrual. Time spent performing service in the uniformed services will not be treated as a break in service for retirement purposes.