

## HUMAN RESOURCES

### *Contact Information*

**Fax:** (951) 509-2395

|                               |   |
|-------------------------------|---|
| <b>Director:</b>              | Gina Heslep   |
| <b>Email Address:</b>         | <a href="mailto:gina.heslep@seccsda.org">gina.heslep@seccsda.org</a>  |
| <b>Phone:</b>                 | (951) 509-2356  |
| <b>Main Responsibilities:</b> | <i>Supports Conference Administration in directing Human Resource activities; Resources for Field/Exempt personnel</i>                    |
| <b>Benefits Specialist:</b>   | Ruth Zalsman  |
| <b>Email Address:</b>         | <a href="mailto:ruth.zalsman@seccsda.org">ruth.zalsman@seccsda.org</a>  |
| <b>Phone:</b>                 | (951) 509-2355  |
| <b>Main Responsibilities:</b> | <i>Coordinates Medical, Dental and Vision benefits including Enrollment, Management and Negotiations for employees</i>                    |
| <b>HR Generalist 1:</b>       | Brooke Hess   |
| <b>Email Address:</b>         | <a href="mailto:brooke.hess@seccsda.org">brooke.hess@seccsda.org</a>  |
| <b>Phone:</b>                 | (951) 509-2353  |
| <b>Main Responsibilities:</b> | <i>New Hire/Changes/Terminations for Locally Funded Employees; Labor Law Posters; Employment Training; Compensation/Payroll Questions</i> |
| <b>HR Generalist 2:</b>       | Anais Guth  |
| <b>Email Address:</b>         | <a href="mailto:anais.guth@seccsda.org">anais.guth@seccsda.org</a>  |
| <b>Phone:</b>                 | (951) 509-2352  |
| <b>Main Responsibilities:</b> | <i>Retirement/Pre-Retirement; Education Classified Personnel; Conflicts of Interest</i>   |
| <b>HR Assistant:</b>          | Abby Chuquimia  |
| <b>Email Address:</b>         | <a href="mailto:abby.chuquimia@seccsda.org">abby.chuquimia@seccsda.org</a>  |
| <b>Phone:</b>                 | (951) 509-2351  |
| <b>Main Responsibilities:</b> | <i>Front Desk Receptionist; HCAP Claims Processor; Document Management</i>  |

# **RECRUITING**



SEVENTH-DAY  
ADVENTIST<sup>®</sup>  
CHURCH

*Southeastern California Conference*

TO: Pastors, Church Treasurers  
FROM: SECC Human Resources Department  
RE: RECRUITMENT/SCREENING/SELECTION PROCESS

**Human Resources**

11330 Pierce Street  
Riverside, California 92505-3303  
Mail: P.O. Box 79990  
Riverside, California 92513-1990  
Office: (951) 509-2352  
Fax: (951) 509-2395  
[www.secchr.adventistfaith.org](http://www.secchr.adventistfaith.org)

This recruitment packet has been provided for your current or future job openings. We are implementing this process for your church site to help you in recruiting for this position and to create an appropriate documentation record.

The Federal Government requires us to follow specific rules with regard to recruitment and hiring. This packet is to help guide your church through the recruitment, selection, and hiring process. All packets are to be returned to the Conference HR Department for permanent record keeping in the case we are legally challenged on this process.

This packet includes:

1. A copy of the Conference job listing that includes the ad for your current job opening (if applicable).
2. Blank Application for Employment to be used by all applicants.
3. Resume/Application "Red Flags" for resume/application review guidelines.
4. Employment Inquiry guidelines for appropriate interview questions.
5. Employment Reference Forms for reference checking.
6. Applicant Screening Form to be completed and attached to each application.

In addition we are requesting a job description for each position at your site (excluding Pastors). This office will review each job description for the physical, specific skills, and educational requirements specific to the position. The Human Resources Department will work with you and your staff to create or update existing job descriptions.

The packet you will create using the completed applications with the attached Applicant Screening Forms, completed employment reference forms, and job description must be returned to the Human Resources Department after you have selected your new hire and will be kept as legal record of the recruitment process.

Thank you for your cooperation in this important matter. Please feel free to contact the Human Resources Department at (951) 509-2351 for questions and information about job postings and recruitment.

