

GREEN BOOK

2023-2024

CERTIFICATED EMPLOYEE

HANDBOOK



CONTENTS

GENERAL INFORMATION	3
BEFORE CONTRACT IS ISSUED, THE FOLLOWING ITEMS NEED TO BE COMPLETED:.....	4
BEFORE SIGNING YOUR CONTRACT, IT IS IMPORTANT THAT YOU ARE AWARE OF THE FOLLOWING:	4
SAFETY POLICY STATEMENT	6
EMPLOYMENT POLICIES	7
TEN-MONTH EMPLOYMENT PLAN	8
TEACHER EMPLOYMENT STATUS	8
CERTIFICATION.....	9
CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES	10
SUPPORT FOR OBTAINING A CALIFORNIA CLEAR TEACHER’S CREDENTIAL	12
PERSONNEL POLICIES AND BENEFITS	14
CERTIFICATED K-12 EMPLOYEES – OUTLINE OF BENEFITS	15
CONFLICT OF INTEREST.....	16
INSURANCE PLANS.....	17
CREDIT UNIONS	19
CONFIDENTIAL COUNSELING.....	19
LACTATION ACCOMMODATION POLICY.....	19
FITNESS FOR LIFE	21
LEAVE POLICY (P-1).....	22
Exempt Employee	22
Non-exempt Employee	32
HEALTHY FAMILIES ILLNESS LEAVE POLICY	40
MOVING ALLOWANCE POLICY.....	42
HOUSING ASSISTANCE	44
RETIREMENT PROGRAM	44
RETIREMENT MOVING ALLOWANCE	45
REIMBURSEMENT OF TRAVEL.....	47
SURVIVORS BENEFIT	47
TUITION ASSISTANCE FOR CHILDREN OF SALARIED EMPLOYEES.....	48
SECC AUTOMOBILE INSURANCE ASSISTANCE POLICY	49
SUBSIDIZED TUITION PLAN – LaSU & PUC.....	51
EXEMPT EMPLOYEE VACATION POLICY.....	53
HOLIDAYS.....	54
FINANCIAL POLICIES	55
WAGE & HOUR SUMMARY NON-EXEMPT EMPLOYEES	56
EARNING CONTINUATION IN CASE OF DEATH	58
GARNISHMENTS/LEVIES	58
PAYROLL DEDUCTIONS.....	58
PAYDAYS	58
SALARY STEP PLACEMENT SCHEDULES.....	59
Elementary and Secondary Certificated Personnel	59
Elementary and Secondary Certificated Administrative & Salaried Classified Administrative Personnel	62
ECONOMIC RESEARCH INSTITUTE LEVELS.....	63
SALARY SCHEDULES	64

GENERAL INFORMATION

GENERAL INFORMATION

BEFORE CONTRACT IS ISSUED, THE FOLLOWING ITEMS NEED TO BE COMPLETED:

1. **Employment Application for Certificated Position** – The application must be completed, and spiritual commitment statements need to be attached.
2. **Church Membership Verification Form** – This must be completed, and membership verified. If membership is not in Southeastern California Conference (SECC), you will need to get a letter from your pastor where your membership is held and attach it to the application form.
3. You need to have an SDA certificate before the contract is issued. If none, you must complete the Teacher Certification Application to apply for a certificate with the Education Registrar at the Pacific Union Conference. (See page 9 in Green Book for more information.)

BEFORE SIGNING YOUR CONTRACT, IT IS IMPORTANT THAT YOU ARE AWARE OF THE FOLLOWING:

1. The Education Code can be accessed on the SECC/OE web page: www.secceducation.org under Resources > Codes & Policies > Education Code.
2. Items in this Green Book affect your salary, reimbursement for moving, certification, vacation time, medical insurance, and other insurance plans.
3. You will note that salary changes will be made retroactively to July 1 if a new certificate is issued that places teachers on a higher step of the salary scale on or before November 1. Classwork must be completed by September 30, and transcripts must be sent to the Pacific Union Conference to the attention of the Education Registrar. If certification/credentials are received after November 1, the salary change will be effective the first of the month following receipt of the information. A reduction in salary may occur if certification is not received by November 1.
4. Salary begins July 1, while the contract report-for-work-duty date is the middle of August. Teachers on a ten-month contract are given a salary advance of approximately six weeks. If for any reason, employment is discontinued during the year, the employee is responsible for the repayment of all salaries advanced but unearned.
5. **NEW EMPLOYEES – REQUIRED FORMS WITH CONTRACT:** In the packet sent to you with your contract are several forms that **must be completed and returned with your contract.** The processing of your contract will not be completed until the required forms are submitted to the Office of Education. They are as follows:
 - a. **Criminal Record Background Check** – California state law mandates a Criminal Records Check as a condition of employment. **Costs are paid for by the employee.** Employees may obtain clearance by “LIVESCAN” within 72 hours. A LIVESCAN form, instructions for filling out the form, and instructions for finding a Livescan Facility near you, are included in the packet. The LIVESCAN needs to be completed in the state of CA.
 - b. **W-4 Form** – Tax Withholding.

GENERAL INFORMATION

- c. **CA Tax Form**
 - d. **Employee Data Collection Form**
 - e. **Employment Eligibility Verification (INS Form I-9)** – Employee must complete section 1. Section 2 must be completed by someone in the Office of Education or at the school where you are planning to work. This must be done no later than June 27th. Original verification documents need to be presented. Copies will be made to attach to the I-9.
 - f. **Child Abuse and Neglect Reporting** – All certificated staff must fill out this statement. The original copy is filed at the SECC Office of Education; a copy is filed at the school site in the personnel file.
 - g. **Conflict of Interest** – This form must be signed at the beginning of employment and at the beginning of every calendar year.
6. **NEW EMPLOYEES – ADDITIONAL FORMS:** The following items should be returned to the Office of Education before the deadlines.
- a. **Tuition Waiver Authorization and Transcript Release** – Submit if you are planning to attend Summer School or school throughout the year.
 - b. **Physical Examination Report** – Up to \$100.00 may be reimbursed. Prior to initial employment, persons in certificated positions must provide verification of adequate physical and mental health. A written report based upon an examination made within the preceding 12 months and signed by the physician is to be filed with the Office of Education. Thereafter, a physical examination is required once every four years. **This is due by August 1.**
 - c. **Tuberculosis Screening** – All employees must be screened and cleared for Tuberculosis. The screening can be done by a physician, physician assistant, nurse practitioner, or registered nurse. Renewal is required every four years. **This is due by August 1.**
 - d. **Health Care Application Enrollment Form (Kaiser or Adventist Risk Management)** – Employees whose contracts begin July 1 will need to make their selection of provider by August 1. No expenses will be processed until this form is returned.
 - e. **Dependent Tuition Assistance Application** – Tuition assistance for children of full-time employees. Payments to the schools will not be processed until the form is submitted.

GENERAL INFORMATION

RETURN your contract to the Office of Education within the time limit stated in the contract. The contract is not valid until all parties have signed. Copies will be distributed as indicated. Contract can be mailed to the address below or submitted by email to Rabel.Ortiz@seccsda.org.

Office of Education,
Southeastern California Conference,
P.O. Box 79990
Riverside, CA 92513

KEEP this booklet for future reference.

SAFETY POLICY STATEMENT

It is the policy of the Southeastern California Conference Office of Education to establish and maintain a safe and healthy environment throughout all its schools. We will collaborate with schools to:

- Ensure that all SECC employees receive the appropriate safety training as provided by Human Resources, the Office of Education, or the local school.
- Establish and maintain safe working procedures among staff and students.
- Ensure the provision of sufficient information, instruction, and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training.
- Maintain all areas of the school in a condition that is safe and without risk to health or safety.
- Establish effective procedures for use in case of fire, accidents, or other emergencies.

Additional guidelines for the administration of school health and safety are provided in the **RED BOOK** published by the Southeastern California Conference Office of Education. The Red Book is also available at secceducation.org or by request to the Office of Education.

EMPLOYMENT POLICIES

EMPLOYMENT POLICIES

TEN-MONTH EMPLOYMENT PLAN

Generally, teachers are employed on a ten-month employment plan. The annual ten-month employment period is delineated in the official school days calendar published by the SECC Office of Education. As a service to teachers, the employing organization divides the 10-month salary into 26 payments. This means that the salary for each contract year begins on July 1, even though the teacher does not begin actual employment until the middle of August. The salary from July 1 to the August report-for-duty date is therefore paid in advance for services to be rendered and as promised by the teacher.

Teachers employed after the start of the July 1 contract period but before the designated report-for-duty date are to receive the full ten-month annual salary. Teachers employed after the designated report-for-duty date are to receive a salary proportionate to the number of ten-month contract days worked.

Salary is paid beginning July 1. **Thus, if a teacher discontinues service during the contract year, the teacher is obligated to pay back the salary advanced but not yet earned, plus any unamortized moving expenses.**

TEACHER EMPLOYMENT STATUS

It is important for teachers to understand how status impacts their employment.

There are two primary categories:

- **Non-Regular Status, Provisional Employment** (Education Code E-12)
- **Regular Status Employment** (Education Code E-11)

These are the two categories referred to most often regarding the full-time employment of a teacher. Non-regular provisional is a period during which a full-time certificated employee is to demonstrate professional competency over three years. Regular status indicates the intent of continuous employment in a school within the conference.

Please see the section of the Education Code referenced above for specific details.

[Resources - SECC Office of Education \(secceducation.org\)](http://secceducation.org)

EMPLOYMENT POLICIES

CERTIFICATION

It is the responsibility of the employee to complete certificate requirements and documentation. A new teacher that does not hold a valid SDA teaching certificate must apply for a Conditional Certificate before the contract is valid.

Teachers can review their certification status by utilizing the NAD Dashboard. Teachers are assigned a Teacher's ID number once they are hired. An email will be sent from NAD Dashboard with instructions on how to sign in.

Does certification affect my salary? Yes. Salary placement is established on the basis of the SDA teaching certificate held by the teacher and the years of experience.

How do I get a certificate? An application for a certificate, with official transcripts, should be sent to the **Pacific Union Conference Office of Education Registrar**. If you have a degree, your transcripts must show the date of graduation. Applications for certificates are available at www.secceducation.org under Forms > Employee Application Forms > Teacher Certification Application. The Pacific Union Conference Office of Education will check your transcripts and email the results back to the local conference, which will email the certificate to the teacher and the school. You are responsible for getting your records to the Pacific Union Conference Office of Education Registrar at the address below or to the email certification@adventistfaith.com.

Office of Education Registrar
Pacific Union Conference
P.O. Box 5005
Westlake Village, CA 91359
805-413-7314

"Certification Requirements," published by the North American Division Office of Education, is available at www.secceducation.org under Resources > Codes & Policies > Educators' Certification Manual K-12. Please review this publication to understand the criteria needed for each category as to what is needed for the renewal of each certificate.

- **Conditional** – serves as an emergency credential.
- **Basic** – held for the first three years of full-time teaching.
- **Standard** – given after the third year with additional requirements.
- **Professional** – master's degree or 5th year of graduate courses in education and above.
- **Designated Subject** – specialty credential primarily for part-time teaching assignments on non-core subjects.

EMPLOYMENT POLICIES

CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES

(Effective 9-1-2017)

The following criteria and guidelines apply to Continuing Education Units (CEU) for participation in professional activities by education personnel at the Pacific Union Conference.

Formula: 1 CEU = 10 clock hours; 2 CEU's = 2 clock hours

1. Twenty (20) clock hours is equivalent to one (1) quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference Office of Education on the approved form.
3. The report on involvement in professional activities is to be submitted to the conference Office of Education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
4. CEUs are not applicable for the renewal of Conditional or Basic Certificates.
5. CEUs may be applied to the renewal of the Standard, Professional, and Administrator Certificates as follows:
 - a. Renewal of the Standard Certificate requires 15 quarter hours, of which a minimum of six (6) quarter hours of academic credit must be earned at an accredited institution.
 - b. Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
 - c. Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to professional growth and enhance the employee's professional skills or expertise. These include, but are not necessarily limited to, the following:
 - a. Professional Growth Reading Certificate – 30 clock hours of professional activity credit. No partial credit is allowed.
 - b. Education tours – prior approval must be received for a tour for which CEUs are desired. 30 clock hours total in a year.
 - c. Professional reading, webinars, view recordings, and/or listening to audio files. A total of 30 clock hours may be granted per year subject to the following:
 - i. Prior approval for the activity shall be received from the superintendent of schools or designee.
 - ii. The content of the activity must be based on current educational-related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.

EMPLOYMENT POLICIES

- e. Union and/or local conference-sponsored activities. The designed number of hours allowed for the activity will be designated by the sponsoring organization.*
7. Supervision of student teachers (up to 100 clock hours of credit per renewal).
 - a. Classroom teachers who supervise one (1) or more students, may be granted 20 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
 - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
 - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
8. Approved miscellaneous activities. The SECC Office of Education personnel approves clock hours.
 - a. Teaching higher education courses. Equivalent hours are granted to clock hours. Example: Two quarter hour course would be 40 clock hours.
 - b. Conference and/or union-approved committees, i.e., Board of Education, Executive Committee.
 - c. Conference mentor teacher program. 20 clock hours per year.
 - d. Submission of articles for CIRCLE, etc. (See NAD Certification Manual, page 35 for CEU value.
 - e. College/University publication workshop.
 - f. Developing an approved Dual Credit course (one-time only), 20 clock hours.
9. The following do not qualify for Continuing Education Credit:
 - a. Classes, workshops, and/or seminars for which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties. i.e., sponsorships on school tours.
 - c. Membership on a school planning, school standing, or an ad hoc committee.
 - d. First-aid, CPR, and Bloodborne classes.

* Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7 clock hours per day of attendance).

* School Evaluations:

Elem./Jr. Acad. (1-day visit team member) - 10 clock hrs.; Elem./Jr. Academy (2-day visit team member) - 20 clock hrs.; Elementary/Jr. Academy Visiting Committee Chair - 30 clock hrs. (2-day visit)

K-12, K-10 or 9-12 (WASC School Self-study coordinating Committee chairs) - 30 clock hours (4-day visit); K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) - 40 clock hours (4-day visit); K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) - 20 clock hours (2-day visit); K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) - 10 clock hours (1-day visit); K-12, K-10 or 9-12 (WASC Visiting Committee Chair) - 90 clock hours (4-day visit)

EMPLOYMENT POLICIES

SUPPORT FOR OBTAINING A CALIFORNIA CLEAR TEACHER'S CREDENTIAL

The Office of Education recognizes the desire of our full-time teachers to “clear” their preliminary California credentials and the value that this experience brings to our educators and classrooms. In the past, the ability to “clear” a credential was handled through the tuition waiver program at La Sierra University. However, with changes in state guidelines and credentials, this is presently no longer available to our teachers.

