



EMPLOYEE HANDBOOK



ST. MARTIN'S
EPISCOPAL CHURCH

Revised August 2025

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WELCOME TO ST. MARTIN'S

We are excited to welcome you to St. Martin's Episcopal Church and are especially grateful that you have chosen to serve alongside our faithful staff and clergy members. Your commitment and faithfulness make St. Martin's such a special place.

This employee handbook has been developed to outline the expectations, policies, procedures, and benefits available to employees. From time to time, the information included in the handbook may change with or without prior notice.

We are pleased that you have chosen to share your talents with us, and we wish you much success in your endeavors.

St. Martin's Senior Leadership Team

MISSION AND VISION

The mission of St. Martin's Episcopal Church is to bring by the power of the Holy Spirit as many people as possible to know, love, and serve God as revealed through Jesus Christ, and to be transformed into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

As a Christian organization, we are dedicated to helping people live more meaningful lives by strengthening their relationship with Jesus Christ. Our purpose is to serve God by providing parishioners with an uplifting community to worship, remembering the Christian principles upon which our faith is founded.

HISTORY OF ST. MARTIN'S

In 1952, Rev. Thomas J. Bagby, then Rector of St. James' Episcopal Church, founded St. Martin's, named after patron Saint Martin of Tours, in a rural area west of Houston known for its fields of fragrant sage and other agriculture endeavors. On September 1st, around 125 people attended St. Martin's first service, and less than six months later, it became an independent Parish. By the end of 1954, the property at Sage and Woodway had been purchased, and the first church was under construction. Rev. Dr. Thomas Bagby served until 1983. Under his tenure, membership grew, and the campus expanded to include a beautiful sanctuary, Founder's Hall, a chapel, offices, and classrooms.

Currently, St. Martin's offers both traditional and contemporary services rooted in the Evangelical tradition. Musically, St. Martin's offers exemplary sacred music in traditional services, with a seasoned choir accompanied by the commissioned Gloria Dei pipe organ. In the contemporary and family services, talented vocalists and praise bands embellish worship services with more current selections. The Church offers Christian Education programs for all ages and is actively involved in outreach and missions in Houston and beyond, allocating part of its annual budget to fund programs that serve the hungry, the homeless, and the disadvantaged.

On September 1st, 2022, St. Martin's celebrated its 70th Anniversary. This was an opportunity to reflect on how blessed we are to serve under the leadership of Rectors who share the call of Christ and invite others to join them in their journey. We do this through our love for one another and commitment to diversity, inclusion, and equal opportunity practices.

EMPLOYMENT POLICIES

EMPLOYMENT-AT-WILL

Employees who do not have a separate, written employment contract for a specific term at St. Martin's Episcopal Church (SMEC, St. Martin's, the Church) are employed on an "at-will" basis. Employment with SMEC may cease due to an employee's resignation, retirement, termination, expiration of employment contract, or a reduction in the workforce. St. Martin's may also terminate an employee or role at any time, for any reason not prohibited by law, with or without notice.

No supervisor, manager, or representative of SMEC, except the senior leadership team (Rector/Vice-Rector, COO, and/or Vestry), is authorized to modify this policy or to enter into any agreement, oral or written, contrary to this policy. Any employment agreement entered into by the senior leadership team is not enforceable unless it is in writing and signed by both parties.

This policy shall not be modified by any statements contained in this or any other employee handbook, employment application, recruiting materials, etc., provided to employees in connection with employment agreements. None of these documents, separate or combined, creates an express or implied contract of employment for a definite period nor an express or implied contract concerning any terms or conditions of employment. Specific grounds for termination stated in this handbook or elsewhere are not all-inclusive and are not intended to restrict SMEC's right to terminate at will.

Separation From Employment

Employees looking to resign employment must notify a supervisor and/or Human Resources in writing at least two weeks in advance of the intended separation date. Failure to provide a two-week notice will result in forfeiture of any additional payments to which the employee may be entitled and will render the employee ineligible for reemployment.

An employee who does not return from a leave of absence or who fails to report to work for three consecutive workdays without notifying the Church in accordance with the employee attendance guidelines will be deemed to have voluntarily resigned without proper notice.

EQUAL EMPLOYMENT OPPORTUNITY

St. Martin's is an equal employment opportunity employer and is committed to fostering a culture that promotes fairness, equality, and respect for all people. This policy applies to all employees and applicants, prohibiting discrimination and harassment of any type without regard to race, creed, gender, sex, sexuality, color, religion, national origin, age, disability, veteran status, genetic information, or any other characteristics belonging to protected classes under federal, state, or local laws.

This policy applies to all aspects of employment, including hiring, promotion, transfer, training, job assignment, compensation, benefits, working conditions, discipline, and termination.

Any employee who believes that this policy has been violated should report the matter immediately to Human Resources and/or a member of the senior leadership team. The Church will not tolerate retaliation against employees who participate in the investigation of a reported incident. Any employee who is found to have engaged in retaliatory conduct will be subject to disciplinary action, up to and including termination of employment.

AMERICANS WITH DISABILITIES ACT (ADA)

As defined by The Americans with Disabilities Act, a person with a disability is someone who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a history or record of such an impairment (such as cancer that is in remission).
- Is perceived by others as having such an impairment (such as a person who has scars from a severe burn).