Remember, the Human Resources Department is here to serve in all recruitment and employment needs.

Revised 6/28/2017

## **EMPLOYMENT POLICIES**

### **SELECTION POLICY**

Southeastern California Conference is a religiously qualified, equal employment opportunity employer with the right to preference to Seventh-day Adventists in hiring. All applicants must be in full harmony with the doctrines of the Seventh-day Adventist Church and maintain the high moral and Christian standards that the church represents.

Whenever possible, positions will be advertised through the Conference HR website and/or local churches and schools. All prospective employees desiring employment with the Conference must complete an SECC employment application and take any required tests, as appropriate. Copies of applications will be given to the Department Director. Top candidates will be interviewed. The name of the top candidate will be submitted to the appropriate committee for final approval. Notification of employment will be sent to the applicant by the Human Resources Director.

All new employees, as well as former employees being rehired, must report to the Human Resources Department to complete the hiring process. An applicant may not begin working until all forms are completed.

As explained earlier, all employment at Southeastern California Conference is at-will.

### **NEW HIRES**

All offers of employment are contingent on verification of the individual's right to work in the United States. On the first day of work, the employee will be asked to provide original documents verifying right to work and to sign a verification form required by federal law (I-9 Form).

### **INTRODUCTORY PERIOD**

The first three months of employment is an introductory period. During this period, the new employee will have an opportunity to learn the position and see whether the position fits the employee's skills and abilities. The Conference will use this period to see if the employee is able to meet the Conference's expectations. The introductory period may be extended for business reasons or due to authorized time off taken by the employee.

### **EMPLOYMENT STATUS**

There are several types of employees at Southeastern California Conference. The following is a brief explanation of each:

*Introductory employees* - employees who have not yet completed the first three months of employment.



*Full-time employees* - employees who have completed their introductory period and work a minimum of 38 hours per week. These employees are eligible for full-time benefits beginning on their date of hire.

*Part-time, benefit eligible employees* - employees who have completed the introductory period and work from 30 to 37 hours per week on a regular basis. These employees are eligible for Medical benefits and other benefits on a prorated basis.

*Part-time, benefit eligible employees* - employees who have completed the introductory period and work from 20 to 29 hours per week on a regular basis. These employees are eligible for some benefits on a prorated basis.

*Part-time, non-benefit eligible employees* - employees who have completed their introductory period and work less than 20 hours per week. These employees are not eligible for benefits.

*Temporary employees* - individuals who are hired for a specific period or specific project, usually not exceeding 90 days. These employees are not eligible for benefits.

*Employees on Administrative Leave* - employee who is moved to an unassigned status by an administrator. This leave can be with or without pay.

Southeastern California Conference office non-exempt employees may be granted credentials and licenses according to the following guidelines:

*Missionary Credentials* - issued to employees with significant experience in denominational service, usually not less than five years, who demonstrate proficiency in the responsibilities assigned to them and whose remuneration is approximately the maximum for their category in the remuneration scale. These will include regularly employed field, medical, educational and office employees and career literature evangelists.

*Missionary Licenses* - issued to employees with limited experience (less than five years) including regularly employed field, medical, educational, institutional and office employees.

# NOTE

**After you have selected your new employee, please *immediately* return the following to Human Resources:**

1. The completed Employment Applications for all of the applicants.
2. The completed Applicant Screening Form for each candidate, including candidates that were not selected.

SOUTHEASTERN CALIFORNIA CONFERENCE  
HUMAN RESOURCES  
Attn: Abby Chuquimia  
P.O. BOX 79990  
RIVERSIDE, CA 92513-1990

The other forms in the packet are in order to assist you in your interview process. You may keep the documents and continue following this same process each time you hire an individual at your location.

If you have any questions regarding this procedure or any other recruitment questions, please contact Abby Chuquimia at (951) 509-2351 during morning hours or at [Abby.Chuquimia@seccsda.org](mailto:Abby.Chuquimia@seccsda.org).

Thank you for your assistance in this very important process.