There are numerous programs available to teachers across our region which lead to obtaining a California clear credential. Some of these are fully online, while others involve traditional classroom experiences. These can be found through private and public colleges and universities, as well as at times through local school districts, and generally take from 1-2 years to complete. Teachers will need to engage in research to find programs that best fit their needs and schedules, ultimately selecting the one in which they wish to enroll.

Upon selection of a program, full-time teachers should refer to the following guidelines:

1. The teacher should submit a letter to the Office of Education requesting financial support for the selected program, along with an outline of the program's coursework, timeline, anticipated expenses, and a copy of their California preliminary credential. This can be sent to Cynthia Garcia at Cynthia.Garcia@seccsda.org. Teachers will receive a response letter agreeing to financially support the selected program. Financial support is only available to teachers who already hold a California preliminary credential.
2. The Office of Education will assist financially by covering half (50%) of the tuition expenses (through reimbursements), up to a maximum of \$2,800 per teacher. The assistance is for classes that “clear” a valid preliminary credential, or for the classes that are required to reinstate an expired preliminary credential. A grade of C or better must be earned, for the course to be eligible for reimbursement. The teacher is responsible for the cost of books, materials, travel expenses, mentor expenses, etc. In addition, if absences are required from a teacher's classroom, these would need to be arranged/approved with the on-site administrator and most likely would be taken as unpaid leave days. The Office of Education and/or on-site administrator may assist the teacher in observations that may be needed and may also help in identifying mentors, if needed as well. However, the teacher is responsible for ensuring that all necessary program requirements are met.
3. The following amortization schedule would be agreed upon time of reimbursement: for every 12 quarter/8 semester hours (or fraction thereof) taken in a school year, the teacher would agree to teach full-time for one (1) additional school year. For example, if a teacher received reimbursement for three (3) quarter hours in the 2022-2023 school year, he/she agrees to teach full-time through the 2023-2024 school year. Failure to adhere to this schedule (except for the involuntary separation of employment) would result in the Office of Education recovering the unamortized reimbursement monies through payroll deduction or billing.
4. Upon completion of each course in the selected program, teachers are to submit receipts and official transcripts to the Office of Education. After verifying that a grade of C or better was earned, the teacher will sign an amortization/payroll deduction form and receive ½ (50%) of the tuition costs in reimbursement (maximum of \$2,800). No reimbursements would be given after active

EMPLOYMENT POLICIES

employment has ended or an intent/action not to continue with full-time employment has been received, regardless of when the coursework was taken.

**PERSONNEL
POLICIES
AND
BENEFITS**

PERSONNEL POLICIES & BENEFITS

CERTIFICATED K-12 EMPLOYEES – OUTLINE OF BENEFITS

The following is a general outline of employee benefits. Some benefits may vary according to employment status. Contact the Human Resources Department for more information.

[Human Resources - Southeastern California Conference \(seccadventist.org\)](http://seccadventist.org)

Legend: GB = Green Book; OE = Office of Education; HR = Human Resources; FT = Full-time; HT = Half-time

BENEFITS	DESCRIP GB PAGE	ADMIN BY	ELIGIBILITY	AVAILABLE
Counseling	p. 19	OE	FT	Immediately
Housing Assistance	p. 44	OE	FT	Immediately
Family Care & Medical Leave (FMLA)				
Exempt Employee	pp. 28-31	OE & HR	Worked at least 1250 hrs. in the prior year	After 12 months
Non-exempt Employee	pp. 35-39			
Insurance Plans	pp. 17-18	HR	FT	Immediately
Long-Term Disability (LTD)	p. 17	HR	3 quarters or more are required	After 90 days
Moving	pp. 42-44	OE	FT	When approved by the employer
Leave Policy				
Exempt Employee	pp. 22-31	OE	HT or more	Immediately
Non-exempt Employee	pp. 32-39	OE	HT or more	Immediately
Healthy Families Illness	pp. 40-41	OE	Less than HT	After 30 days of work in a year
Retirement Plan	pp. 44-45	HR	HT or more	Age 65 or termination
Subsidized Tuition Plan-LSU/PUC	pp. 51-53	OE	HT or more	Immediately
Survivors Benefits	p. 47	HR	FT	Immediately
Reimbursement of Travel	p. 47	OE	FT	Immediately
Tuition Assistance for Dependents	p. 48	OE	FT	Immediately
Vacation	pp. 53-54	OE	12-Month Contract	After 90 days
Workers' Compensation	p. 18	OE	HR	Immediately

Full-time is defined as 100% of a 10-month or 12-month salaried contract, 38 hrs./week hourly. (Hourly employees are full-time if they work the same as a 10-month contract employee, 42 weeks at 38 hrs./week – 1596 hours.

CONFLICT OF INTEREST

It is expected that every employee to review the Conflict-of-Interest policy and submit the completed Statement of Acceptance. This form will be sent to you on an annual basis while employed with SECC for your signature and disclosure of any possible conflict(s) of interest which has occurred during the previous year.

The signed and dated Statement of Acceptance must include any conflicts of interest, whether they are financial or other form of personal interest. Keep in mind that possible conflicts may be present, potential, direct, or indirect. Conflicts may be influenced or appear to be influenced by any motive or desire for personal advantage other than the success and well-being of the denomination.

Signing the Statement of Acceptance affirms your declaration of compliance and resolve to remain in compliance with the Conflict-of-Interest policy. The signed and dated statement should be returned to SECC Human Resources Department for record keeping each calendar year.

Conflicts of interest may include, but are not limited to:

1. Engaging in outside business or employment that encroaches on the denominational organization's call for the full service of its employees even though there may be no other conflict. Also engaging in business with or employment that is in any way competitive or in conflict with any transaction, activity, policy, or objective of the organization.
2. Using one's connections within the organization to secure favors for one's family or relatives.
3. Engaging in any business with or employment by an employer who is a supplier of goods or services to any denominational organization.
4. Making use of the fact of employment by the denominational organization or its prestige with an outside business or employment or using one's connection to the denomination to further personal or partisan political interests. This includes making use of or disseminating, including by electronic means, any confidential information acquired through employment by the denominational organization for personal profit or advantage directly or indirectly.
5. Owning or leasing any property with knowledge that the denomination organization has an active or potential interest therein.
6. Accepting, lending, or offering of any gratuity, favor, benefit, or gift or of any commission or payment, monetary or non-monetary, of greater than nominal value, in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and/or the employer and the employee.
7. Using denominational personnel, property, equipment, supplies, or goodwill for anything other than approved activities, programs, and purposes.
8. Expending unreasonable time, during normal business hours, for personal affairs or for other organizations, to the detriment of work performance for the denomination.

PERSONNEL POLICIES & BENEFITS

INSURANCE PLANS

Who is eligible? Insurance plans are available to full-time, benefit-eligible employees when first employed. Anyone who wishes to join later must show evidence of eligibility and apply within the specified open enrollment time for the specific plan requested.

Listing of Insurance Plans Available to You:

- 1. Health Plans** – Full-time employees have the option to choose Adventist Risk Management (PPO) Accelerate or Access Plan or Kaiser (HMO) for their medical, chiropractic, and mental health care. The premium cost for the medical plan is borne entirely by the employer. There may be shared costs for dependents of the spouse who earns more than 67% of the employee's wage zone. Employees may buy in for non-eligible dependents. Children are covered to age 26 for medical benefits only.

The Health Care Assistance Plan (HCAP) self-funded plan covers vision and is available as an employee benefit to all full-time employees. Dependent children are covered to age 24.

The Delta Dental PPO Plan covers dental and orthodontics and is available as an employee benefit to all full-time employees. Dependent children are covered to age 24.

New employee enrollment forms must be submitted as soon as the contract is signed.

Returning employees must complete an eligibility form. An identification card will be issued when the enrollment form is completed. **Enrollment forms received more than 30 days after the contract begins, may not be accepted by the Health Plan Carrier until the next open enrollment period.** For specific information about the Health Plans, contact the Human Resources Department. [Human Resources - Southeastern California Conference \(seccadventist.org\)](http://seccadventist.org)

Eligible employees who opt out of all medical coverage are given \$150 per month. (Employees who choose to opt out of medical coverage, must show proof of other coverage.)

Employee Contribution – subject to change in January 2024.

	Adventist Risk Management	Kaiser
Employee only	- \$75 per month	\$30 per month
Employee + 1	- \$150 per month	\$60 per month
Employee + 2	- 225 per month	\$90 per month

- 2. Long-Term Disability** – A program of long-term disability protection is provided for employees, at 66 ⅔% benefits through VOYA, should you suffer a long-term disability resulting from an accident or illness. Benefits commence after a 90-day elimination period. Contact the Human Resources Department for more information.
- 3. Other Insurance Benefits** – The Conference has approved the payroll deduction option of the following benefits:
 - a. Tax Shelter Annuities:
 - i. Valic
 - ii. Zavorik

PERSONNEL POLICIES & BENEFITS

- b. AFLAC:
 - i. Flexible Spending Account Benefits – unreimbursed medical and dependent care savings account (pre-taxed buy-in benefits)
 - ii. Cancer Insurance
 - iii. Short-term disability insurance
 - iv. Accident Insurance
- c. VOYA Supplemental Group Universal (Life Insurance)
- d. VOYA Accidental Death and Dismemberment (AD&D)

4. State Disability Insurance and Unemployment Insurance – Church organizations are exempt from these programs; thus, **no contribution** is made for employees. Full-time employees, with two or more years of service to the church, may be eligible for a termination settlement. Paid leave may be available for lost work time, due to injury or illness. See “Leave Policy” in this book for details.

5. Worker’s Compensation Insurance:

- a. **On Duty** – All conference employees are covered by worker’s compensation insurance for work-related injuries or illnesses. This protection covers all medical care, statutory payment for lost wages, permanent disabilities, rehabilitation services, if appropriate, and death benefits to eligible dependents, if applicable.

If an employee is injured or becomes ill, arising out of or occurring during the course of the job, it must be reported immediately to the supervisor. The supervisor will provide the employee with a claim form (DWC) on which to describe the injury or illness. This form is submitted to our claim’s carrier through the Human Resources Department

Off Duty – Concerning off-duty recreational, social, or athletic activities, the California Labor Code specifically states that:

“Your employer or its insurance carrier may not be liable for the payment of worker’s compensation benefits for any injury, which arises out of an employee’s voluntary participation in any off-duty recreational, social, or athletic activity, which is not a part of the employee’s work-related duties.”

PERSONNEL POLICIES & BENEFITS

CREDIT UNIONS

All employees of the Southeastern California Conference are eligible for membership at the La Loma Federal Credit Union and California Adventist Federal Credit Union, Glendale. Payroll deductions are available for transferring funds to members' accounts through La Loma Federal Credit Union. Information on both credit unions is available in the Human Resources Department. Employees in San Diego County are eligible for membership in Paradise Valley Federal Credit Union.

CONFIDENTIAL COUNSELING

The Southeastern California Conference offers an anonymous counseling service that is designed to provide care. The following shows how the program works:

1. All full-time, salaried, certificated education employees of the Southeastern California Conference, his/her spouse, and immediate family members are eligible to receive 6 hours of professional counseling anonymously from the counselors listed in the anonymous counseling packet.
2. The employee and/or family member will initiate the appointment with one of the approved counselors and at each session will make a co-payment of \$20 directly to the counselor. One of the coupons issued with the anonymous counseling packet must also be presented to the counselor at each visit. The counselor will bill the remaining cost to the conference using the coupons and a number issued by the counselor, thus preserving the anonymity of the client.
3. If a counselor charges a fee for missed appointments without prior notification, the employee or family member should pay the full amount.
4. For further counseling, please contact your primary care physician for a referral.
5. In an emergency, additional coupons may be approved by the Conference Superintendent of Schools.

Counseling packets are distributed at the beginning of each calendar year and contain coupons and a list of counselors.

LACTATION ACCOMMODATION POLICY

Southeastern California Conference and its worksites provides employees the right to request lactation accommodation in accordance with California law. The local employer will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk for the employee's nursing child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Additional time requested, in addition to regular paid breaks, shall be unpaid.

Reasonable accommodations continue for nursing mothers, as long as they request, even beyond one year.

PERSONNEL POLICIES & BENEFITS

Southeastern California Conference and its worksites will provide the employee with the use of a room or other location for the employee to express milk in private. This room may include the place where the employee normally works if it otherwise meets the requirements set forth below.

The room shall be safe, clean, and free of hazardous materials. There will be a surface to place a breast pump and personal items as well as a place to sit. The room will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The employee shall also have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, another cooling device suitable for storing milk, such as a company-provided cooler. If a multipurpose room is used for the lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

PERSONNEL POLICIES & BENEFITS

FITNESS FOR LIFE

Fitness for Life is an employee and spouse wellness promotion program.

OUR VISION

For SECC employees and their families to enjoy life and health at their best by maintaining health-enhancing lifestyle practices.

OUR GOAL

For SECC employees to begin and/or maintain a personal and/or family wellness program for improved quality of life and to promote the wise use of available healthcare; resources, and reward employees for their participation in the wellness program including partial reimbursement for the employee healthcare contribution costs.

CRITERIA FOR REIMBURSEMENT

- A. Regular employee who is at least 25% full-time.
- B. Submission of Employee Wellness Participation Application.
- C. Monthly submission of completed Aerobic Training Log due the 15th of the following month.

MONTHLY LOGS REWARDS QUARTERLY

1 st Quarter	April 15	3 rd Quarter	October 15
2 nd Quarter	July 15	4 th Quarter	January 15

Submit complete Aerobic Training Logs to:

Human Resources
Southeastern California Conference
PO Box 79990
Riverside, CA 92513
Phone: 951-509-2352 | Fax: 951-509-2395

PERSONNEL POLICIES & BENEFITS

LEAVE POLICY (P-1)

The Leave Policy applies to all exempt, non-exempt, and non-benefit eligible employees.