The ADA requires employers to provide reasonable accommodations for employees with disabilities unless doing so would cause undue hardship to the business. A reasonable accommodation is any change in the work environment or in the way a job is performed that enables an employee with a disability to enjoy equal employment opportunities. All requests for accommodations should be sent through Human Resources.

The Church prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation, reporting, or participating in an investigation of unlawful discrimination under this policy.

REASONABLE ACCOMODATION FOR PREGNANT WORKERS

As required by the federal Pregnant Workers Fairness Act (PWFA), SMEC provides reasonable accommodations to employees with limitations associated with pregnancy, childbirth, or related medical conditions unless the accommodation would cause an undue hardship to SMEC's operations.

An employee may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting a request to Human Resources. Upon receipt of an accommodation request, Human Resources will contact the employee or applicant to discuss further and determine if the accommodation is reasonable and can be provided without significant difficulty or expense.

Examples of possible accommodations include allowing the individual to:

- Be excused from strenuous activities deemed unsafe during pregnancy.
- Receive additional break time to use the bathroom, eat and rest.
- Sit while working.
- Drink water during the workday.
- Receive appropriately sized uniforms and safety apparel.
- Take time off to recover from childbirth.
- Receive closer parking.
- Have flexible hours.

Under this policy, an employee may request leave as a reasonable accommodation. However, the Church will not require an employee to take time off if another reasonable accommodation can allow the employee to continue working.

The Church prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation, reporting, or participating in an investigation of unlawful discrimination under this policy.

HARASSMENT

St. Martin's is committed to providing a working environment that is free from harassment for all employees. The purpose of this policy is to clearly state SMEC's position regarding harassment, to provide a procedure for reporting and investigating complaints, and to ensure employees that corrective action will be taken in response to prohibited conduct.

Harassment generally consists of offensive treatment or behavior (verbal, physical, or visual) based on sex, race, religion, national origin, age, disability, or any other classification or characteristic protected under applicable law that unreasonably interferes with an employee's ability to perform required job duties.

Sexual harassment, in particular, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where (1) The submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment; (2) The submission to or rejection of such conduct is used as a basis for employment-related decisions; or (3) Such conduct substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment in any manner or form is expressly prohibited. In addition, SMEC prohibits inappropriate conduct that may lead to or create the appearance of harassment, or that is not conducive to a positive and productive work environment.

The following conduct represents some (but not all) of the types of behavior that violate this policy:

- Verbal conduct, such as propositions.
- Inappropriate comments or innuendos.
- Making obscene or inappropriate gestures or facial expressions.
- Inappropriate jokes or stories; use of vulgar or profane language.
- Physical conduct, such as sexual advances or unwanted suggestive or offensive touching, patting, or pinching.
- Persistent, unwelcome inquiries of a personal nature (including disrespectful or degrading remarks).
- Visual conduct, such as displaying (including through the use of electronic media) explicit or offensive objects, pictures, drawings, cartoons, or photographs.

The Church prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation, reporting, or participating in an investigation of unlawful discrimination under this policy.

Reporting Procedure

All employees must promptly report any actual, threatened, or perceived incidents of harassment. Any employee who believes to be subject to any form of harassment, or is aware of another person being harassed, whether by a supervisor, co-worker, visitor, vendor, etc., should immediately seek guidance from a supervisor and/or Human Resources.

Any staff member who, in good faith, reports harassment or provides information related to a complaint will not be retaliated against or adversely treated as a result of making a report or providing information.

Investigation of Complaints

All reports of harassment will be promptly and objectively investigated. Complaints will be handled on a confidential basis, except to the extent necessary to conduct a proper investigation. Employees are expected to cooperate fully in investigations and to maintain confidentiality.

If it is determined that a violation of this policy has occurred, SMEC will take immediate corrective action to stop the misconduct and prevent its recurrence. This may involve disciplinary action, up to and including termination from employment.

Any non-employee determined to have violated this policy is subject to removal from St. Martin's campus or other corrective action as necessary to remedy the misconduct. SMEC will follow all federal and state law requirements applicable to the nature of the offense.

CLASSIFICATION OF EMPLOYMENT

St. Martin's classifies employees based on two primary criteria:

1) Wage and Hour Classification

In accordance with federal and state wage and hour laws, all employees are classified as either:

- a. ***Non-exempt employees*** are eligible for overtime pay at the applicable federal or state rate (whichever is higher) for any time over 40 hours worked in a workweek.
- b. ***Exempt employees*** are not eligible to receive overtime payment for work performed beyond forty hours in a workweek.

2) Work Schedule Classification:

For the purpose of salary administration, benefit eligibility, and time-off policies, employees are also classified based on their regular work schedules:

- a. ***Full-time employees*** are regularly scheduled to work at least thirty hours per week and are eligible for the full benefits package, with the exception of paid time off (PTO). Such employees may be classified as either "exempt" or "non-exempt," as defined below.
- b. ***Part-time employees*** are regularly scheduled to work less than thirty hours per week and may be eligible for some benefits. Such employees may be classified as either "exempt" or "non-exempt," as defined below.
- c. ***Temporary employees*** are hired as interim replacements to temporarily fill a staffing need (e.g., seasonal employment, internship, etc.) or to assist in the completion of a specific project. Such employees may be "full-time," "part-time," "exempt," or "non-exempt." Employment beyond the initially stated period does not imply a change in employment status.

SAFETY

St. Martin's Episcopal Church is committed to fostering a culture of safety for all, with the guiding principle of "see something, do something." This applies to employees fulfilling SMEC business on and off the premises.