**APPLICATIONS FOR EMPLOYMENT MAY BE DOWNLOADED FROM THE WEBSITE:**

For Education positions:  
[secceducation.adventistfaith.org](http://secceducation.adventistfaith.org)

For all other positions:  
[secchr.adventistfaith.org](http://secchr.adventistfaith.org)

# SAMPLE JOB OPPORTUNITIES

## Southeastern California Conference of Seventh-day Adventists

Southeastern California Conference is a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring. It is our policy to recruit and promote for all jobs on the basis of merit, qualifications, competence, attitude and spiritual commitment. No aspect of employment shall be influenced by race, color, national origin, sex, age or handicap. Applications may be downloaded from <http://secchr.adventistfaith.org>

## CHURCHES

### COLTON SDA CHURCH

- **Young Adult/Youth Leader. Part-time. 10 hrs/wk.** The Colton SDA Church is looking for an experienced Young Adult/Youth Leader with the following qualifications: reliable, experienced with leading out a YA/Youth group, long term commitment, theological education, loves young people, can provide mentorship, bilingual (English/Spanish). For more information, please contact Pastor John Choi at (909) 677-9892.

## PINE SPRINGS RANCH (Year Round)

- **PSR Cook. Part-time.** Seeking a qualified candidate to serve as a cook in our food service department working every other weekend and occasionally during the week. Candidate must work well with others; have strong customer service skills; must be able to excel in a fast-paced environment; and be comfortable working with deadlines under pressure. Prior experience in food service production, service sanitation and supervisory experience is desired, but not mandatory. Position is for an average of 24 hours a week on an hourly basis. For further information or to submit an application, please call Carmen Ibañez, Camp Director at (951) 659-4131 or e-mail [director@pinespringsranch.org](mailto:director@pinespringsranch.org)

## SCHOOLS (2018-2019)

### SUNRISE CHRISTIAN PRESCHOOL – A Division of Orangewood Academy

- **ECE Teacher. Part-time. (20-30 hrs. per week).** Sunrise Christian Preschool in Orange County is seeking to hire an Early Childhood Education teacher with the minimum of 12 ECE units. For information, please call Audry Railey, Director at (714) 534-4694, Ext. 661
- **ECE Teacher's Assistant Aide. Part-time.** Seeking a candidate with a minimum of 12 ECU units with at least one year of classroom experience. For information, call Audry Railey, Director at (714) 534-4694, Ext. 661

## SUBSTITUTE TEACHERS

Substitutes open hire months will be January, June and October only. Paperwork may be submitted at other times, but will only be finalized during January, June and October. Substitute teachers are needed in San Diego, Orange, Desert and Imperial counties. For more information, contact Kathi Christenson, Education Secretary at (951) 509-2311 or [kathi.christenson@seccsda.org](mailto:kathi.christenson@seccsda.org)

**NOTIFY ABBY CHUQUIMIA WHEN POSITIONS ARE FILLED**  
**(951) 509-2351 or [abby.chuquimia@seccsda.org](mailto:abby.chuquimia@seccsda.org)**

## RESUME/APPLICATION “RED FLAGS”

*(Warning Signs that may require further investigation)*

- Time gaps in employment
- Vague answers, such as listing the state the employer was located and not the full address
- Vague reasons for leaving previous jobs
- Lack of employment history
- Inconsistencies in salary, history
- When all employers listed are out of business



## EMPLOYMENT INQUIRIES: WHAT CAN EMPLOYERS ASK APPLICANTS AND EMPLOYEES?

The California Fair Employment and Housing Act prohibits discrimination against job applicants and employees on the basis of age, race, color, religion, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender (including gender identity and gender expression), sexual orientation, marital status, national origin, ancestry, mental and physical disability (including HIV and AIDS), medical conditions (such as cancer and genetic characteristics), genetic information, and military and veteran status. The law forbids both directly discriminatory practices, and neutral practices that have a disproportionately negative effect on members of protected groups, unless those neutral practices can be shown to have a business purpose.

The Department of Fair Employment and Housing (DFEH) developed this fact sheet to provide employers with guidance about questions that can be asked of applicants and employees. DFEH encourages employers, applicants, and employees to contact us for further information on the issues discussed in this fact sheet. If you are an applicant or employee who believes your rights have been violated, you may also file a pre-complaint inquiry. Please visit [www.dfeh.ca.gov](http://www.dfeh.ca.gov) for further information.