Exempt Employee

This leave policy applies to all exempt employees in the Department of Education field. This policy does not include vacation or holidays. It is expected that the employee will be on time and present for the duration of each assigned workday, including non-student contact days. If the employee is not present at work, the absence must be in accordance with vacation leave and/or one or more of the leave provisions described below (or another leave provided by law) and should fall within the employee's allotted leave days. Failure to do so may result in disciplinary action. Prior to denying leave requests that come outside of the policies/procedures described below, the school administrator should contact the Office of Education to confirm ineligibility.

Unless otherwise specifically noted or stipulated by law/policy, a "day" under this policy means a day upon which the employee is scheduled to work.

All leave days, including those during pre-session, post-session, or other non-student contact days, should be documented by the school administrator or designee on the employee's attendance record. Employees must notify, or request if stipulated, their school administrator of leave days taken. Leave is recorded in one full day or ½ day (4-hour intervals) increments only, unless otherwise required by applicable law. If the employee does not work at all on a given workday, it is recorded as a day of leave, regardless of the length of the specific day in question.

Elective medical, dental, or surgical appointments should be scheduled, when possible, so that they do not interfere with the employee's regular work schedule.

The leave days described below are calculated for full-time employees paid at 100% of a 10-month or 12-month employment plan. Full-time employees who start after the annual contract begins or leave prior to the contract ending date will have their personal leave, short-term illness leave, and long-term illness leave days prorated accordingly. Part-time exempt employees who work at least 50% full-time may qualify for the leave days described below. For the qualifying leave, part-time employees receive the number of leave days comparable to the percentage of full-time work, and leave days are deducted using the same percentage. Exempt employees that work less than 50% are still eligible for up to 3 short-term illness leave days per year.

Unpaid leave is taken any time an employee takes more leave days than are allotted/permitted or more than are in his/her illness leave banks. Unpaid leave is calculated on the employee's daily pay rate and must be taken in full-day increments. The cost of substitute teachers for unpaid leave absences is not subsidized by the Office of Education. The school administrator must report unpaid leave absences by/within the corresponding payroll period in order for the school to receive salary loss credit. Employees may take a total of 3 unpaid leave days with local approval. Any additional unpaid leave days would need the approval of the Office of Education. Failure to obtain this

PERSONNEL POLICIES & BENEFITS

approval may result in disciplinary action. This unpaid leave provision does not apply to leave taken as part of FMLA/CFRA.

A. Leaves

1. Bereavement

A leave of up to five days per incident with no loss of salary may be granted to employees in case of death in the immediate family. In unusual circumstances, additional time may be granted at the discretion of the school administrator; however, these days are not subsidized by the Office of Education. These days are not charged to any of the employee's leave banks.

For bereavement purposes, immediate family means the spouse or parents, brothers, sisters, grandparents, children, and grandchildren of the employee or spouse. Cases involving other near kin may require special consideration. The school administrator will evaluate those cases on an individual basis; however, these days if granted are not subsidized by the Office of Education. The employee may be required to present reasonable written verification of the need for leave.

2. Jury Duty

Employees selected for jury duty will be paid their normal salary for up to 10 workdays. Additional days may be granted by request. These days are not charged to any of the employees' leave banks.

a. Court Order Subpoena

Employees subpoenaed by court order shall notify their supervisor/principal of the required absence. Regular remuneration will continue during the absence from work provided the subpoena is turned in to the supervisor/principal.

3. Personal Leave

With the approval of the school administrator and with adequate notice, an employee may request leave for personal reasons. Two (2) days maximum, per contract year, will be permitted with pay. These are not intended to extend a regular holiday or vacation. These days are not charged to any of the employee's leave banks. The school administrator may grant up to three (3) additional paid personal leave days in special circumstances; however, these days are not subsidized by the Office of Education. The school administrator should notify the Office of Education of the additional paid personal leave days granted. The Office of Education, acting upon the request of the school administrator, must approve paid personal leave days beyond the first five (5) days outlined above. Other than as noted above, paid personal leave may not exceed two (2) days in any given contract year. In addition, these days will not be convertible to paid leave or illness/disability leave.

In addition to the two (2) days of paid personal leave, three (3) days per contract year may be allowed for unpaid personal leave. As with paid personal leave days, the employee is to obtain approval from the school administrator for these unpaid personal leave days. The school administrator should notify the Office of Education of the approval granted. The

PERSONNEL POLICIES & BENEFITS

Office of Education, acting upon a request of the employee made through his/her school administrator, must approve unpaid personal leave days beyond the first three (3) days outlined above. Failure to obtain this approval may result in disciplinary action.

4. Adoption Leave

Paid leave of up to five (5) days may be granted for the adoption of a child. This is available to both males and females. These days are not charged to any of the employees leave banks and must be taken within 12 months of the adoption. Adoption Leave is coordinated with FMLA/CFRA leave (see B). This leave does not extend FMLA/CFRA leave. Additional days may be granted by the Office of Education upon request. Contact the Human Resources Department for possible additional financial benefits.

5. Professional Leave

When the conference calls an employee to a meeting or the school requests an employee attend professional activities, these absences are recorded as professional leave days. In addition, the conference or school may approve an employee's request to attend a professional growth activity. Again, this is considered professional leave. These days are not charged to any of the employee's leave banks.

6. Illness/Disability Leave

(1) Definitions

- (a) **Short-term illness leave:** an absence from school due to illness, issue of well-being, or injury that lasts from 1 to 3 consecutive days.
- (b) **Long-term illness leave:** an absence from school due to illness, issue of well-being, or injury that lasts more than three (4) consecutive days. Requires doctors note (see 8.c.2)
- (c) **Unpaid illness leave:** leave taken after the employee has used the days of paid illness leave.
- (d) **Extended financial benefits:** benefits that may be approved by the Office of Education for unusual circumstances that could create hardships for the employee.
- (e) **Pregnancy disability leave:** leave taken because of a pregnancy. It is part of the long-term illness leave available to employees.
- (f) **Day:** under this policy a "day" means a day upon which the employee is scheduled to work, unless otherwise specifically noted or stipulated by law/policy.
- (g) **Permissible use of illness leave:** Employees may utilize short-term and long-term illness leave for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's "family member" (see definition of "family member" below). Illness leave may also be used for an employee who is a victim of domestic violence, sexual assault, or stalking as set forth in the California Labor Code.

PERSONNEL POLICIES & BENEFITS

(2) Short-term Illness Leave

- (a) Short-term illness leave is an absence from school due to an illness, issue of well-being, or injury that last from 1 to 3 consecutive days.
- (b) Employees may use up to 10 days for short-term illness leave during each contract year with no loss in salary (exception, see A.6.b.7).
- (c) Employees may use these days for personal illness/injury of well-being/injury (as defined in 6.a.7). In addition, employees may use up to 6 of the allotted short-term illness leave days each contract year for the illness/injury of a family member. Family member means the employee's spouse, children (biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents and grandchildren.
- (d) Short-term illness leave taken after exhaustion of the 10 days will be taken as unpaid illness leave (exception, see A.6.b.7).
- (e) Short-term illness leave will not be convertible to personal leave, paid leave, or be considered as a credit payable at the end of the employee's service.
- (f) The Office of Education will not count bereavement leave, personal leave, adoption leave, professional leave, and jury duty as part of any illness leave.
- (g) An employee whose short-term illness leave has been exhausted, may receive up to a total of 2 donated days (days are donated in full-day increments) per contract year. These days can only be received from other exempt education employees' short-term illness leaves. An employee who receives donated days may not also donate days to another employee in the same contract year. The donated day (s) must be received prior to the leave day taken or within the same payroll period to avoid taking an unpaid illness leave day(s). The donation is to be done in writing and must be attached to both the donor's and recipient's attendance cards and reported to the Office of Education at the time of the donation. An employee may only donate a total of up to 2 days to other exempt education employees each contract year. Short-term illness leave taken after the donated days have been exhausted will be taken as unpaid illness leave (in other words, the most paid short-term illness leave an employee may take in a contract year is 12 days). Once donated, the donation is irrevocable.
- (h) Employees who are rehired within 1 year from the date of separation from the Office of Education may have any accrued and unused short-term illness leave reinstated, not to exceed 10 days per contract year.

PERSONNEL POLICIES & BENEFITS

(3) Long-term Illness Leave

- (a) Long-term illness leave is an absence from school due to an illness or injury that lasts more than three (3) consecutive days. An employee must be eligible for FMLA/CFRA leave and have available FMLA/CFRA days to access this leave bank.
- (b) Long-term illness leave generally requires that the employee/family member be under the care of a health care provider, and the employee must present a satisfactory certificate from the health care provider indicating the employee/family member was under his/her care upon return to work to qualify for salary payment. The Physician Certification form must be submitted for leaves longer than seven days. Where the leave is due to the employee's injury or illness, the certificate should also confirm the employee's fitness for duty (see FMLA section (B) for more information on appropriate forms). A "family member" is defined as the employee's child (biological, adopted or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age), spouse, parent (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), grandparent, grandchild or a sibling. (See B).
- (c) An employee has 6 weeks (30 days) of long-term illness leave each contract year. Three (3) weeks (15 days) of this 6-week leave is available each contract year to care for a family member. Long-term illness leaves taken after the exhaustion of available long-term illness leave days will be unpaid illness leave. If an employee's illness is serious or life-threatening and the employee exhausts the 6 weeks (30 days), the employee may request extended financial benefits leave from the Office of Education. An employee must be eligible for FMLA/CFRA leave and have available FMLA/CFRA days. Application for extended financial benefits leave is made in writing to the Superintendent, detailing the reasons for this request.
- (d) Notwithstanding the immediately preceding provision, if an employee does not use all 10 days of short-term illness leave, the employee may transfer the remainder into his/her long-term illness leave bank at the end of the contract year (for the upcoming contract year) up to a maximum accrual of 13 weeks (65 days) of long-term illness leave. The employee may not transfer any donated short-term illness leave days. Long-term illness leaves taken after the exhaustion of available long-term illness leave days will be unpaid illness leave. If an employee's illness is serious or life-threatening and the employee exhausts the long-term illness leave bank, the employee may request extended financial benefits leave from the Office of Education provided FMLA is still available. Application for extended financial benefits leave is made in writing to the Superintendent, detailing the reasons for this request.
- (e) Long-term illness leave will not be convertible to personal leave, paid leave, or be considered as a credit payable at the end of the employee's service.

PERSONNEL POLICIES & BENEFITS

- (f) The Office of Education will not count bereavement leave, personal leave, adoption leave, professional leave, and jury duty leave as part of any illness leave.
- (g) An employee's injury or illness which keeps the employee off work for more than 90 calendar days may be covered after this 90-day elimination period by long-term disability (LTD) insurance for qualifying employees. The SECC Human Resources Department should be contacted and an application for LTD should be completed as close to the onset of this elimination period as possible. Payments from the long-term illness leave bank, if eligible, end at the conclusion of this elimination period, even if employees may not have exhausted their long-term illness leave bank.
- (h) Employees may not donate days from or receive donated days into their long-term illness leave bank.
- (i) Employees who transfer from other denominational employment and have been eligible for long-term illness leave will be given the amount actually accrued and unused, up to a maximum of 13 weeks (65 days). If that is not ascertainable, 5 days for each year worked full-time in other denominational organization(s) will be given, up to the maximum of 13 weeks (65 days). A transferring part-time employee would be given a percentage of 5 days equal to the percentage of full-time they have worked. An employee who has a break in denominational employment and is eligible to count pre-break years of service toward retirement is also eligible to retain long-term illness leave before the break in service.

(4) Worker's Compensation

For injury or illness that is covered by worker's compensation, the Office of Education coordinates benefits. The employee is advanced full pay from any days in the applicable illness leave bank until worker's compensation status is established. When the worker's compensation payment is received, the employee will need to return the advance payments and the appropriate illness leave bank will be credited accordingly. (Worker's compensation cannot pay the worker's compensation benefit for the employer.)

(5) Procedure

- (a) Any leave under this section (Illness/Disability Leave) must be coordinated with FMLA/CFRA leave. The employee must be eligible for FMLA/CFRA leave and have available FMLA/CFRA days, in order to access this leave bank.
- (b) The procedure for requesting FMLA/CFRA leave below will be followed when requesting disability leave.
- (c) Employees need not report the first 3 days of illness leave as disability leave. However, if the illness/disability continues, the entire period of disability will be charged to the long-term illness leave bank.

PERSONNEL POLICIES & BENEFITS

B. Family, Medical, and Military-related Leave Policy

This Family and Medical Leave Act (FMLA) policy outlines the conditions under which denominational employees, who meet the eligibility requirements, may request time off with or without pay for a limited period, with job and accrued benefits protection. Certain terms that appear in this policy are taken from the FMLA and have the same meaning as under the FMLA. This policy should be interpreted consistently with the FMLA and its implementing regulations.

1. **Definition:** A family or medical leave of absence is defined as an approved absence available to eligible employees for up to either 12 or 26 weeks of paid (as defined below) or unpaid leave per year under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:
 - a. Birth of an employee's child and care for a newborn. (Up to 12 weeks)
 - b. Placement of a child with an employee for adoption or foster care. (Up to 12 weeks)
 - c. Need for an employee to care for a child, spouse, or parent (or person who stood in loco parentis to the employee) who has a serious health condition. (Up to 12 weeks) (CFRA may apply for additional family members)
 - d. When an employee, because of the employee's own serious health condition (pregnancy disability, illness, injury, impairment, or condition that involves inpatient care or continuous treatment or supervision by a health care provider, etc.) is unable to perform the functions of his/her position. (Up to 12 weeks)
 - e. For specified military-related leave as stipulated (E 83 05) and described in (NADWP E 83). (Up to 26 weeks)

For purposes of this policy, "year" is defined as the 12-month period measured forward from the date an employee's first FMLA leave begins.

2. **Scope:** The provisions of this section apply to all family and medical leaves of absence except to the extent leaves are covered under other paid employment benefit plans or policies for any part of either the 12 or 26 weeks of leave to which employees may be entitled under this policy. For example, employees with accrued time for any of the following paid leaves must use paid leave first and take the remainder, if any, of the twelve weeks as unpaid leave:
 - a. Vacations
 - b. Disability leave
 - c. Illness leave
 - d. Worker's compensation
3. **Eligibility:** To be eligible for leave under this section, employees must have been employed for at least twelve months in total and must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.