Safety is everyone's responsibility. Supervisors are expected to devote the time and effort necessary to ensure the safety of employees at all times. Responsibilities of the Employee include:

- Obeying the safety rules.
- Following safe job procedures.
- Knowing emergency procedures.
- Reporting unsafe conditions to supervisors.
- Using care when lifting and carrying objects.
- Promptly reporting every accident and injury to a supervisor.
- Keeping work areas clean and free from slipping or tripping hazards.

Employees who commit or threaten to commit a violent act against anyone on or off the SMEC campus will be subject to disciplinary action, up to and including termination from employment. In the event of an emergency, notify safety personnel and call 911 for help. All reports will be carefully investigated, and employee confidentiality will be maintained to the fullest extent possible. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith in accordance with this guideline.

Weapons

It is SMEC's priority to provide a safe and secure workplace for employees, parishioners, visitors, and others with whom we do business. St. Martin's follows all applicable laws of the State of Texas concerning the possession, storage, or transportation of dangerous weapons.

This policy applies to all personnel, including volunteers and visitors. Church employees share the responsibility of identifying violators of this policy. Any employee who witnesses or suspects another individual of violating this policy should immediately report it to a supervisor or Human Resources.

Drug and Alcohol Standards

In compliance with the Drug-Free Workplace Act of 1988, St. Martin's Episcopal Church is committed to maintaining a safe, healthy, and productive work environment for all employees.

Definitions

Drugs are any substance that impairs mental or physical function or the ability to work safely and professionally. This includes illegal drugs, controlled substances, inhalants, synthetic/designer drugs, look-alike drugs, drug paraphernalia, and misuse of prescription or over-the-counter medications.

Under the influence means being physically or mentally impaired in a way that affects safety, judgment, productivity, or professionalism or having any detectable level of prohibited substances in the body.

SMEC property includes the entirety of St. Martin's campus, all Church-sponsored activities, and any other site where an employee performs work on behalf of or in representation of the Church.

In accordance with the laws of the State of Texas and applicable federal regulations, SMEC maintains a drug and alcohol-free workplace. Under this policy, prohibited activities include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs.

Employees are also prohibited from being on SMEC property while under the influence. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Information regarding the availability of treatment programs, if any, may be requested by contacting Human Resources.

Searches, Inspections, and Drug Testing

In an effort to ensure the safety and welfare of all on campus, SMEC reserves the right, on reasonable suspicion that a policy is being violated, to conduct searches or inspections of an employee's personal effects and any other belongings located on SMEC property and facilities without prior notice.

Searches will be conducted in a manner that respects the employee's privacy to the fullest extent possible. Refusal to submit to a lawful search, inspection, or drug screening may result in disciplinary action, up to and including termination.

Smoke and Vape Free Workplace

SMEC prohibits smoking or vaping inside all buildings on campus. Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, etc.

Emergency Campus Closings

St. Martin's campus will remain open during normal working hours unless otherwise interrupted by inclement weather or other unforeseen events. Senior leadership has the sole discretion in determining if the campus is to be closed in the event of an emergency (e.g., inclement weather, power or other utility failure, fire, flood, or other urgent situations).

During early closure, employees are expected to remain at work until the designated closing time unless approved to leave earlier by a supervisor. When campus closure is announced, employees scheduled to work will be paid for scheduled work hours. Depending on the circumstances and available resources, employees may be able to work from home or other remote locations.

Employees are encouraged to coordinate work plans with supervisors directly.

Accident Reporting

No matter how insignificant an injury may seem at the time of occurrence, employees should notify a supervisor, a Safety team member, or Human Resources immediately of any workplace accident, injury, or illness. Such reports must be made immediately and no later than 48 hours after the accident, as drug and alcohol testing may be needed.

When a work-related injury occurs:

- All supervisors are required to report injuries to safety personnel and Human Resources.
- Depending on the type of injury, the employee may be required to complete the Employer's First Report of Injury or Illness form.

For motor vehicle accidents:

- Employees should report any accidents involving vehicles used for business, regardless of the extent of damage or the lack of injuries.

When a non-employee suffers an injury while on SMEC property:

- Assist the injured individual and promptly report the incident to a supervisor or member of the Safety team.

HOURS AND COMPENSATION

Hours of Work

For timekeeping purposes, the work week spans Monday through Sunday. Work hours vary depending on the nature of the role and the ministry's needs as defined by supervisors. Supervisors will determine exact schedules. Employees participating in special events will work as scheduled after hours or during the weekend.

Pay Periods and Timekeeping

All employees are paid biweekly. Direct deposit will occur on the preceding workday if a payday falls on a holiday.

- Applicable employees must keep track of time-off balances and submit PTO requests via SMEC's time-tracking system.
- Employees who commit fraudulent timekeeping practices for themselves or others will be subject to disciplinary action, up to and including termination of employment.
- All non-exempt hours worked must be recorded in SMEC's time-tracking system. Employees are responsible for working with supervisors to make timecard corrections before the end of each pay period.

Overtime Pay for Non-Exempt Employees

Overtime and additional work, other than that which is regularly scheduled, may occasionally be required of all employees. Overtime will be paid to eligible, non-exempt employees at the federal or state-prescribed wage rate, whichever is higher. Refusal to work a reasonable amount of overtime as defined by their supervisor may result in corrective counseling action.