In general, in order to comply with California law, employers should limit requests for information during the pre-employment process to those details essential to determining a person's qualifications to do the job (with or without reasonable accommodations). California law specifically prohibits employers from requesting, either verbally or through an application form, information disclosing an applicant's membership in the groups listed above, unless such inquiry is made pursuant to a permissible defense. And unless the employer can prove that the characteristic or basis in question is a bona fide occupational qualification, it is also unlawful to express, directly, or indirectly, any intent to limit employment or to discriminate against applicants or employees on the bases listed above. The law does allow collection of applicant flow data and other record keeping data for statistical purposes, or to help ensure broad outreach when advertising employment. But misuse of this data constitutes a violation of California law. We suggest using a tear sheet or another form separate from the application to collect such data.

### NAME

It is acceptable to ask an applicant's name or previous name for purposes of checking their past work record. But an employer should not ask questions about an individual's name that would indicate ancestry, marital status, national origin, race, or religion (i.e., asking for an applicant's "maiden" name, or asking questions about the origin of a name, rather than simply asking if other names have been used).

## AGE

It is acceptable to ask individuals to affirm that they meet legal age requirements during the application process, and to require proof of age after hire. But unless age is a bona fide occupational qualification, it is not acceptable to ask questions that would otherwise reveal age, such as school attendance dates. Nor may employers either directly or indirectly indicate age preferences, such as by requesting “college age” or “digital native” applicants.

## RACE / COLOR

It is never acceptable to ask questions about an applicant’s or employee’s race or color, and race or color are never a bona fide occupational qualification.

## SEX

It is not acceptable to ask questions about an applicant or employee’s sex, unless sex is a bona fide occupational qualification. Nor may employers use proxies for sex, such as stating height or weight preferences, unless they are a bona fide occupational qualification.

## PREGNANCY / BREASTFEEDING / FERTILITY

An employer may not ask questions about pregnancy, breastfeeding, or fertility/childbirth, unless non-pregnant, non-fertile, or non-breastfeeding status is a bona fide occupational qualification. The bona fide occupational qualification defense in this context is very narrow, and cannot be based on fears of danger to the employee or her fetus, fears of potential tort liability, assumptions and stereotypes about the employment characteristics of pregnant women such as their turnover rate, or customer preference.

## GENDER / GENDER IDENTITY / GENDER EXPRESSION

It is never acceptable to ask questions about an applicant’s gender identity, expression, or medical or surgical status or procedures, and an employer may ask about biological sex or gender only if it is a bona fide occupational qualification.

## MARITAL OR FAMILY STATUS

An employer may make a statement of company policy regarding work assignment of employees who are related. An employer may also ask an applicant whether they have a spouse or adult child who is presently employed by the employer. This information, however, may only be used if, for reasons of supervision, safety, or morale the employer wishes to refuse to place a close relative under the direct supervision of another relative, or if the work involves potential conflicts of interests or other hazards increased by the familial relationship. Otherwise, an employer may not ask questions regarding marital status. Nor may an employer ask questions or make statements regarding age/number of children or dependents.

## DISABILITY / MEDICAL CONDITIONS

It is acceptable for employers to inquire if an applicant can perform essential job-related functions with or

without accommodation; and to make inquiry as to, or request information regarding the physical fitness, medical condition, physical condition, or medical history of applicants if that inquiry or request for information is directly related and pertinent to the position the applicant is applying for or directly related to a determination of whether the applicant would endanger his or her health or safety or the health or safety of others.

Employers may also state that employment may be made contingent upon passing a job-related mental or physical exam, including a vision test, if required of all applicants within the same classification; or require a job-related physical agility or fitness test if required of all applicants within the same classification. Any such tests given must be non-discriminatorily applied – that is, required of all applicants within the same classification – and job-related. Drug testing is generally permitted if required of applicants after a conditional offer is made.

But an employer may not make generalized inquiries as to an applicant's health, present medical condition, or any mental/physical disability; conduct medical or psychological exams at the pre-offer stage, regardless of whether they are job related; make any inquiry into medical history, including any history of substance addiction; inquire into prior on-the-job injuries, workers' compensation claims, or absences due to illness; or require genetic makeup tests or inquire as to their results.