PERSONNEL POLICIES & BENEFITS

4. Basic Policies and Conditions of Leave

- a. Medical certification (contact SECC for the appropriate form) is required for leave for the employee's own serious health condition or to care for a seriously ill child, spouse, or parent. Copies of the medical certification form may be secured from the school or SECC.
- b. A second medical opinion and periodic recertification may be required at the expense of the employing organization. If the first and second opinions differ, the employing organization, at its expense, may require a binding opinion from a third healthcare provider, approved jointly by the employing organization and the employee.
- c. SECC has an obligation to reasonably accommodate a qualifying disability (such as allowing more frequent breaks).
- d. If medically necessary, leave may be granted on an intermittent or reduced-schedule basis. However, in such cases, the employing organization may require employees to transfer temporarily to an alternative (but equivalent in pay and benefits) position that will better accommodate recurring periods of absence or a reduced schedule.
- e. Under FMLA, employees are entitled to up to 12 weeks (60 workdays) of paid or unpaid leave for the birth, adoption, or placement of a child for foster care or to care for a newborn child. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less than the amount previously used. Once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, any paid long-term illness leave will be stopped. This leave is available to both male and female employees. (See B for more details, as well as A.4.)
- f. Spouses who are both employed by the denomination and request leave for the same qualifying event may be entitled to a total of 12 weeks of combined leave (not 12 weeks each) per year, depending on the qualifying event. In the case of the birth of a child, once the employee's health care provider has released the employee from his/her care if the employee wants to continue FMLA leave, any paid long-term illness leave will be stopped.
- g. With respect to intermittent leave, leave on a reduced schedule, or leave near the conclusion of an academic term, the employing organization may utilize the special rules applicable to instructional employees that appear in the FMLA.
- h. As with all medical leaves of 3 days or more, SECC will require that the returning employee provide a health care provider's medical release, for leave for the employee's own serious health condition.

5. **Notification and Reporting Requirements:** When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide 30 days advance written notice to the school and to SECC and make efforts to schedule leave so as not to disrupt school operations (contact SECC for details on what to include in

PERSONNEL POLICIES & BENEFITS

the notification process). If it is not possible to give 30 days' notice, the employee is expected to give as much notice as practicable. In cases of illness, employees on leave will be required to report periodically on their status and intention to return to work.

If an employee fails to give 30 days' notice for foreseeable leave, the employee shall explain the reasons why such notice was not practicable upon a request from SECC for such information. If the employee has no reasonable excuse for the delay, SECC may deny the request for up to 30 days from the date the employee provides notice. (For leave due to a qualifying exigency (military-related leave), the 30-day advance notice requirement does not apply. Instead, the employee must provide notice as soon as practicable.)

- 6. Status of Employee Benefits During a Leave of Absence:** While the employee is on FMLA, the employing organization will continue the employee's healthcare benefits. The benefits will continue at the same level and under the same conditions as applied before the employee began the leave. The employing organization will continue to make payroll deductions for the employee contribution while the employee is on paid leave. While on unpaid leave, the employee must continue making this payment. Payment must be made in a timely manner.

Benefit entitlement based on an employee's length of service to the employing organization will be calculated based on the last paid day prior to the beginning of the unpaid leave of absence. Contact SECC for more information on the possible impact of the leave on seniority or benefits.

- 7. Procedures:** Employees must request family and medical leave paperwork from SECC. The forms must be completed and returned in accordance with the stated timetables.

ADDENDUM TO FAMILY CARE AND MEDICAL LEAVE (FMLA)

To the extent required by applicable law, the Conference will also provide leave pursuant to the California Family Rights Act (CFRA). Similar to FMLA leave, this law provides up to 12 weeks of unpaid leave for eligible employees. During qualifying CFRA leave, eligible employees' health insurance benefits will be continued on the same basis as they were prior to the employee taking leave. CFRA leave generally runs concurrently with any other leaves (i.e., FMLA), with several exceptions, including Pregnancy Disability Leave. There are other technical differences between CFRA and FMLA leave. If you have questions, please contact the Human Resources Department.

PERSONNEL POLICIES & BENEFITS

LEAVE OF ABSENCE

A benefit eligible employee may request an unpaid leave of absence. Leaves of absence may be granted for specific reasons such as study, medical, and personal leaves. During leave, the employee accrues no benefits but may request to buy into the medical plan. Military leave will be handled in accordance with legal requirements.

Leaves must be requested in writing 30 days in advance. Requests should be submitted to the principal and Office of Education with a copy to the Human Resources Director. An employee may not begin a leave until Office of Education approval has been granted.

Except as required by law, the Southeastern California Conference cannot guarantee that a position will be open at the end of the employee's leave.

Voted: 2/2015 EMT & 03/2015 Education Board.

PERSONNEL POLICIES & BENEFITS

Non-exempt Employee

Employees classified as working 20 hours per week or more may be eligible for the leave policies described below (798 hours per year is required if working only 10 months of the year). Exceptions to this will be noted within the specific section.

VACATION

The vacation policy is available for employees classified as working 20 hours per week or more. Full-time benefit-eligible employees accrue vacation based on the years of denominational service. Part-time benefit-eligible employees, working 20 hours per week or more, accrue vacation at a proportionate rate.

Years of Service	Vacation Accrued per Year	Accrual per Hour Worked	Max Accrual
During the 1 st 4-year period	2 weeks or 76 hours	0.03836	114 hrs.
During the next 5-year period	3 weeks or 114 hours	0.05753	171 hrs.
After 9 years	4 weeks or 152 hours	0.07671	228 hrs.

1. Vacation time begins to accrue from the date of hire and is available for use after the successful completion of ninety days of employment.
2. Service for vacation accrual purposes shall include days worked, approved sick time, holidays, and vacation days.
3. The rate of vacation time accrual shall be based on years of service. Employees hired with years of experience in work outside of denominational employment that professionally advances their ability to perform their work more effectively for the conference may be granted one year of credit toward vacation accrual for every two years of such prior service.
4. Vacation time will be accumulated from year to year up to a maximum of 150% of the annual vacation accrual for years of service.

Requesting Vacation

A request for use of vacation time should be made in advance except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor. Vacation time should always be prearranged with the Department Director or Supervisor to maintain continuity of service in the department. Vacation can be used as requested by the employee or as requested by the employer.

Recording Vacation

Vacation hours must be properly recorded on the time keeping system by the employee or supervisor and approved by both. Vacation hours may be used in full days or increments as requested and approved. Vacation time should be recorded on the timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken for vacation. Vacation time is not intended to be used to bring employees up to full-time status and should not be used on a regular basis for such purposes.

PERSONNEL POLICIES & BENEFITS

Termination or Retirement

At the time of termination from employment or retirement, all accrued, unused vacation time will be paid to the employee. The maximum payout of vacation time will be up to 150% of the annual vacation accrual based on years of service.

PERSONAL BUSINESS DAY

The Personal Business Day (PBD) benefit is available for employees classified as working 20 hours per week or more. This PBD is a paid day that is available once per year for personal reasons. The PBD does not accrue in any bank and may be used on request and approval of the supervisor. No payment will be made upon termination or retirement. The PBD must be taken as a full day and may not be used incrementally by the hour.

Recording Personal Business Day

PBD time must be properly recorded on the Timecard as a Personal Business Day. The hours for the PBD must be equivalent to and not exceed the hours regularly scheduled for that day of work.

SICK LEAVE POLICY

The Sick Leave Policy is available for non-exempt employees classified as working 20 hours per week or more based on the following two leave banks. Total sick leave time is accrued at a rate of 2.93 hours for a 76-hour (two-week) pay period for full-time employees. Part-time employees, working 20 hours per week or more, accrue at a proportionate rate.

The short-term sick bank will be credited with 24 hours for all benefit-eligible employees upon the date of hire. Following the credit of 24 hours, the Short-term sick leave will accrue. The accrual is divided between a Short-Term Sick Leave Bank and an Extended Sick Leave Bank. Sixty percent (60%) of sick time will accrue in the Short-Term Sick Leave Bank. Forty percent (40%) of sick time will accrue in the Extended Sick Leave Bank.

Short-Term Sick Leave Bank

Non-Exempt benefit-eligible employees, working 20 hours per week or more, accrue short-term sick leave time. The accrual of short-term sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave. The Short-Term Sick Leave Bank reaches a cap of 76 hours.

The first 3 consecutive workdays of any illness or time off for medical/ dental appointments shall be charged to the Short-Term Sick Leave Bank. The Short-Term Sick Leave Bank will also be used in the case of the exhaustion of the Extended Sick Leave Bank. Extended Illnesses that are not accompanied by a recommendation from a treating healthcare provider will continue to be charged to the Short-Term Sick Leave Bank and then to the vacation bank. The Short-Term Sick Leave Bank is a non-vested bank, and upon termination or retirement no payment will be made from it.

Employees may use short-term sick leave time for the diagnosis, care, or treatment of an existing health condition or for preventative care. In addition, employees may use up to half of the short-term sick leave time accrued each year for the similar care of a family member. Family member means the employee's spouse, children (biological, adopted, or foster child, stepchild, legal ward,

PERSONNEL POLICIES & BENEFITS

or a child to whom the employee stands in loco parentis, regardless of age), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or the employee's spouse or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents, and grandchildren. Short-term sick leave time may also be used if the employee is a victim of domestic violence, sexual assault, or stalking.

Recording Short-Term Sick Leave Time

Short-term sick leave hours must be properly recorded on the Timecard by the employee or supervisor and approved by both. Short-term sick leave hours may be used in full days or increments as requested and approved. Short-term sick leave hours should be recorded on the Timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken for short-term sick leave.

Extended Sick Leave Bank

Non-Exempt benefit-eligible employees working 20 hours per week or more accrue extended sick leave time. The accrual of extended sick leave time is based on hours worked, hours taken for vacation, and hours taken for sick leave. The Extended Sick Leave Bank caps at 1000 hours. The Extended Sick Leave Bank is a non-vested bank, and upon termination or retirement, no payment will be made from it.

Use of the Extended Sick Leave Bank is intended for illnesses that exceed 3 consecutive workdays away from work, and access to this bank requires an off work note from a treating healthcare provider. For cases where the employee is hospitalized or has a medical procedure performed as an outpatient procedure, the use of the Extended Sick Leave Bank begins immediately with a note from the treating healthcare provider. Illnesses that are not accompanied by a recommendation from a treating healthcare provider will continue to be charged to the Short-Term Sick Leave Bank and then to the vacation bank. Employees may use extended sick leave time for the diagnosis, care, or treatment of an existing health condition or for preventative care. Extended sick leave time may also be used if the employee is a victim of domestic violence, sexual assault, or stalking.

The use of extended sick leave time runs concurrently with the FMLA/CFRA and Long-Term Disability policies. Refer to those policies for more details.

Extended sick leave time may not be used in place of short-term sick leave time.

Return to Work Following Use of Extended Sick Leave Bank

Return to work after an employee's extended illness or injury (beyond 3 consecutive workdays) requires a release from a healthcare provider.

Birth/Adoption/Foster Care Placement

Employees may be entitled to up to 12 weeks (60 days) of paid or unpaid leave for the birth, adoption, or placement of a child for foster care. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less than the amount previously used. Once the employee's health care provider has released the employee from his/her care (or available paid leave banks have been exhausted), if the employee wants to continue FMLA leave, any paid long-

PERSONNEL POLICIES & BENEFITS

term illness leave will be stopped. This leave is available to both male and female employees. See FMLA policy for more details.

Care of Family Members

Employees may use half of the yearly accrued extended sick leave time to care for the diagnosis, care, or treatment of an existing health condition or for preventative care of a family member, with a recommendation from a healthcare provider and approval of an FMLA/CFRA request (see FMLA policy for more details). Family member means the employee's spouse, children (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age), parents (biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents, and grandchildren.

Recording Extended Sick Leave Time

Extended sick leave hours must be properly recorded on the timecard by the employee or supervisor and approved by both. Extended sick leave hours should be recorded on the Timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken for extended sick leave.

FAMILY, MEDICAL, and MILITARY-RELATED LEAVES POLICY

This Family and Medical Leave Act (FMLA) policy outlines the conditions under which denominational employees, who meet the eligibility requirements, may request time off with or without pay for a limited period with job and accrued benefits protection. Certain terms that appear in this policy are taken from the FMLA and have the same meaning as under the FMLA. This policy should be interpreted consistently with the FMLA and its implementing regulations.

1. Definition: A family or medical leave of absence is defined as an approved absence available to eligible employees for up to either 12 or 26 weeks of paid (as defined below) or unpaid leave per year under particular circumstances that are critical to the life of a family. Leave may be taken by an eligible employee for the following reasons:
 - a. Birth of an employee's child and care for a newborn. (Up to 12 weeks)
 - b. Placement of a child with an employee for adoption or foster care. (Up to 12 weeks)
 - c. Need for an employee to care for a child, spouse, or parent (or person who stood in loco parentis to the employee) who has a serious health condition. (Up to 12 weeks) (CFRA may apply for additional family members)
 - d. When an employee, because of the employee's own serious health condition (pregnancy disability, illness, injury, impairment, or condition that involves inpatient care or continuous treatment or supervision by a health care provider, etc.) is unable to perform the functions of his/her position. (Up to 12 weeks)
 - e. For specified military-related leave as stipulated (E 83 05) and described in (NADWP E 83). (Up to 26 weeks)

PERSONNEL POLICIES & BENEFITS

For purposes of this policy, “year” is defined as the twelve-month period measured forward from the date an employee’s first FMLA leave begins.

2. Scope: The provisions of this section apply to all family and medical leaves of absence except to the extent leaves are covered under other paid employment benefit plans or policies for any part of either the 12 or 26 weeks of leave to which employees may be entitled under this policy. For example, employees with accrued time for any of the following paid leaves must use paid leave first and take the remainder, if any, of the twelve weeks as unpaid leave:
 - a. Extended Sick Leave
 - b. Short-Term Sick Leave
 - c. Vacation
 - d. Worker’s Compensation
3. Eligibility: To be eligible for leave under this section, employees must have been employed for at least twelve months in total and must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.
4. Basic Policies and Conditions of Leave:
 - a. Medical certification (contact SECC Human Resources for the appropriate form) is required for leave for the employee’s own serious health condition or to care for a seriously ill child, spouse, or parent. Copies of the medical certification form may be secured from the SECC Human Resources website.
 - b. A second medical opinion and periodic recertification may be required at the expense of the employing organization. If the first and second opinions differ, the employing organization, at its expense, may require a binding opinion from a third health care provider, approved jointly by the employing organization and the employee.
 - c. SECC has an obligation to reasonably accommodate a qualifying disability (such as allowing more frequent breaks).
 - d. If medically necessary, leave may be granted on an intermittent or reduced-schedule basis. However, in such cases, the employing organization may require employees to transfer temporarily to an alternative (but equivalent in pay and benefits) position that will better accommodate recurring periods of absence or a reduced schedule.
 - e. Under FMLA, employees are entitled to up to 12 weeks (60 work days) of paid or unpaid leave for the birth, adoption or placement of a child for foster care or to care for a newborn child. If FMLA has already been used in that same year, then the total weeks available would be 12 weeks less than the previously used. Once the employee’s health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, sick pay will no longer be available and vacation time must be used. This leave is available to both male and female employees.