- Overtime pay must be approved in advance by supervisors.
- Overtime is computed on hours worked in excess of 40 in a given workweek, not daily.
- Employees working paid overtime without authorization will be subject to disciplinary action.
- Absences from work due to paid leave (e.g., paid time off, holidays, bereavement, jury duty) will not be considered time worked when computing overtime pay.

Exempt employees are not eligible to receive overtime compensation.

BUSINESS EXPENSES

St. Martin's recognizes that employees may incur expenses for legitimate business purposes. With proper documentation and approval, SMEC will reimburse employees for business-related expenses upon submission of expense reports and itemized receipts.

SMEC will typically not reimburse employees for personal expenses or other expenses including, but not limited to:

- Credit card fees.
- Penalties or fines.
- Alcoholic beverages.
- Non-business entertainment.
- Loss or damage to personal property.
- Toll charges incurred during normal daily commute.
- Gasoline, oil, or other maintenance on employees' personal automobiles.
- Items not considered reasonable by the employee's immediate supervisor.
- Items not supported by a receipt for which a receipt is generally readily available.

Mileage reimbursement may occur when an employee drives a personal vehicle for off-campus SMEC purposes. SMEC provides mileage reimbursement at the IRS standard allowance. Employees must prepare an expense report, which includes a mileage log detailing the mileage, route, and purpose of the trip(s). Daily commutes, such as mileage to and from an employee's home and the office, are not reimbursable.

Employees should submit all documentation to management within one month of incurring the expenses, preferably within the same calendar year. Once supervisory approval is obtained, employees may submit documentation to the Finance department for reimbursement.

Use of Church Credit Cards

SMEC credit cards are available to certain employees as approved by senior leadership and the Director of Finance. Church credit cards are to be used exclusively for business purposes. Cardholders are encouraged to request invoices for purchases, if the situation allows, rather than using the Church credit card. All of the guidelines included herein related to reimbursable expenses are also applicable for business expenses charged to the Church credit cards.

RECORD RETENTION

Each department utilizes different types of information (e.g., demographics, financials, personnel, and other learned facts about parishioners, staff, and other groups) that require specific record-keeping practices. The timeframe and storage methods vary, and it is the responsibility of employees and supervisors to ensure compliance with federal, state, and local regulations.

CONFIDENTIALITY

Given the community in which St. Martin's operates, maintaining confidentiality is a condition of employment. Employees are responsible for acting with complete professionalism when discussing or handling SMEC business. For the purpose of this policy, "confidential information" means any records, files, documents, and other materials (oral, hardcopy, or electronic) disclosed to any employee as a consequence of employment that is not generally known outside the department. This includes, but is not limited to, information concerning the Church's operations, protected health information, and personal, occupational, and financial information regarding staff, parishioners, vendors, and affiliates.

SMEC's internal affairs should not be discussed with anyone outside the organization except as required in the normal course of business. It's expected that:

- Employees will not use confidential information for personal purposes or commercial use.

- Employees will not reproduce or remove from the department materials containing confidential information except to the extent that permission is given to do so by leadership.
- Employees will not look at, examine, or retrieve any document, file, or database, except those to which there is authorized access, and which are necessary to perform regular job duties.
- Employees will not discuss or share with any unauthorized person, group, or department, inside or outside of SMEC, any conclusions drawn from confidential information.
- Employees who are uncertain about the confidential nature of a particular fact, document, or file will resolve all uncertainties in favor of preserving confidentiality. Employees should seek clarification before discussing any information.
- Employees who become aware that a breach of confidentiality has occurred due to their own or others' acts or omissions will immediately notify their supervisor.
- At the end of an assignment or as requested by supervisors, employees will return all materials containing confidential information to the proper party.

Unless otherwise prohibited by law, a violation of the terms of this section may result in disciplinary action, up to and including termination of employment and further legal action.

Personnel Records

St. Martin's maintains a personnel file for each employee. Personnel files are the property of the Church and are maintained by Human Resources. These files may not be removed or copied without prior authorization.

Information in employee personnel files is confidential and should be treated accordingly. Employees are responsible for keeping all personnel records up to date. Utilizing SMEC's payroll system, staff can change the following:

- | | |
|------------------------------|----------------------|
| • Address | • Telephone numbers |
| • Direct deposit information | • Full name |
| • Tax withholding | • Emergency contacts |
| • Dependent information | • Personal email |

As required by law, certain records related to medical issues and internal investigations are kept in separate files. Medical information (including genetic information and the results of alcohol and drug testing) will be maintained in separate files. Medical information is to be treated as confidential, except that the information may be released in the following situations:

- First aid and safety personnel may be notified of a condition that requires emergency treatment.
- Supervisors and managers may be informed about necessary and agreed-upon restrictions on the employee's work duties and attendance accommodations.
- Government officials investigating compliance with anti-discrimination statutes may be provided with relevant information upon request.

For the purposes of this policy, a personnel file includes records related to performance and training, as well as other records used for hiring, promotion, and disciplinary decisions. A personnel file does not include any reference checks, medical records, or investigation files. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

All requests for personnel information concerning current or former employees from sources outside

SMEC must be directed to Human Resources. Responses to requests for information will be limited to employment dates and positions held unless the employee has provided written authorization for the release of further details.

Employees may also request access to personnel files by submitting a request to Human Resources. Upon receipt of the request, Human Resources will schedule an appointment to view the file during normal office hours. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any filed document. Written responses will be attached to the original document.