#### NATIONAL ORIGIN / ANCESTRY

An employer may request information from all applicants or employees regarding language ability in languages other than English, if relevant to the job in question. But employers may not ask questions about nationality, ancestry, descent or parentage, or ask questions regarding how foreign language ability was acquired.

#### PHYSICAL APPEARANCE

It is acceptable for an employer to make a statement that a photograph may be required after employment. But employers may not require or request that applicants submit photographs with their applications, or require a photograph after an interview but before hiring, unless there is a defensible business reason to do so.

#### CITIZENSHIP

It is acceptable to make statements regarding the requirement that applicants have the legal right to work in the United States, although employers may not do so on a discriminatory basis. But employers may not ask questions about the birthplace of an applicant or the applicant's family. Employers also may not inquire into citizenship status before making an offer of employment, unless U.S. citizenship is a legal job requirement. Nor may an employer require an applicant to present a drivers' license, unless possession of a license is job related. Finally, an employer may not require an applicant to produce employment authorization documents prior to hire.

#### RELIGION

An employer may make a statement as to regular days, shifts and hours to be worked, or inquire into availability to work on weekends or evenings where reasonably related to normal business requirements. And an employer may ask all employees or applicants whether, apart from absences for religious observances,

the individual will be available to meet their work schedule, with reasonable accommodation if necessary. But, except when it is a bona fide occupational qualification, an employer may not ask questions regarding an individual's religion or lack thereof, or about religious practice, affiliation, or religious holidays observed. Nor may an employer ask questions about religious dress, unless it is a bona fide occupational qualification.

#### RESIDENCE / FINANCIAL INFORMATION / BACKGROUND CHECKS

Employers should use caution before requesting information about applicants' or employees' residences, running applicant credit checks pursuant to Labor Code 1024.5, or conducting background searches. While the law does not contain a blanket prohibition on these activities, they are impermissible if used for a discriminatory purpose and may be impermissible if they have a discriminatory impact and are not sufficiently related to a business requirement. And employers may not selectively request such reports.

Employers must comply with written notice requirements when running credit or background checks. Credit and background checks may not be used to obtain otherwise prohibited information about marital status, race, age, certain financial information, etc. Please contact DFEH for more information.



**BENEFIT ELIGIBILITY**  
Based on  
**EMPLOYMENT STATUS**

| Hours/Week | Benefit   |
|------------|---|
| 1-19       | Worker's Compensation Coverage <sup>1</sup> , If they are working 30 days or more in the year, the employee will receive 3 days or 24 hours of short term sick  |
| 20-29      | Worker's Compensation Coverage<br>Prorated Vacation Accrual<br>Prorated Paid Leave Accrual<br>Retirement Benefits<br>FMLA <sup>2</sup><br>Buy-in for Supplemental Life Insurance and Accidental Death & Dismemberment   |
| 30-37      | Healthcare(Medical, mental health, chiropractic Only)<br>Long Term Disability<br>Worker's Compensation Coverage<br>Prorated Vacation Accrual<br>Prorated Paid Leave Accrual<br>Retirement Benefits<br>FMLA <sup>3</sup><br>Buy-in for Supplemental Life Insurance and Accidental Death & Dismemberment  |
| 38-40      | Dependent tuition assistant (K-12 hourly, K-16 certificated/salary)<br>Worker's Compensation Coverage<br>Vacation Accrual<br>Paid Leave Accrual<br>Retirement Benefits<br>FMLA<br>Buy-in for Supplemental Life Insurance and Accidental Death & Dismemberment<br>Long Term Disability<br>Basic Life Insurance<br>Healthcare(Medical, Mental Health, Chiropractic, Dental, Vision) |

<sup>1</sup> Employee Classification determines rate to be charged

<sup>2</sup> Employed at least 12 months & worked 1,250 hours in past 12 months at SECC is eligible for 12 weeks unpaid leave

<sup>3</sup> Employed at least 12 months & worked 1,250 hours in past 12 months at SECC is eligible for 12 weeks unpaid leave