PERSONNEL POLICIES & BENEFITS

- f. Spouses who are both employed by the denomination and request leave for the same qualifying event **may be** entitled to a total of 12 weeks of combined leave (not 12 weeks each) per year, **depending on the qualifying event**. In the case of the birth of a child, once the employee's health care provider has released the employee from his/her care, if the employee wants to continue FMLA leave, sick pay will no longer be available and vacation time must be used.
 - g. With respect to intermittent leave, leave on a reduced schedule, or leave near the conclusion of an academic term, the employing organization may utilize the special rules applicable to instructional employees that appear in the FMLA.
 - h. As with all medical leaves of 3 days or more, SECC Human Resources will require that the returning employee provide a health care provider's medical release, for leave for the employee's own serious health condition.
5. Notification and Reporting Requirements-- When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide 30 days advance written notice to the supervisor and to SECC Human Resources (contact SECC Human Resources for details on what to include in the notification process). If it is not possible to give 30 days' notice, the employee is expected to give as much notice as practicable. In cases of illness, employees on leave will be required to report periodically on their status and intention to return to work.

If an employee fails to give 30 days' notice for foreseeable leave, the employee shall explain the reasons why such notice was not practicable upon a request from SECC Human Resources for such information. If the employee has no reasonable excuse for the delay, SECC Human Resources may deny the request for up to 30 days from the date the employee provides notice. (For leave due to a qualifying exigency (military related leave), the 30-day advance notice requirement does not apply. Instead, the employee must provide notice as soon as practicable.)

6. Status of Employee Benefits During a Leave of Absence-- While the employee is on FMLA, the employing organization will continue the employee's health-care benefits. The benefits will continue at the same level and under the same conditions as applied before the employee began the leave. The employing organization will continue to make payroll deductions for the employee contribution while the employee is on paid leave. While on unpaid leave, the employee must continue making this payment. Payment is made to SECC Human Resources and must be made in a timely manner.

Benefit entitlement based on an employee's length of service to the employing organization will be calculated based on the last paid day prior to the beginning of the unpaid leave of absence. Contact SECC Human Resources for more information on the possible impact of the leave on seniority or benefits.

7. Procedures-- Employees must request family and medical leave paperwork from SECC Human Resources. The forms must be completed and returned in accordance with the stated timetables.

PERSONNEL POLICIES & BENEFITS

ADDENDUM TO FAMILY CARE AND MEDICAL LEAVE (FMLA)

To the extent required by applicable law, the Conference will also provide leave pursuant to the California Family Rights Act (CFRA). Similar to FMLA leave, this law provides up to 12 weeks of unpaid leave for eligible employees. During qualifying CFRA leave, eligible employees' health insurance benefits will be continued on the same basis as they were prior to the employee taking leave. CFRA leave generally runs concurrently with any other leaves. While FMLA leave provides for up to 12 weeks of leave for any qualifying exigency arising because of the spouse, son, daughter or parent of the employee being on active military duty, or having been notified of an impending call to active duty status in support of a contingency operation, CFRA leave does not apply to these situations. There are other technical differences between CFRA and FMLA leave. If you have any questions, please contact the Human Resources Department.

FUNERAL LEAVE

Benefit eligible employees are allowed up to five days with pay, according to distance and circumstances, to attend the funeral of an immediate family member. An immediate family member includes: spouse, child (stepchild and foster-child), parent, brother, sister, father-in-law, mother-in-law, and grandparents.

LEAVE OF ABSENCE

After one year of continuous employment, a benefit eligible employee may request an unpaid leave of absence. Leaves of absences are granted for specific reasons such as study, medical, and personal leaves. During a leave the employee accrues no benefits but may request to buy into the medical plan. Military leave will be handled in accordance with legal requirements.

Leaves must be requested in writing 30 days in advance. Requests should be submitted to the department director (principal/Office of Education) with a copy to the Human Resources Director. An employee may not begin a leave until committee approval has been granted.

Except as required by law, the Southeastern California Conference cannot guarantee that a position will be open at the end of the employee's leave.

JURY DUTY

Employees who are called to serve jury duty must notify the department director and the Human Resources Department as soon as notice is received. Employees will continue to receive pay for jury time served up to 10 workdays per calendar year. Because the State of California currently reimburses jurors only for mileage and meal expenses, this reimbursement need not be turned in to the conference office. Hourly paid employees need to note on their timecard "jury duty".

COURT ORDERED SUBPOENA

Employees subpoenaed by court order shall notify the director of their department and the Human Resources Department of the required absence. Regular remuneration will continue during the absence from work provided the subpoena is turned in to the Human Resources Department.

UNPAID LEAVE, NON-EXEMPT EMPLOYEES

PERSONNEL POLICIES & BENEFITS

Non-exempt employees must exhaust all available and applicable paid leave banks (sick, vacation, etc.) prior to using unpaid leave. The exception to this would be on days on which the school/ECE is closed.

Voted: 4/2015 Executive Committee, 5/2015 Education Board

LONG TERM DISABILITY (LTD)

Benefit eligible (3/4 - time or more) employees are covered under VOYA for Long-Term Disability (LTD) Insurance. This plan is provided by SECC as an employee benefit, at no cost to the employee. Coverage under such a plan would provide salary continuation assistance where the qualifying disability exceeds 90 days. The plan provides for payment of 66 ⅔% of basic monthly earnings, reduced by any deductible benefits, with a maximum of \$6,000.00. The minimum monthly benefit is the greater of \$300 or 10% of your gross disability payment. ING's LTD plan document is available on the HR Website: <https://seccadventist.org/2022/06/01/voya-life-insurance/>

Please note that:

Employees are ineligible for State Disability Insurance for time worked because of SECC's religious status. No contributions to State disability are made.

WORKER'S COMPENSATION INSURANCE

On Duty: All conference employees are covered by worker's compensation insurance for work-related injuries or illnesses. This protection covers all medical care, statutory payments for lost wages, permanent disabilities, rehabilitation services if appropriate, and death benefits to eligible dependents if applicable.

If an employee is injured or becomes ill arising out of, or occurring during, the course of the job it must be reported immediately to the department director. The director will provide the employee with a claim form (DWC) on which to describe the injury or illness. This form is submitted to our claim carrier through our Human Resources Department. The employee may be kept on employment status for up to one year and three months, as per Sick Time Policy.

Off Duty: Concerning off-duty recreational, social, or athletic activities the California Labor Code specifically states that:

Your employer or its insurance carrier may not be liable for the payment of worker's compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work-related duties.

In most cases, benefit-eligible employees, receiving temporary disability payments, may be eligible to use paid leave and/or sick leave to bring salary up to regular assignment equivalent amount. Contact the Human Resources Department for more information.

Voted: 2/2015 EMT, 3/2015 Education Board, 4/2015 (Sick Leave) Executive Committee. Other sections previously voted.

PERSONNEL POLICIES & BENEFITS

HEALTHY FAMILIES' ILLNESS LEAVE POLICY

Part-time, Non-Benefit Eligible

This policy is effective July 1, 2015, and complies with California AB 1522 Healthy Work- place Healthy Family Act of 2014. This policy covers all employees working less than .50 FTE or 20 hours per week and considered non-benefit eligible.

Eligibility for Leave

Employees who work 30 days in a year from their date of hire are entitled to receive up to 3 days or 24 hours of paid sick leave each year. This leave may be taken for personal illness or to care for the illness of the employee's spouse, children (biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, regardless of age or dependency status), parents (biological, adoptive or foster parent, stepparent or legal guardian of the employee or a person who stood in loco parentis when the employee was a minor child), siblings, grandparents or grandchildren. Sick leave may also be used for the diagnosis, or treatment of an existing health condition of, or preventative care for the employee and family members as defined above. In addition, sick leave may also be used for an employee who is the victim of domestic violence, sexual assault or stalking as set forth in California Labor Code.

Implementation

Beginning July 1, 2015

- Employees hired prior to July 1, 2015, who work 30 days within a year, will receive 3 days or 24 hours of paid sick leave. These leave days are advanced (not accrued) to the employee when he/she qualifies and every January 1.
- Employees hired after July 1, 2015, who work 30 days within a year, will receive 3 days or 24 hours of paid sick leave. These leave days are advanced (not accrued) to the employee when he/she qualifies and every January 1. However, the employee must wait 90 days from the date of hire to use any paid sick leave.

Employees who are not paid an hourly rate (e.g., Student Literature Evangelists and Pine Springs Ranch summer camp contract employees) OR employees whose hourly rate changes (within 90 days prior to the leave request) will have their earnings averaged over the 90 days prior to the paid sick leave request to calculate the hourly rate for paid sick leave.

Qualifying

These 3 days or 24 hours are advanced to employees as they qualify (work at least 30 days in a year) and then again, each January 1. However, employees hired after July 1, 2015, must wait 90 days from the date of hire to use any paid sick leave.

PERSONNEL POLICIES & BENEFITS

Requesting and Recording Sick Leave

Employees should give advance notice, if possible, when requesting paid sick leave, to the immediate supervisor. It is important that the immediate supervisor has knowledge of the absence as soon as possible to allow for department coverage. As possible, the request must include the expected duration of the leave.

Recording Sick Leave

Paid sick leave hours must be properly recorded on the Timecard by the employee or supervisor and approved by both. Paid sick leave may be used in full days or increments as requested and approved. Paid sick leave hours should be recorded on the Timecard, and no more than the regularly scheduled work hours are to be entered for the day(s) taken and no more than 24 hours of sick time will be granted per calendar year.

The paid sick leave days will not be convertible to personal leave, paid leave or be considered as credit payable at the end of the employee's service. Paid sick days do not carry over to the following year. However, employees who have a separation date of less than 1 year will have the unused paid sick leave restored and will not have to requalify.

Unpaid Leave, Non-Exempt Employees

Non-exempt employees must exhaust all available and applicable paid leave banks (sick, vacation, etc.) prior to using unpaid leave. The exception to this would be on days in which the school/ECE is closed.

Voted: 4/2015 Executive Committee, 5/2015 Education Board

PERSONNEL POLICIES & BENEFITS

MOVING ALLOWANCE POLICY

Moving, when provided by policy, is to be arranged through the Southeastern California Conference Moving/Transportation Department. (To verify eligibility, please contact the Office of Education.) All payments, costs and/or reimbursements are reported as taxable income, including the cost of the moving van. Moving and transportation expenses of educational personnel are paid by the employing organization under the following provisions:

1. **Eligibility:** When an employee is requested by an employing organization to move to a new location or a person is being called into denominational service and the employee lives more than 50 miles from the new place of employment, the employer may provide assistance. When an employee is moving into the area of a school because of spouse employment, or because the spouse is enrolling in school the employee is not eligible for moving assistance. However, the employer may provide the "Moving Allowance" (see no.7). An agreement to pay moving costs must be obtained from the employer in advance of the move. Moving must take place within 12 months of hire to be eligible for the benefit.
2. **Special Provisions:** When an employee is requested to change schools and the new school is within 50 miles, special permission must be obtained in order for a physical move to be paid for. Assistance for this type of move will not be automatic, it will depend on several factors, including when the most recent move took place, the size of the load and the availability of the moving services.
3. **Travel and Per Diem:** When employees are asked to move, they will be reimbursed for mileage, per diem and lodging. Mileage and per diem will be paid for the most direct route from the former place of labor to the new location. Current mileage and per diem are established by the conference treasury and can be obtained by contacting the Office of Education. Additional per diem allowance for spouse and children is available; contact the Office of Education for further information. The actual cost of lodging will be reimbursed based on 500 miles per day by the most direct route.
4. **House Hunting Trips:** One house hunting trip may be allowed. Please contact the Office of Education for specific details of this provision.
5. **Furniture and Personal Effects:** The organization, caring for the moving of household goods, will be responsible for up to 7,500 pounds for a single employee and up to 15,000 pounds for a family. The cost of moving goods, in excess of these limits, is to be the responsibility of the employee. Assistance is limited to ordinary personal household effects and such other items as the employee uses in their work. Any exceptions to this plan must be cleared up before the move is made.
6. **Second Automobile:** The expense of a second car, if the employee has a spouse, is paid at 100% of the rate of the first car. All other vehicles will be considered a personal expense.
7. **Moving Allowance:** A moving allowance in the amount of \$1,740 (33% of the remuneration factor) will be granted by the employing organization to an employee invited to move to a new location, to assist in covering packing and other moving costs. The moving allowance shall be limited to one allowance per family, even if both spouses are employed.

PERSONNEL POLICIES & BENEFITS

If two individuals from the same family are employed by different denominational organizations, each employing organization will pay half of the moving allowance, unless negotiated otherwise.

8. **Automobile Registration and Excise Sales Tax:** Employees, who are called to another state and who are required to pay duplicate excise tax, sales tax, auto license, and certification/inspection fees, may report such expense on one car, if they register their car within state law timeframes or in accordance with #11 below of moving to the new area. If the employee has a spouse, the above expenses may also be reported on a second car.
9. **Mobile Homes:** When an employee is living in a mobile home and is asked to move, an allowance for the moving of the mobile home is given, which is equal to the cost of moving the maximum poundage of household goods allowed under the moving policy, by conference truck or the cost of moving the unit by commercial movers of mobile homes, whichever is less.
10. **Amortization of Moving Expenses:** The following provisions govern the amortization of moving expenses in negotiations regarding teacher moves:
 - a. Any organization in the North American Division calling an employee who has rendered less than 2 years of service to an employing organization shall make 100% reimbursement for the employee's last move to that location. Below is a list for moving expense reimbursement percentages if you leave service within the listed timeframe:
 - i. **Fewer than 2 full years of service = 100% reimbursement due the employing organization**
 - ii. **After 2 full years of service (during 3rd year of service) = 50% reimbursement due the employing organization.**
 - iii. **After 3 years of service (during 4th year of service) = 25% reimbursement due the employing organization**
 - iv. **After 4 full years of service = 0 due**
 - b. In the case of employees called for overseas service, employing organizations are encouraged to waive the provision of this policy.
 - c. All expenses involved in the transfer of an employee, including any preliminary visits to a new field of labor, may be billed to the calling organization under the current moving policy.
 - d. Unamortized moving expenses, as calculated in paragraph "a", above, shall be reimbursed to the last denominational employing organization by an employee who leaves denominational employment prior to a minimum service term of 4 years at the last place of employment, providing the employee initiates the termination. If the employing organization initiates the termination, it shall assume the unamortized portion of moving expenses.