EMPLOYEE CONDUCT

General Conduct

As a staff member at St. Martin's, each employee is expected to uphold a high standard of integrity, professionalism, and respect. This includes acting responsibly, treating others with dignity, and avoiding conduct that may harm others, damage the organization's reputation, or create a negative impression with parishioners or the SMEC community. Behavior during and outside working hours reflects directly on the Church, and all team members are expected to conduct themselves in a manner that supports a positive and professional environment, while upholding strong Christian values. Examples of unacceptable conduct include, but are not limited to:

- Insubordination.
- Ignoring safety/security protocols.
- Excessive absenteeism or tardiness.
- Theft of St. Martin's or personal property.
- Violating SMEC's anti-harassment policy.
- Falsifying employment or other SMEC records.
- Soliciting or accepting gratuities from outside parties.
- Possessing, using, distributing, or selling illegal drugs.
- Reporting to work under the influence of drugs or alcohol.
- Consuming alcohol on St. Martin's campus or while on duty.
- Engaging in physical altercations, threats, or abusive language.
- Unauthorized or inappropriate use of SMEC property or resources.
- Violating the confidentiality of the Church, its parishioners, and its employees.
- Unauthorized possession of firearms on the Church's campus, or during work-related events.

This list is not exhaustive. SMEC reserves the right to determine the appropriate level of discipline for any violation. Any conduct that violates company policies or compromises professional standards may result in disciplinary action, up to and including termination.

Before any disciplinary action is taken, employees may have the opportunity to present any insight on the issue. When appropriate, the Church will follow a policy of Progressive Discipline. However, SMEC reserves the right to determine the appropriate level of discipline based on the circumstances and may bypass steps in the progressive process at its discretion.

Employee Attendance

Regular, on-time attendance is a basic job requirement for all staff members at St. Martin's. Absenteeism and tardiness burdens colleagues, disrupts business operations, and reduces the quality of work and the

Church's relationships with parishioners. Therefore, good attendance, punctuality, and dependability are required of all employees.

Employees are expected to report to work as scheduled, on time, and prepared to perform assigned duties. It is also expected that each staff member will remain at work for the entire scheduled workday. This section does not apply to absences covered by the Family and Medical Leave Act (FMLA), leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA), or leave provided under other applicable federal, state, or local regulations. These exceptions are described in separate sections.

Definitions

Absence is defined as an employee's failure to report to work for a scheduled shift. The two types of absences are defined as:

- **Excused absence** occurs when the following conditions are met:
 - The employee provides a supervisor with sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- **Unexcused absence** occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work due to an illness or emergency, the employee must notify the supervisor no later than the scheduled starting time of the same day. If the employee is unable to call, it's vital to have someone else make the call.

Tardiness is defined as an employee's failure to be on campus, ready to work before the designated start time, and/or after returning from scheduled breaks.

Excessive Absenteeism is defined as three or more occurrences of unexcused absences/tardies in a 90-day period.

Job Abandonment occurs when an employee fails to report to work for a period of three days or more without notifying a supervisor, or a member of Human Resources.

It is the responsibility of employees to arrange reliable transportation and child/family care and handle personal matters that may otherwise impact employment responsibilities. Employees are also responsible for ensuring that absences and/or tardiness do not become excessive. All absences and tardies must be covered with PTO unless otherwise approved (e.g., bereavement, jury duty).

Supervisors may provide employees with coaching when a pattern of excessive absences or tardiness begins to emerge. St. Martin's reserves the right to take disciplinary actions, including termination of employment, if attendance issues persist.

Work From Home

St. Martin's may be able to offer some staff members the ability to work from home or in a remote setting occasionally. The ability to work remotely is dependent on the employee's job duties, performance, and Church needs. Work-from-home arrangements are not guaranteed and require approval from management.

Any employee working remotely must maintain expected performance levels and may be required to participate in team check-ins. Staff members working off-campus are expected to be available during regular work hours, adhere to standard timekeeping practices, and remain reachable via phone, email, or messaging platforms. All policies in this handbook are expected to be followed both on and off campus. Remote arrangements may be reviewed or changed at any time based on performance or business needs.

Conflict of Interest

SMEC expects all employees to conduct themselves in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This policy safeguards the integrity and interests of the Church by addressing potential conflicts arising from transactions that may benefit the private interests of certain individuals.

Definitions

Interested person is defined as anyone in the following roles who has a potential conflict:

- Vestry member
- Officer
- Clergy member
- Staff members
- Member of any Vestry-appointed committee

Interest: A person has an interest if they, or their immediate family, directly or indirectly:

- Have a significant ownership or investment in a business involved with St. Martin's.
- Receive compensation from or have a financial relationship with such a business or individual.
- Serve as a director, officer, or member of such an organization.
- Are negotiating or considering such a relationship.

Compensation includes money, gifts, favors, entertainment, or contributions of more than nominal value.

Having an interest does not automatically mean there is a conflict. The Vestry or a designated committee determines whether a conflict exists.

Anyone that may have a conflict must disclose the interest and relevant facts to the Senior or Junior Warden. After disclosure and discussion, the Vestry or designated committee will decide the validity of the claim. If conflict is found:

- The interested person may present information but must leave during further discussion and voting.
- The Vestry or committee may appoint a disinterested person or group to explore alternatives.
- If no better option is found, the group must determine, by a majority vote of disinterested members, whether to proceed with the transaction, ensuring it is fair and in St. Martin's best interest.
- The interested person must recuse themselves from all involvement in related decisions and activities, possibly including complete withdrawal from relevant committee work during the transaction period.

If someone fails to disclose a conflict:

- The Vestry or committee will inform the person and give them a chance to explain.
- If the failure is confirmed, appropriate corrective and disciplinary action will be taken.

Company and Personal Property

SMEC resources and equipment should only be used for SMEC-related operations. Employees are responsible for proper care. Equipment taken off-site must be inventoried before leaving the St. Martin's campus and upon return. Employees may be financially responsible for the cost of damaged equipment.

All personal property is considered to be the responsibility of the employee. SMEC will not be held liable for loss or theft of personal items brought into work.

Employee Attire and Grooming

St. Martin's is committed to maintaining a casual yet professional work environment for its staff members. Although the dress code is casual, it is essential to maintain a professional image for parishioners, volunteers, and colleagues. Employees should maintain a clean, neat, and business-appropriate appearance while working on campus, participating in video calls, and representing SMEC in the community. Employee appearances have a direct representation of SMEC.

In general:

- Outfits typically worn for workouts are also not allowed.
- Clothing with tears, rips, holes, or frays are not permitted.
- Clothing should be clean, in good repair, and appropriate for the work environment.
- Strong or overpowering fragrances, as well as poor personal hygiene, may be considered disruptive to the workplace.
- Overly revealing, excessively tight or baggy clothing, or anything with offensive graphics, slogans, or language is not permitted.
- Employees should exhibit a clean and well-groomed appearance. Grooming styles dictated by race or ethnicity are not restricted.
- Employees are required to wear a St. Martin's nametag at all times while on campus or representing the Church in the community.

Any employees found to be in violation of the Employee Attire and Grooming policy may be asked to remedy any non-adherence to the standards immediately. Such remedies may include but are not limited to, utilizing unpaid time to change clothing or improve personal hygiene.

Certain employees may be required to meet special dress and grooming standards, such as wearing uniforms and/or safety equipment or clothing. Supervisors will establish additional guidelines relevant to the role's functions and compliance with safety-related tasks, depending on the nature of the job. Any questions or complaints regarding employee attire or grooming stands should be directed to Human Resources.

Communications Guidelines

St. Martin's provides electronic communication systems, including electronic mail (email), Internet, voicemail, telephones, computers, software, etc., to conduct SMEC business. Employees are expected to adhere to the proper use of all communication systems and in compliance with all company policies.

Church-provided technology is primarily for business use. Occasional, brief personal use is permitted if it does not interfere with work responsibilities or disrupt SMEC operations. Employees must not use these systems for unlawful, unethical, or inappropriate purposes, including but not limited to:

- Misrepresentation of St. Martin's.
- Accessing unauthorized systems or data.
- Harassment, discrimination, or hate speech.
- Accessing or distributing offensive or obscene materials.
- Infringing on intellectual property rights (e.g., unauthorized downloading or sharing of copyrighted works).

Employees must take reasonable steps to protect company systems and data, including:

- No unauthorized downloading of software.
- Limiting the use of websites for personal reasons.
- Using strong, confidential passwords and keeping them secure.
- Reporting lost or stolen devices immediately to IT or management.
- Avoiding e-mails or attachments from unknown or suspicious sources.
- Never disabling antivirus software or altering system configurations without approval.

Church-issued and personal portable devices used for business purposes must be password-protected and stored securely. Employees must never use personal encryption software or unauthorized software to send or store company data.

All SMEC communication systems, including email and Internet access, are the property of the Church. The use of passwords does not imply privacy. St. Martin's reserves the right to access, monitor, and review all communications and files stored or transmitted on its systems without prior notice. This includes email and Internet activity. While a wide variety of accesses are available, employees must refrain from:

- Sharing confidential information on public platforms or unsecured channels.
- Sending e-mails that could be interpreted as official SMEC positions unless authorized.
- Using bandwidth-intensive services (e.g., streaming video/audio, online games, or instant messaging) during work hours.

All messages and internet activity should reflect professionalism. Inappropriate email content, such as inflammatory remarks, jokes, or images based on race, gender, religion, sexual orientation, or other protected characteristics, is strictly prohibited.

To maintain consistency and professionalism:

- Avoid sending mass messages unless necessary and authorized.
- Use company-approved signature blocks with accurate contact information.
- Refrain from adding personal quotes or unrelated content in email signatures.
- Include disclaimers when expressing personal views externally (e.g., "The opinions expressed are my own and do not necessarily represent the views of the Company.")

Company emails and records may be subject to legal review, including during litigation. Employees should use discretion when sending or receiving any business-related communications.

Nothing in this policy limits employees' rights under federal, state, or local laws, including the right to engage in protected concerted activities under the National Labor Relations Act (NLRA). Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. In cases of illegal activity, St. Martin's may notify law enforcement.

Email Communication Guidelines

All full-time employees are expected to check work email regularly throughout the workday and respond to messages in a timely and professional manner. Email serves as a primary method of internal communication, and failure to monitor and respond may result in missed information. Each full-time staff member is responsible for maintaining the inbox and managing messages appropriately.

Social Media

Definitions

Social media refers to blogs, forums, and social networking sites, including X (formerly known as Twitter), Facebook, LinkedIn, YouTube, Instagram, Snapchat, etc.