PERSONNEL POLICIES & BENEFITS

- e. It shall be the responsibility of the calling organization to ascertain whether there are any unamortized expenses pertaining to the worker being called.
11. **In order to receive reimbursement all receipts must be turned in within 90 days of the move, generally October 1.**

HOUSING ASSISTANCE

Duplicate Homeowner's Assistance

When you have been asked to move from one location to another, and because of the conditions of your lease, or failure to sell or rent your home, you are required to pay housing expenses, both at your former location and at your new location, an allowance may be granted to cover the time when payments were being made at both locations if both homes are habitable. The allowance may be granted under normal conditions, for up to 3 months. In exceptional circumstances, it is possible to extend this allowance up to a maximum of 12 months, provided certain criteria are met.

RETIREMENT PROGRAM

Adventist Retirement Plan - Defined Contribution Plan (DC)

Employees working .50 FTE, or more are provided retirement through the North American Division (NAD) Adventist Retirement Plan.

This is a 403(b) Defined Contribution plan that is administered through Empower Retirement.

Employer Basic Contributions

Each pay period, the employer contributes a basic contribution equivalent to 5% of employee earnings each payday to an employee's personal retirement account.

Employee Contributions – Auto Enrollment

Employees are automatically enrolled to make personal contributions, on a pre-tax basis, to their personal retirement account. The Auto Enrollment is equivalent to 3% of employee earnings and occurs each payday as a pre-tax reduction of salary.*

Employee Contributions – Auto Escalation

Beginning July 1, 2018, the personal contributions will increase by 1% each year until a maximum of 7% percent of the employee earnings is met.*

Employer Matching Contributions

The conference matches the employee personal contribution, dollar for dollar, up to a maximum of 3% equivalent of employee earnings.

PERSONNEL POLICIES & BENEFITS

Investment of Funds

Employees are automatically enrolled in the default investment model, however, are encouraged to consult with Empower to consider the best investment options. Employees are encouraged to manage their investment options with an Empower representative. A representative for Empower can be reached at 866-467-7756 or www.empower-retirement.com/participant.

*Changes to Retirement Contributions

Changes to personal contributions may only be made to this plan through Empower. To increase/decrease contributions please contact Empower at or 866-467-7756 or www.empower-retirement.com/participant.

Beneficiary Designation

It is important that each employee contacts Empower to designate their beneficiary(ies) for their personal retirement account. Please contact Empower at 866-467-7756 or www.empower-retirement.com/participant to make beneficiary designations.

NAD Defined Benefit Plan (DB)

Employees who have NAD Denominational service credit prior to December 31, 1999, and have a total of 10 years of service credit by December 31, 2014, may be eligible for benefits under the North American Division Defined Benefit Plan. This pension plan, which was frozen December 31, 1999, provides a pension based on years of service credit prior to the freeze date. Employees who have benefits under this plan would apply through the Human Resources Department and can apply for benefits as early as age 59 ½, with a reduced benefit. Those eligible for benefits include employees working .75 FTE or less.

RETIREMENT MOVING ALLOWANCE

(NAD Working Policy 2001-2002 x 23 10)

An employee who has at some time during his/her denominational employment been moved at denominational expense, may be granted assistance in the form of reimbursement for actual moving expenses, or at the employer's option, a cash settlement on moving expenses when an actual move is made to the place of retirement according to the following provisions:

1. Over Thirty Years Service - When an employee who has given thirty years or more of denominational service retires, the employing organization may arrange to pay the moving expense on a reasonable amount of household goods and pay transportation expense, including mileage, tolls, hotel and per diem by the most direct route based on 500 miles per day to the place of his/her choice in the North American Division. (The provisions of X 23 05, paragraph 2-c, -d, and - e do not apply to this move.)

PERSONNEL POLICIES & BENEFITS

2. Under Thirty Years Service - An employee who has served less than thirty years may be paid a proportionately less amount. The amount of the moving expense reimbursement shall be decided by the employing organization.
3. Arrangement - This arrangement is to be made within a period of ten years after retirement unless some other definite arrangement is approved by the governing committee and is limited to one move only.
4. Division of Expense - In cases where both spouses are denominationally employed at the time of retirement but by different organizations, the moving assistance to the place of retirement shall be shared equally by the two employers if both spouses are vested for retirement benefits. If one spouse is not vested, the moving assistance shall be paid by the employer of the spouse who is vested.
5. Tax Obligation - The retiring employee shall be responsible for the tax obligation on the moving benefit.

PERSONNEL POLICIES & BENEFITS

REIMBURSEMENT OF TRAVEL

1. **Mileage:** Travel vouchers are to be used for reimbursement of moving expenses or for travel to meetings requested by the conference if distance is more than 20 miles one way. *The Office of Education will process the Mileage through the sign in sheet.* Mileage during the school year is paid from the school to the meeting place or the teacher's residence, whichever is the shortest distance. Teachers traveling to conference-sponsored meetings are encouraged to carpool.
2. **Per Diem:** Teachers traveling overnight to school sponsored meetings or approved conventions are to *either* be paid a per diem according to the rates established for a given year by the conference treasury department or reimbursed for meals purchased. Current per diem rates can be obtained by contacting the Office of Education.

SURVIVORS BENEFIT

The Basic Life coverage is purchased through the Hartford Life Insurance Company and is paid for in full by the Southeastern California Conference. The current coverage is as follows:

Benefit Scale:

- | | |
|--|-----------|
| a. Employee | \$100,000 |
| b. Spouse | \$50,000 |
| c. To the employee whose dependent has died: | |
| a. Stillborn | \$750 |
| b. Other children | \$10,000 |

This is an excellent benefit that we are happy to provide. There are, however, tax implications for an employer-paid benefit of this type. According to IRS rules (IRC section 79), the first \$50,000 of an employer-provided life insurance benefit is non-taxable. But any amount over \$50,000 for an employee, over \$2,000 for a spouse, or over \$2,000 for a child is considered taxable income, also called "imputed income." If coverage exceeds \$2,000 for a spouse or child, then the entire amount, either \$50,000 or \$10,000 is considered imputed income.

Because of these tax consequences, the increased benefit is not mandatory. You may elect to waive the increased life insurance by completing a Waiver and Release form. Because this is the only employer paid death benefit offered to our employees, it is very important that you consider this carefully before waiving the benefit. **If you decline the increased coverage, you are not allowed to opt back into the higher coverage at a later date.** If you experience a "qualifying event" such as marriage, birth of a child or divorce, or change of employer, you will have an opportunity at that time to opt back into the higher amount.

PERSONNEL POLICIES & BENEFITS

TUITION ASSISTANCE FOR CHILDREN OF SALARIED EMPLOYEES

Tuition assistance for children of full-time employees is provided based on the following provisions:

1. Assistance is provided for attendance in an SDA school or college for grades TK-16 and in some cases a fifth-year college program.
2. The student must be under the age of 26, unmarried, and is eligible to be claimed as a dependent on the employee's income tax return. (SECC has a higher age limit than the NAD.)
3. The student must be born to or adopted by the employee or a stepchild receiving more than 50% of support from the employee's family.
4. Assistance in the amount of 35% of tuition and fees (70% for boarding students) is provided. When the student attends a foreign Adventist high school or college, foreign as defined as outside the NAD, the education allowance will be computed at 70% of tuition, fees, room and board, charged by the school. (This amount shall not exceed 70% of tuition at La Sierra University or Monterey Bay Academy.)
5. Assistance shall continue until an undergraduate course of studies is completed, or for a maximum of ten semesters or fifteen quarters of undergraduate studies.
6. Students who attend summer school sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters allowed.

For the complete policy, see the Education Code F14-104.

SECC Early Childhood Educational Center Tuition Assistance

Early Childhood Educational Center (ECEC) tuition assistance is offered to full-time school exempt employees, Pastors, and employees in the Conference Office, working 38 hours a week, who have children attending an SECC owned and operated ECEC. (This policy does not apply to those employed and funded by the local church or school on an hourly basis and does not apply to ECEC employees.)

1. Eligibility: To be eligible for tuition assistance the student must be:
 - a. Eligible to be claimed as a dependent on the employee's income tax return.
 - b. Be born to, legally adopted by the employee and/or spouse, appointed under the guardianship or legal custody (not temporary custody) to the employee, or be a stepchild by marriage.
2. Assistance: Assistance is 35 percent of the tuition and all required fees for SECC owned and operated ECEC's. This assistance is calculated on the gross charges for tuition and required fees according to the current bulletin, before family or other discounts.
3. Payment: Payments are made by SECC directly to the institution involved, once per semester. Payments for qualifying school employees who are not in a teacher billing position will be charged to the employing school.

PERSONNEL POLICIES & BENEFITS

SECC AUTOMOBILE INSURANCE ASSISTANCE POLICY

Zone Change effective 7/1/2019

SECC provides auto insurance assistance, in accordance with NAD working policy.

Eligibility

Full-time supervising principals, teaching principals and CDC Directors (benefits for education employees effective July 1, 2008).

Amount of Assistance

The amount of assistance is equal to the amount of the auto insurance policy, for a 6-month period, up to the current SECC maximum. Payment is made for up to two vehicles if a worker is married, and one vehicle if a worker is single, provided that the minimum coverage requirements are met (see minimum coverage required below). Married denominational employees, where both spouses are employed by SECC, assistance is provided on one car per spouse. Employees with dependent children, up to age 26, are eligible for a higher reimbursement, if the dependent name appears on the policy.

Minimum Coverage Required

	Zone 1 – High Desert, Inland Empire		
	Regular	Dependent Assistance Age 22-25	Dependent Assistance Age 16-21
One Car	602	752	902
Two Cars	962	1,203	1,444

	Zone 2 – Orange County, San Diego County		
	Regular	Dependent Assistance Age 22-25	Dependent Assistance Age 16-21
One Car	651	814	977
Two Cars	1042	1,302	1,562

Coverage Required

To receive assistance, the following coverage must be in place. Assistance will not be issued without proof of the following required coverage:

- \$250,000/\$500,000 bodily injury per person/bodily injury per occurrence or \$300,000/\$300,000 bodily injury per person/bodily injury per occurrence
- \$50,000 property damage liability per occurrence
- \$5,000 medical payments
- \$15,000/\$30,000 uninsured motorist
- \$100 deductible comprehensive
- \$500 deductible collision

PERSONNEL POLICIES & BENEFITS

Payment of Assistance

To receive automobile insurance assistance, a copy of the current auto insurance policy that specifies the policy period, coverage and deductible amounts, and individuals covered under the policy (declaration sheet), must be submitted to the Human Resources Department. For eligibility of dependent coverage, the dependent(s) must appear named on the policy. If a current policy is not on file, a reminder letter will be sent, however, payment may not be made without the documentation.

Assistance is paid twice per year, on a 6-month cycle, through payroll. The cycle is usually associated with the first month of eligibility for assistance. For instance, if you are hired in June, your payment cycle would be June and December.

Assistance With a Claim

This policy also assists employees with a partial reimbursement of deductibles for comprehensive and collision claims.

For a partial deductible reimbursement of a comprehensive claim, a reimbursement of \$50 is provided. Proof of repair for covered vehicle is required.

For a partial reimbursement of a collision claim, reimbursement is provided for the amount of the deductible, less \$50, up to a maximum of \$450. Proof of repair for covered vehicle is required.

Questions?

For questions or clarifications on this policy, please contact the Human Resources Department at (951) 509-2355.

PERSONNEL POLICIES & BENEFITS

SUBSIDIZED TUITION PLAN – LaSU & PUC

This benefit is made available from subsidies paid by the Pacific Union (PUC) to La Sierra University and Pacific Union College. Southeastern California Conference Office of Education does not fund the tuition waiver program. Graduate work that is not covered by the tuition waiver provided by La Sierra University and Pacific Union College will be the responsibility of the teacher.

LA SIERRA UNIVERSITY or PACIFIC UNION COLLEGE

As a benefit to teachers employed by the Pacific Union Conference of Seventh-day Adventists, La Sierra University or Pacific Union College will provide a tuition waiver up to 12 quarter hours of instruction each year (summer to spring quarters during the academic year) the teacher is employed by a qualifying entity of the Pacific Union Conference. The quarter hours may only be used toward a state or denominational teaching certificate and an approved master's degree.

A. Attendance at La Sierra University (or) Pacific Union College

1. **General Provisions:** Full time certificated administrative and instructional personnel employed in the Pacific Union Conference may take up to a maximum of twelve (12) quarter hours, during an academic year, summer to spring quarters (June of the new contract year), under the subsidized tuition program if authorized to attend La Sierra University or Pacific Union College. Qualifying quarter hours may not be carried forward into a subsequent aid year or be used retroactively. All quarter hours must be registered for in the year in which the PUC teacher is employed by a qualifying PUC entity. If a grade of "D" or "F" is received in a course, you may be charged tuition for that course.

Newly hired teachers (under contract) may receive free tuition beginning with summer classes that begin before July 1.

If a teacher becomes unemployed by a qualifying PUC entity while enrolled in classes at La Sierra University the teacher will be charged for the enrolled quarter hours.

If PUC teachers reside in campus housing the teacher will be billed accordingly.

If a PUC teacher enrolls for more than 12 quarter hours per school year the teacher will be billed for all fees over 12 quarter hours.

- a. Personnel wishing to enroll in courses and/or programs under the subsidized tuition plan must submit an authorization form signed by the Superintendent of schools or designee in the conference where the person is employed. Authorization Forms are provided online and can be accessed on the SECCOE web page: www.secceducation.org under Forms > Employees > "Tuition Waiver Authorization."
- b. Personnel must have a valid signed contract for the following school year as a prerequisite for the authorization to enroll in courses and/or programs in a summer session.
- c. A mileage allowance will be granted for one round-trip per year by the most direct route to La Sierra University based on the current mileage rate. An allowance may be granted for one round-trip per year to Pacific Union College. Approval to PUC must be given in advance of travel.