St. Martin's encourages employees to share information with colleagues and with those outside the Church for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media offers inexpensive, informal, and timely ways to engage in the exchange of ideas and information.

Employees are expected to exercise sound judgment when using social media, whether for personal or professional purposes. When posting online, employees must not share confidential or proprietary information about SMEC, its staff, or parishioners. Any communication that could negatively impact St. Martin's reputation or relationships should be avoided. Employees should always be respectful, professional, and mindful of the potential audience. Inappropriate use of social media that violates this policy or other St. Martin's standards may result in disciplinary action, up to and including termination of employment.

PROGRESSIVE DISCIPLINE

Progressive discipline is designed to provide a structured corrective action process that improves and prevents the recurrence of undesirable behavior and performance issues. Some factors that will be considered include whether the offense is repeated despite coaching, counseling, or training, the employee's work record, and the impact that the conduct and/or performance issues have on the Church. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between SMEC and its employees.

Outlined below are the steps of St. Martin's progressive discipline policy and procedures:

Step 1: Coaching

Coaching intends to clearly communicate expectations, provide timely and constructive feedback, and offer guidance, resources, or training as needed. Supervisors should encourage employees to provide input and participate in mutual problem-solving.

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feedback, and offer guidance, resources, or training as needed. Supervisors should encourage employees to provide input and participate in mutual problem-solving.

Informal coaching can be used when there's a minor issue with performance, attendance, behavior, or conduct. Helping to redirect or provide clarification to an employee is mutually beneficial for the Church and the employee's success. Opening a two-way dialogue with clearly understood action steps allows concerns to be resolved through informal conversation and guidance.

Step 2: Verbal Warning

This is usually the second step and creates an opportunity for the immediate supervisor to bring attention to an existing performance, conduct, or attendance issue. If coaching is unsuccessful in bringing the nature of the problem or violation of Church policies to the employee's attention, this warning occurs. The supervisor must clearly describe the employees' expectations and steps to improve performance. Documentation of the verbal counseling/warning must be provided to Human Resources, outlining the discussion directly after the meeting.

Step 3: Written Warning

This step involves formal documentation of performance, conduct, or attendance issues, along with corresponding consequences. During a written warning, the immediate supervisor and a member of Human Resources will meet with the employee to review any additional incidents or information related to the performance or policy violation(s), as well as any prior relevant corrective action plans. Management will outline the consequences for the employee due to continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring immediate and sustained corrective action from the employee will be issued during this meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline process is recommending termination of employment. Generally, St. Martin's will attempt to exercise the progressive nature of this policy by first providing coaching, issuing verbal warnings, and then issuing a written warning. However, SMEC reserves the right to combine or skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or warning, and any disciplinary action may be taken.

Management's recommendation to terminate employment must be approved by senior leadership. The COO and/or Rector may also need to give final approval.

Benefits

SMEC's comprehensive benefits program is highly competitive with those offered by other religious and non-profit organizations. St. Martin's partners with the Church Pension Group (CPG) to broker benefits for all employees. For details on eligibility and additional benefits, such as Life, AD&D, Short-Term and long-term income protection, and retirement, we encourage employees to review the benefits packet.

MEDICAL, DENTAL, AND VISION INSURANCE

Benefits are effective on the first day of the calendar month following the date of hire or the date the eligibility requirements are met. Employees working between 20 and 28 hours per week are eligible for benefits at the full expense of the employee. Employees working more than 29 hours per week receive employer contributions towards benefit premiums.

WORKERS' COMPENSATION

St. Martin's abides by all applicable state workers' compensation laws and regulations. Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill while performing approved job tasks on or off campus.

The Church pays the entire cost of workers' compensation insurance. Workers' Compensation insurance provides coverage for related medical and rehabilitation expenses, as well as a portion of lost wages, to employees who sustain a job-related injury once a claim has been approved.

Employees must report all work-related accidents to a supervisor, safety personnel, and Human Resources immediately, regardless of how minor the incident. With the employee's input, the supervisor will complete the First Report of Injury form and return it to Human Resources for processing. In cases of true medical emergencies, call 911.

EDUCATIONAL ASSISTANCE

SMEC may provide financial support for educational programs or professional development participation when it can be demonstrated to benefit the Church and funds are available directly. All requests for payment of expenses related to continued education must be approved in advance by a member of senior leadership.

Employees are encouraged to pursue development opportunities that support the employee's role and promote professional growth. Maximum days allowed for continuing education are as follows:

PAID LEAVE

Paid time off (PTO)

St. Martin's offers paid time off (PTO) for eligible employees who regularly work at least 40 hours per week. PTO can be used for vacations, illness, personal matters, and holidays not included in SMEC's holiday schedule.

Using PTO:

- Employees who are sick should utilize PTO and not work from home.
- PTO will not be advanced or borrowed from a future calendar year to the current year.
- Once all PTO is exhausted, additional time off (e.g., for vacations, extra personal leave, etc.) is generally unpaid.
- Employees can roll over up to 5 days (40 hours) of PTO from one calendar year to the next. Any remaining unused PTO at the end of the calendar year will be zeroed out.

To request time off, employees must submit a PTO request through the Church's time-tracking system at least 24 hours in advance unless an emergency arises. In the event of an emergency (e.g., illness, accident), employees should submit a request on the first day upon returning to work.

PTO allowances are allotted based on an employee's date of hire and increase with tenure:

Years of Service	PTO Allowance Available January 1 st
1 st – 2 nd year	17 days
3 rd – 4 th year	19 days
5 th – 9 th year	22 days
10 th – 14 th year	26 days
15 th plus years	31 days

Employees starting after the first pay period of the calendar year will receive a prorated amount of PTO based on the 17-day allowance. Human Resources may authorize exceptions to the amount of PTO awarded.

Employment Status Changes and PTO

- Employees transitioning from part-time to full-time status will be treated as new employees for the purpose of awarding PTO. An employee's length of service for the award of PTO will be calculated based on the date of full-time employment.
- Employees who voluntarily separate from and return to SMEC within 60 days will receive a PTO allowance based on the number of years of service before leaving. Any employee returning after 60 days will be treated as a new employee for purposes of PTO.
- Employees who voluntarily separate from SMEC or retire will be compensated for up to 2 weeks of unused paid time off, if available. In no case may an employee use unused PTO as a termination or retirement notice.

Church Holidays

Leadership may amend the following holiday list as needed:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Monday after Easter	Thanksgiving Day
Tuesday after Easter	The day after Thanksgiving
Memorial Day	Christmas

Employees will be eligible to receive holiday pay as outlined below:

- Exempt employees will receive holiday pay at the regular pay rate.
- Non-exempt, full-time employees will receive holiday pay based on 8 hours at the base hourly rate.
- Non-exempt employees that are required to work on a holiday will be paid for hours worked in addition to the standard holiday pay. If an employee is scheduled to work on a holiday but is absent without approval, pay for that day will be forfeited, and disciplinary action may follow.
- Part-time employees whose regular schedule includes a holiday will receive 4 hours of holiday pay.

Should a holiday fall during approved PTO, the time will not be deducted from the employee's PTO balance.

Jury Duty

Employees summoned for jury duty must notify a supervisor immediately so scheduling adjustments can be made. While serving on jury duty, employees will be paid at the regular rate of pay for the hours normally worked. Jury duty hours are not included when calculating overtime.

Employees who are excused from jury duty for the day or are released early should report to work when it is practical to do so. Upon completion of jury duty, a Verification of Attendance Form should be given to Human Resources.

Parental Leave

Employees who work a minimum of 29 hours per week and who have been employed for three months receive Parental Leave. This benefit will pay an employee for ten workdays following the birth or adoption of a child.

Bereavement

Bereavement leave is intended to provide employees with time away from work following a death in the family.

For the purpose of this policy, "Immediate family member" is defined as the employee's spouse, children, and stepchildren. "Other immediate family members" include grandchildren, parents, siblings, or grandparents (including step-relationships) as well as the following members of the spouse's family: parents, children, and siblings (including step-relationships).

Bereavement leave is based on the following schedule:

Immediate family member	Two workweeks
Other immediate family member	One workweek
Other Relative	One workday
Other Non-relative	One-half workday

Human Resources may make exceptions in consultation with senior leadership.

VOTING

St. Martin's allows employees to take time off to vote in local, state, or national elections. Employees who cannot reach a polling place outside of work hours will be allowed to vote during regular business hours. The time off to vote should not exceed two hours. Evidence of voter registration and voting may be required.

UNEMPLOYMENT BENEFITS

Unemployment compensation provides monetary payments for a limited period to individuals who have lost a job through no fault of the employee. These benefits are typically available until new employment is secured. While most employers are required to pay federal and state unemployment taxes to fund these benefits, religious institutions such as SMEC are exempt from the Federal Unemployment Tax Act (FUTA) under Section 501(c)(3) of the Internal Revenue Code.

Being exempt from these taxes means that employees employed with these organizations will not be eligible to collect unemployment benefits when employment is separated.

Job Protected Leave

FAMILY AND MEDICAL LEAVE ACT (FMLA)

St. Martin's complies with the federal Family and Medical Leave Act (FMLA). Eligible employees with an approved leave may take up to 12 weeks of unpaid, job-protected leave if:

- The employee has worked at SMEC for at least 12 months.
- The employee has worked at least 1,250 hours in the previous 12 months of employment.

In determining a covered employee's eligibility for leave, SMEC will use a "rolling" 12-month period measured backward from the date the approved request for leave is submitted. Approved leave includes, but is not limited to:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- Caring for a covered service member with a serious injury or illness.
- Caring for the employee's child after birth, or placement for adoption, or foster care.
- Qualifying exigency arising from a family member's active military duty or call to duty.
- Serious health condition that makes the employee unable to perform the employee's job.
- Caring for the employee's spouse, son, daughter, or parents who have a serious health condition.

MILITARY LEAVE

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), SMEC supports and protects the job rights of employees who serve in the U.S. military, including active duty, reserve, and National Guard members. Employees who are absent due to service in the uniformed services are entitled to reemployment rights benefit protections, provided:

- Advance written or verbal notice of the service is given (unless impossible or unreasonable).
- The cumulative length of military service while employed with the Church does not exceed five years (with some exceptions).
- The employee returns to work or applies for reemployment in a timely manner in accordance with USERRA guidelines.

Employees may use any available PTO during military leave but are not required to do so. Health benefits will continue for up to 24 months while on military leave, with the option to continue coverage at cost if required by law. Upon return, employees will be reinstated to the same or comparable position with the same seniority, status, and pay.

For assistance or questions related to military leave, employees are encouraged to contact Human Resources.