PERSONNEL POLICIES & BENEFITS

2. **Special provisions** for attendance at La Sierra University

The following special provisions apply for attendance at La Sierra University under the subsidized tuition plan.

- a. Authorized personnel attending La Sierra University may enroll in courses offered by the College of Arts and Science, School of Education, School of Business/Management and School of Religion.
- b. Admission to degree programs in either the College of Arts and Science, School of Education, or the School of Religion, is achieved only by formal application. Those interested in a graduate degree in these schools should apply for admission into a degree program during their first summer of attendance.
- c. Authorized Early Childhood Education Center (ECEC) personnel may enroll in courses that meet credential requirements based on the following provisions.
 - 1) The Conference Office of Education is granted a specific number of quarter hours per year that can be allocated to full-time ECEC personnel for completion of credential requirements.
 - 2) The total quarter hours granted to the Conference Office of Education is based on the allocation of one quarter hour per year for each ECEC employee. An ECEC employee may not be allocated more than twelve (12) quarter hours during an academic year of the total quarter hours available to the Conference Office of Education.
 - 3) ECEC directors are eligible for graduate classes.
- d. Teachers are covered by the plan if the answer is "yes" to any of the following: Are you...
 - 1) Removing certification deficiency?
 - 2) Upgrading from Basic to Standard Certificate (max. 9 quarter hours)?
 - 3) Renewing a Standard Certificate (max. 14 quarter hours every 5 years)?
 - 4) Upgrading from Standard to Professional Certificate (max. 12 quarter hours every 5 years)?
 - 5) Renewing a Professional Certificate (max. 9 quarter hours every 5 years)?
 - 6) Fulfilling requirements of Professional Certificate?
 - 7) Fulfilling requirements for subject-area endorsements?
 - 8) Fulfilling requirements for Administrator Certificate with endorsement?
 - 9) Fulfilling requirements for an approved Master of Arts degree program?

PERSONNEL POLICIES & BENEFITS

- e. Teachers are not generally covered by the plan for the following:
 - 1) Requirements for bachelor’s degree.
 - 2) Student Teaching - 18 quarter hours.
 - 3) Requirements for MBA/Ed.S/EdD degrees

EXEMPT EMPLOYEE VACATION POLICY

Ten-Month Personnel

The ten-month employment plan makes provision for vacation time and holidays during the contract year. No additional time for vacation is provided, regardless of years of service or variations on local school board adopted calendars.

Twelve-Month Exempt Personnel – Vacation Policy Implementation Criteria

1. Basis for Vacation

Annual vacation with pay shall be provided for regular benefit eligible employees and may be accrued and calculated on the following basis:

<u>Years of Service Entitlement</u>	<u>Accrual Rate *</u>	
During 4-year period	2 weeks	.833 day/month
During next 5-year period	3 weeks	1.25 days/month
After nine years	4 weeks	1.67 days/month

- a. Vacation entitlement accrued per 38-hour week.
- b. Regular part-time employees (at least 50% of full-time salaried) shall accrue vacation time on a prorated basis. The rate of vacation time accrual shall be on the basis of year of full-time equivalency.
- c. Service for vacation accrual purposes shall include days worked, approved sick time, holidays, and vacation days.
- d. Individuals, who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church, may be granted one year of credit toward vacation accrual for each two years of such prior service.
- e. The school shall keep an accurate employee attendance record for each employee, including the vacation record for 12-month employees. The principal is responsible for keeping her/his own attendance record. All employee attendance records are to be submitted to the Office of Education at the end of the school year.

PERSONNEL POLICIES & BENEFITS

2. Maximum Accrual

Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the year's accrual rate.

3. Termination or Retirement

At the time of termination (or resignation) from denominational employment or retirement, all accrued and unused vacation time shall be cashed out.

4. Use of Vacation Time

Vacation time should generally be taken after it is earned. It may be used at such time or times when requested by the employee, approved by the supervisor and authorized by the Office of Education.

5. Vacation Request

A request for vacation should be made in advance on the vacation request form (form can be found on the Education website), except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately to the supervisor and the Office of Education. Employees who are expected to work the full year, may request vacation time in advance of having fully earned it.

HOLIDAYS

SECC observes the following nine holidays per calendar year:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 (12-month employees)
Labor Day	1 st Monday in September
Thanksgiving Day* (2 days)	4 th Thursday in November
Christmas Day	December 25

*Days observed for Thanksgiving vary depending on whether the employee is on a regular work week, or an alternative work week schedule. For regular work week employees, the day of Thanksgiving and the following Friday are observed. For alternative work week schedules, Wednesday prior to Thanksgiving, and Thanksgiving Day are observed.

Holidays are to be recorded on the timecard for non-exempt employees.

FINANCIAL POLICIES

FINANCIAL POLICIES

WAGE & HOUR SUMMARY NON-EXEMPT EMPLOYEES

Regular Workweek

RECORDING TIME

All hourly, non-exempt employees must record all hours worked on a timecard or according to the time-keeping system in place at the work site. Employees must accurately record the actual time and hours worked. You may not work off the clock. Time is recorded by entering the time you begin work, the time you clock out for your meal period, the time you return to work following the meal period, and the time you end your workday.

At the end of the pay period the employee and the supervisor should review the hours, and both must sign the timecard. Employees must submit timecards to payroll according to the Southeastern California Conference pay date schedule. Please be advised that a timecard or any document that contains incorrect or inaccurate information must never be signed. Failure to properly record time worked may lead to disciplinary action including immediate termination.

REST PERIODS

All hourly, non-exempt employees are permitted to take a rest period, which insofar as practicable are in the middle of each work period. The authorized rest period shall be based on ten (10) minutes rest time per each period of four (4) hours worked. Employees whose total daily work time is less than three and one-half hours are not permitted breaks. Breaks are taken with the knowledge of the supervisor, away from the immediate place of work, remaining on the premises of the employer. Authorized rest period time shall be counted as hours worked. Supervisors must be made aware when the employee takes their break.

MEAL PERIODS

All hourly, non-exempt employees that work for a period of more than five (5) hours are provided a duty-free meal period of not less than 30 minutes and are free to leave the premises (except that when a work period of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual written consent of the employer and employee). The meal period must begin no later than five (5) hours into the employee's shift (e.g., work begins at 8:00 a.m., then the meal period must begin before 1:00 p.m.). The goal shall be that all employees begin their meal period no later than four and one half (4 ½) hours into their shift.

Should an employee work ten (10) or more hours in a day, the employee is provided with a second duty-free meal period of not less than 30 minutes, and must be taken prior to the beginning of the 10th hour of work. If the total hours worked in the day are no more than twelve (12) hours, the second meal period may be waived, in writing, provided that the first meal period is not waived.

Meal periods must be taken away from the immediate place of work and should be coordinated with supervisors. The meal period is taken off the clock and is not paid.

FINANCIAL POLICIES

REPORTING REQUIREMENTS

Non-exempt employees are relieved of all work duties during their meal and rest periods.

Employees must record their meal periods by clocking out at the beginning of the meal period and clocking in before beginning work following the meal period. The meal period must be at least 30 minutes.

In the event you did not receive an uninterrupted meal period you must advise your supervisor and indicate on your timecard and secure the signature of your immediate supervisor prior to the end of the workday. Supervisors will be notified by email each time an employee clocks out for a meal period after the commencement of the 5th hour of work or misses a meal period. A notation must be made in the time clock system to explain the reason for each missed meal period and approved by both employee and the supervisor.

If any supervisor or manager impedes or discourages you from having a meal or rest period, you must notify Human Resources immediately so appropriate corrective action may be taken.

Failure to comply with the meal period or any policy could result in disciplinary action, including and up to termination.

WORKDAY AND WEEK DEFINED

The workday begins at midnight and ends at 11:59 p.m. The work week begins at midnight on Sunday and ends at 11:59 p.m. on Saturday.

OVERTIME

Overtime will be compensated in accordance with the California Wage & Hour overtime standards. Overtime is based strictly on hours worked, not hours paid. Hours taken from paid leave and sick banks as well as hours paid for funeral leave, jury duty, or 'gift' days are not considered hours worked in the calculation of overtime.

All overtime must be authorized in advance by the supervisor. Non-exempt employees who have been requested to and/or have permission to work in excess of 8 hours in a day or 40 hours in one workweek or the first eight (8) hours on the seventh consecutive day of work in the work week, will be compensated at time and one-half the employees' regular rate of pay.

Double time will be compensated in accordance with the California Wage & Hour overtime standards. Non-exempt employees working in excess of twelve (12) hours per day or in excess of eight (8) on the seventh consecutive day of work in the work week will be compensated at double the employee's regular rate of pay.

MAKEUP TIME

Makeup time allows non-exempt employees to request time off for a personal obligation and make up work time without receiving overtime pay. Makeup time may not be solicited by the employer, must be requested in writing and agreed upon with the supervisor in advance, and work time must be made up within the same work week. The employee may not work more than 11 hours on another workday, and no more than 40 hours in a workweek to make up the time off. Makeup

FINANCIAL POLICIES

Time Request Forms are available in the Human Resources Department website www.seccadventist.org/human-resources/.

EARNING CONTINUATION IN CASE OF DEATH

SECC follows the NAD working policy which applies to full-time employees only.

GARNISHMENTS/LEVIES

Personal business affairs should be conducted in such a way that the Conference will not become involved. If court garnishments or IRS levies are received, the Conference will process the deductions through payroll.

PAYROLL DEDUCTIONS

Deductions from personal payroll checks for such things as credit unions, insurance, and tax-sheltered annuities may be made only for benefit eligible employees.

PAYDAYS

Paydays are set up on a bi-weekly basis. Paychecks are mailed or direct deposited every other Friday. Employees may sign up for direct deposit in the Human Resources or Payroll Department. A current schedule of paydays is available in the Human Resources Department. (For your convenience see below.)

2023				2024		
July	07	21		January	05	19
August	04	18		February	06	16
September	01	15	29	March	01	15 29
October	13	27		April	12	26
November	10	24		May	10	24
December	08	22		June	07	21

FINANCIAL POLICIES

SALARY STEP PLACEMENT SCHEDULES

Elementary and Secondary Certificated Personnel

Degree	Certificate	YEAR OF EXPERIENCE AND PERCENTAGE FACTOR					
		1 ST	2 ND	3 RD	4 TH	5 TH	6 TH
None	None (a)	67%	67%	67%	67%	67%	67%
None	Designated Subject	68%	69%	70%	71%	72%	73%
Bachelor’s	None (a)	72%	72%	72%	72%	72%	72%
Bachelor’s	Conditional (a)	77%	79% (d)	79%	79%	79%	79%
Bachelor’s	Designated Subject	77%	80%	83%	86%	89%	93%
Bachelor’s	Basic (a) (b)	83%	85%	87%	—	—	—
Bachelor’s	Standard (a) (b)	—	—	—	89% (f)	92%	95%
5 th yr./ 60 qtr. hrs.	None (a)	74%	74%	74%	74%	74%	74%
5 th yr./ 60 qtr. hrs.	Conditional (a) (c)	77%	79% (d)	79%	79%	79%	79%
5 th yr./ 60 qtr. hrs.	Designated Subject	78%	81%	84%	87%	90%	93%
5 th yr./ 60 qtr. hrs.	Basic (a) (b)	83%	85%	87%	—	—	—
5 th yr./ 60 qtr. hrs.	Standard (a) (b)	—	—	—	89% (f)	92%	95%
5 th yr./ 60 qtr. hrs.	Professional (a) (b)	—	—	—	95%	97%	102%
Master’s	None (a)	74%	74%	74%	74%	74%	74%
Master’s	Conditional (a) (c)	77%	79% (d)	79%	79%	79%	79%
Master’s	Designated Subject	83%	86%	89%	92%	95%	99%
Master’s	Basic (a) (b)	84%	86%	88%	—	—	—
Master’s	Standard (a) (b)	—	—	—	90% (f)	93%	95%
Master’s	Professional (a) (b)	—	—	—	96%	98%	102%
Ed.S, PhD, EdD	None (a)	74%	74%	74%	74%	74%	74%
Ed.S, PhD, EdD	Conditional (a) (c)	77%	79% (d)	79%	79%	79%	79%
Ed.S, PhD, EdD	Designated Subject	83%	86%	89%	92%	95%	99%
Ed.S, PhD, EdD	Basic (a) (b)	85%	87%	89%	—	—	—
Ed.S, PhD, EdD	Standard (a) (b)	—	—	—	91% (f)	93%	95%
Ed.S, PhD, EdD	Professional (a) (b)	—	—	—	96%	98%	102%

FINANCIAL POLICIES

NOTES

a. 1 – A non-degree person employed for the first time in a certificated position will be placed at the 67% salary level and will remain at that level until the requirements for a certificate are met.

2 – A degree person employed for the first time in a certificated position, who does not hold a valid certificate at the time of employment or issuance of a contract, will be placed at the 72% salary level until the stipulations of b.1 or b.2 are met. [See note c form exception.]

3 – Currently employed certificated personnel will receive the salary-step placement based on the certificate held at the time of issuance of a contract or employment. If the certificate is allowed to expire on August 31, the salary will be based on the provisions of either b.1 or b.2.

4 – Certificated personnel, with non-denominational teaching or administrative experience, will receive the salary-step placement based on the total year of experience, denominational and/or non-denominational, and the degree held. (See also c. for a person who does not meet the requirements for a teaching certificate.) Non-denominational experience does not count when determining eligibility for denominational retirement benefits.

5 – A pastor, who transfers to the teaching ministry from the pulpit ministry, will receive salary-step placement based on the years of service in the ministry and the degree held. The annual salary increment will be granted if a minimum of 9 quarter hours is completed each year which fulfills the requirements for the Basic Teaching Certificate. Three (3) years four (4) summers will be granted for completion of the requirements for a certificate.

6 – Bible teachers receive salary based on this salary-step placement schedule.

b. 1 – Certificates issued by November 1: If the requirements for the initial issuance or renewal of a certificate are completed and documentation received at the Pacific Union Conference Office of Education by November 1, the teacher will be placed on the appropriate step and the resultant salary step change will be retroactive to July 1.

2 – Certificates issued after November 1: If the requirements for the initial issuance or renewal of a certificate are not completed and/or documentation is not received to the Pacific Union Conference Office of Education by November 1, the salary will be reduced to the next appropriate step on the salary scale beginning on that day and will remain in effect until the first day of the calendar month after the certificate is presented to the employing organization. No retroactive adjustment will be made for the period of time between November 1 and the date the certificate is presented to the employing organization. Delay, which is not the fault of the teacher, will not result in a loss of salary. Additional penalties may be imposed by the Conference Board of Education for failure to complete the requirements by November of the following year.

c. The salary for a degree teacher (with a valid state credential), who is employed in a Seventh-day Adventist school for the first time or is employed following a leave of absence and does not meet the

FINANCIAL POLICIES

requirements for a Basic, Standard, or Professional Certificate, will be subjected to the following guidelines.

- 1) Placement on the salary scale will be determined by the degree held and the number of years of teaching experience, if all requirements have been met for a Basic, Standard, or Professional Certificate except "General Requirements" 2.1.2 and 21.1.3 on pages 6 and 7 of "***Certification Requirements K-12 for North American Division Seventh-day Adventist Schools.***"
 - 2) Three (3) years, four (4) summers will be granted for completion of the specific requirements cited in c.1.
 - 3) The annual salary increment will be granted if the minimum of nine (9) quarter hours of coursework is completed during each of the three (3) years, four (4) summers which meet the requirements cited in c.1.
 - 4) Failure to complete the required course work, cited in c.1, either annually or during the three (3) years, four (4) summers time limit, will result in implementation of the provisions of Note b.2.
 - 5) A teacher who does not meet the guidelines in this Note will receive salary based on the provisions of Note a.3 and d.
- d. Nine (9) quarter hours of course work, which meet requirements for a certificate, must be completed before the teacher is eligible for this salary-step increase. The teacher will remain at the 79% level until requirements have been met for the Basic or Standard Teaching Certificate and will advance to the salary step commensurate with the certificate held and the years of teaching experience.
- If the Conditional Certificate is not renewed by November 1, the salary of the employee will be reduced to 77% until the certificate is renewed. The salary will be increased to 79% on the first day of the month, after the certificate is presented to the employing organization. [See note c for exception.]
- e. This category applies to a teacher who holds a bachelor's degree and has completed the prescribed fifth-year teacher education program or 60 quarter hours, as stipulated in "***Certification Requirements K-12 for North American Division Seventh-day Adventist Schools,***" Section 2.3.1, page 14 (Revised September 2007).
- f. Nine (9) quarter hours of professional education or courses in the area(s) of endorsement beyond the requirements of the Basic Teaching Certificate and three (3) years of full-time teaching or equivalent must be completed to be eligible for this salary-step placement.

FINANCIAL POLICIES

Elementary and Secondary Certificated Administrative & Salaried Classified Administrative Personnel

Position/Degree	Certificate	YEAR OF EXPERIENCE AND PERCENTAGE FACTOR					
		1 ST	2 ND	3 RD	4 TH	5 TH	6 TH
I. Principal	None or Conditional	77%	79%	79%	79%	79%	79%
	Standard	—	—	—	91%	93%	95%
	Professional	—	—	—	97%	99%	102%
	Administrator	—	—	—	98%	100%	102%
II. Cert. Admin.							
No Degree	Designated Subject	68%	69%	70%	71%	72%	73%
Bachelor's	None or Conditional	77%	79% (d)	79%	79%	79%	79%
	Designated Subject	77%	80%	83%	86%	89%	93%
5th yr. / 60 qtr. hrs.	Basic	83%	85%	87%	—	—	—
	Standard	—	—	—	89% (f)	92%	95% (g)
	None or Conditional	78%	80%	80%	80%	80%	80%
	Designated Subject	78%	81%	84%	87%	90%	93%
Master's	Basic	83%	85%	87%	—	—	—
	Standard	—	—	—	89%	92%	95%
	Professional	—	—	—	95%	97%	102%
	None or Conditional	77%	79% (d)	79%	79%	79%	79%
Ed.S, PhD, EdD	Designated Subject	83%	86%	89%	92%	95%	99%
	Basic	84%	86%	89%	—	—	—
	Standard	—	—	—	91%	93%	95%
	Professional	—	—	—	97%	99%	102%
	Administrator	—	—	—	98%	100%	102%
	None or Conditional	77%	79%	79%	79%	79%	79%
	Designated Subject	—	—	—	92%	95%	99%
III. Sal. Class. Admin. / Managers	Basic	85%	87%	89%	—	—	—
	Standard	—	—	—	91%	93%	95%
	Professional	—	—	—	97%	99%	102%
	Administrator	—	—	—	98%	100%	102%
III. Sal. Class. Admin. / Managers	Professional	68-80%	70-84%	72-88%	74-92%	77-96%	80-99%
	Certificate/Preparation	—	—	—	96%	98%	102%

*Equivalent certification for the job where employed.

FINANCIAL POLICIES

ECONOMIC RESEARCH INSTITUTE LEVELS

ZONE 1

Calexico	Desert	Hemet
La Sierra	Loma Linda	Mesa Grande
Mentone	Needles	Redlands
San Antonio	Valley	Victor Valley

ZONE 2

El Cajon	Escondido	Laguna Niguel
Murrieta	Oceanside	Orangetown
	San Diego	

FINANCIAL POLICIES

SALARY SCHEDULES

ZONE 0

July 1, 2023 – June 30, 2024

% of Remuneration	Hourly
50	15.99
51	16.30
52	16.62
53	16.93
54	17.26
55	17.58
56	17.89
57	18.22
58	18.54
59	18.86
60	19.17
61	19.50
62	19.82
63	20.13
64	20.46
65	20.78
66	21.09
67	21.41
68	21.74
69	22.05
70	22.37
71	22.68
72	23.01
73	23.33
74	23.64
75	23.97

% of Remuneration	Hourly
76	24.29
77	24.61
78	24.92
79	25.25
80	25.57
81	25.88
82	26.21
83	26.53
84	26.84
85	27.16
86	27.49
87	27.8
88	28.12
89	28.45
90	28.76
91	29.08
92	29.39
93	29.72
94	30.04
95	30.36
96	30.68
97	31.00
98	31.32
99	31.63
100	31.96
102	32.59

ZONE 1

July 1, 2023 – June 30, 2024, Salary Scale

118.5 (Calexico, Desert, LSA, LLA, Mentone, MGA, Needles,
RAA, San Antonio, Valley, Victor Valley)

%Rem	12 Month				Hourly	10 Month			
	Base Salary	ERI Supplement	Biweekly Total	Annual Total		Base Salary	ERI Supplement	Biweekly Total	Annual Total
67	1627.00	301.00	1928.00	50128.00	25.37	1546.00	286.00	1832.00	47632.00
68	1652.00	306.00	1958.00	50908.00	25.76	1569.00	291.00	1860.00	48360.00
69	1676.00	310.00	1986.00	51636.00	26.13	1592.00	295.00	1887.00	49062.00
70	1700.00	315.00	2015.00	52390.00	26.51	1615.00	299.00	1914.00	49764.00
71	1724.00	319.00	2043.00	53118.00	26.88	1638.00	303.00	1941.00	50466.00
72	1749.00	324.00	2073.00	53898.00	27.28	1661.00	308.00	1969.00	51194.00
73	1773.00	328.00	2101.00	54626.00	27.64	1684.00	312.00	1996.00	51896.00
74	1797.00	333.00	2130.00	55380.00	28.03	1707.00	316.00	2023.00	52598.00
75	1822.00	337.00	2159.00	56134.00	28.41	1731.00	321.00	2052.00	53352.00
76	1846.00	342.00	2188.00	56888.00	28.79	1754.00	325.00	2079.00	54054.00
77	1870.00	346.00	2216.00	57616.00	29.16	1777.00	329.00	2106.00	54756.00
78	1894.00	351.00	2245.00	58370.00	29.54	1800.00	333.00	2133.00	55458.00
79	1919.00	355.00	2274.00	59124.00	29.92	1823.00	338.00	2161.00	56186.00
80	1943.00	360.00	2303.00	59878.00	30.30	1846.00	342.00	2188.00	56888.00
81	1967.00	364.00	2331.00	60606.00	30.67	1869.00	346.00	2215.00	57590.00
82	1992.00	369.00	2361.00	61386.00	31.07	1892.00	350.00	2242.00	58292.00
83	2016.00	373.00	2389.00	62114.00	31.43	1915.00	355.00	2270.00	59020.00
84	2040.00	378.00	2418.00	62868.00	31.82	1938.00	359.00	2297.00	59722.00
85	2064.00	382.00	2446.00	63596.00	32.18	1961.00	363.00	2324.00	60424.00
86	2089.00	387.00	2476.00	64376.00	32.58	1984.00	368.00	2352.00	61152.00
87	2113.00	391.00	2504.00	65104.00	32.95	2007.00	372.00	2379.00	61854.00
88	2137.00	396.00	2533.00	65858.00	33.33	2030.00	376.00	2406.00	62556.00
89	2162.00	400.00	2562.00	66612.00	33.71	2054.00	380.00	2434.00	63284.00
90	2186.00	405.00	2591.00	67366.00	34.09	2077.00	385.00	2462.00	64012.00
91	2210.00	409.00	2619.00	68094.00	34.46	2100.00	389.00	2489.00	64714.00
92	2234.00	414.00	2648.00	68848.00	34.84	2123.00	393.00	2516.00	65416.00
93	2259.00	418.00	2677.00	69602.00	35.22	2146.00	397.00	2543.00	66118.00
94	2283.00	423.00	2706.00	70356.00	35.61	2169.00	402.00	2571.00	66846.00
95	2307.00	427.00	2734.00	71084.00	35.97	2192.00	406.00	2598.00	67548.00
96	2332.00	432.00	2764.00	71864.00	36.37	2215.00	410.00	2625.00	68250.00
97	2356.00	436.00	2792.00	72592.00	36.74	2238.00	414.00	2652.00	68952.00
98	2380.00	441.00	2821.00	73346.00	37.12	2261.00	419.00	2680.00	69680.00
99	2404.00	445.00	2849.00	74074.00	37.49	2284.00	423.00	2707.00	70382.00
100	2429.00	450.00	2879.00	74854.00	37.88	2307.00	427.00	2734.00	71084.00
102	2477.00	459.00	2936.00	76336.00	38.63	2353.00	436.00	2789.00	72514.00

ZONE 2

July 1, 2023 – June 30, 2024, Salary Scale

134.3 (El Cajon, Escondido, Laguna Niguel
Murrieta, Oceanside, Orangewood, San Diego)

%Rem	12 Month				Hourly	10 Month			
	Base Salary	ERI Supplement	Biweekly Total	Annual Total		Base Salary	ERI Supplement	Biweekly Total	Annual Total
67	1627.00	559.00	2186.00	56836.00	28.76	1546.00	531.00	2077.00	54002.00
68	1652.00	567.00	2219.00	57694.00	29.20	1569.00	539.00	2108.00	54808.00
69	1676.00	575.00	2251.00	58526.00	29.62	1592.00	546.00	2138.00	55588.00
70	1700.00	584.00	2284.00	59384.00	30.05	1615.00	554.00	2169.00	56394.00
71	1724.00	592.00	2316.00	60216.00	30.47	1638.00	562.00	2200.00	57200.00
72	1749.00	600.00	2349.00	61074.00	30.91	1661.00	570.00	2231.00	58006.00
73	1773.00	608.00	2381.00	61906.00	31.33	1684.00	578.00	2262.00	58812.00
74	1797.00	617.00	2414.00	62764.00	31.76	1707.00	586.00	2293.00	59618.00
75	1822.00	625.00	2447.00	63622.00	32.20	1731.00	594.00	2325.00	60450.00
76	1846.00	633.00	2479.00	64454.00	32.62	1754.00	602.00	2356.00	61256.00
77	1870.00	642.00	2512.00	65312.00	33.05	1777.00	610.00	2387.00	62062.00
78	1894.00	650.00	2544.00	66144.00	33.47	1800.00	618.00	2418.00	62868.00
79	1919.00	658.00	2577.00	67002.00	33.91	1823.00	626.00	2449.00	63674.00
80	1943.00	667.00	2610.00	67860.00	34.34	1846.00	633.00	2479.00	64454.00
81	1967.00	675.00	2642.00	68692.00	34.76	1869.00	641.00	2510.00	65260.00
82	1992.00	683.00	2675.00	69550.00	35.20	1892.00	649.00	2541.00	66066.00
83	2016.00	692.00	2708.00	70408.00	35.63	1915.00	657.00	2572.00	66872.00
84	2040.00	700.00	2740.00	71240.00	36.05	1938.00	665.00	2603.00	67678.00
85	2064.00	708.00	2772.00	72072.00	36.47	1961.00	673.00	2634.00	68484.00
86	2089.00	717.00	2806.00	72956.00	36.92	1984.00	681.00	2665.00	69290.00
87	2113.00	725.00	2838.00	73788.00	37.34	2007.00	689.00	2696.00	70096.00
88	2137.00	733.00	2870.00	74620.00	37.76	2030.00	697.00	2727.00	70902.00
89	2162.00	742.00	2904.00	75504.00	38.21	2054.00	705.00	2759.00	71734.00
90	2186.00	750.00	2936.00	76336.00	38.63	2077.00	713.00	2790.00	72540.00
91	2210.00	758.00	2968.00	77168.00	39.05	2100.00	721.00	2821.00	73346.00
92	2234.00	767.00	3001.00	78026.00	39.49	2123.00	728.00	2851.00	74126.00
93	2259.00	775.00	3034.00	78884.00	39.92	2146.00	736.00	2882.00	74932.00
94	2283.00	783.00	3066.00	79716.00	40.34	2169.00	744.00	2913.00	75738.00
95	2307.00	792.00	3099.00	80574.00	40.78	2192.00	752.00	2944.00	76544.00
96	2332.00	800.00	3132.00	81432.00	41.21	2215.00	760.00	2975.00	77350.00
97	2356.00	808.00	3164.00	82264.00	41.63	2238.00	768.00	3006.00	78156.00
98	2380.00	817.00	3197.00	83122.00	42.07	2261.00	776.00	3037.00	78962.00
99	2404.00	825.00	3229.00	83954.00	42.49	2284.00	784.00	3068.00	79768.00
100	2429.00	833.00	3262.00	84812.00	42.92	2307.00	792.00	3099.00	80574.00
102	2477.00	850.00	3327.00	86502.00	43.78	2353.00	808.00	3161.00	82186.00