# Southeastern California Conference

## Certificated K-12 Employees Outline of Benefits

The following is a very general outline of employee benefits. Some benefits may vary according to employment status. Contact the Office of Education for more specific

| BENEFITS                       | DEFINITIONS  | ELIGIBILITY                         | AVAILABLE       | PAID BY               |
|--------------------------------|--|-------------------------------------|-----------------|-----------------------|
| LEAVE/TIME OFF                 |  |                                     |                 |                       |
| Vacation                       | 0 - 4 years = 2 weeks<br>5 - 9 years = 3 weeks<br>10 + years = 4 weeks<br>(Refer to Green book)  | Half time or more                   | Immediately     | Employer              |
| Holidays                       | Nine scheduled days.   | Half time or more                   | Immediately     | Employer              |
| Paid Leave                     | 10 days for personal illness and certain other events (see leave policy).  | Half time or more                   | Immediately     | Employer              |
| Family Care & Medical Leave    | Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Required to use accrued paid leave and vacation. Protects for like position and medical benefits. | Half time or more                   | After 12 months | Employer              |
| Bereavement                    | Up to five days bereavement leave with pay for immediate family members.   | Half time or more                   | Immediately     | Employer              |
| Jury Duty                      | Up to 10 days paid if called to serve.   | Half time or more                   | Immediately     | Employer              |
| MEDICAL                        |  |                                     |                 |                       |
| Medical/Mental/Prescription    | Employees have an option to join ARM or Kaiser. Dependents up to age 26  | Full time                           | Immediately     | Employer              |
| Vision Coverage (HCAP)         | Examinations, prescription eye glasses and contacts. Dependents up to age 24   | Full time                           | Immediately     | Employer              |
| Dental Coverage (Delta Dental) | Covers basic, preventive and some orthodontia. Dependents up to age 24   | Full time                           | Immediately     | Employer              |
| Confidential Counseling        | Anonymous counseling service.  | Full time                           | Immediately     | Employer              |
| EDUCATION BENEFITS             |  |                                     |                 |                       |
| Dependent Tuition Assistance   | 35% day students; 70% dorm students tuition & fees. SDA Institutions only. Up to age 24 (see handbook for details)   | Full time                           | Immediately     | Employer              |
| Professional Growth            | 12 units of tuition free classes per year at La Sierra University or Pacific Union College.  | Full time                           | Immediately     | Employer              |
| GOVERNMENT MANDATED            |  |                                     |                 |                       |
| Workers' Compensation          | Medical benefits & income provided during work related illness or injury. Must be reported.  | All employees                       | Immediately     | Employer              |
| Social Security                | Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.  | All employees<br>Ministers excluded | Immediately     | Employer/<br>Employee |

| BENEFITS                    | DEFINITIONS  | ELIGIBILITY                | AVAILABLE                       | PAID BY               |
|-----------------------------|--|----------------------------|---------------------------------|-----------------------|
| RETIREMENT                  |  |                            |                                 |                       |
| Retirement Plan             | 1) Defined Benefit Plan. Vesting 10 years full-time service credit.  | Employed prior to 2000     | age 59 1/2 or normal retirement | Employer              |
| Retirement Plan             | 2) Defined Contribution Plan. Immediate vesting.   | Half time or more          | age 59 1/2                      | Employer/<br>Employee |
| Tax Sheltered Annuity       | Savings set aside for retirement by pre-tax deduction.   | Half time or more          | Immediately                     | Employee              |
| FINANCIAL/INSURANCES        |  |                            |                                 |                       |
| Short Term Disability (STD) | AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction  | Half time or more          | Immediately                     | Employee              |
| Long Term Disability (LTD)  | VOYA- Income provided during extended period of illness or injury. 90 day elimination period.  | Three quarter time or more | After 90 days                   | Employer              |
| Survivors Benefits          | VOYA - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.  | Full time                  | Immediately                     | Employer              |
| Life Insurance              | VOYA - a voluntary supplemental life insurance available through payroll deduction.  | Half time or more          | Immediately                     | Employee              |
| Accident Insurance          | VOYA - a voluntary accidental death and dismemberment insurance through payroll deduction.   | Half time or more          | Immediately                     | Employee              |
| Supplemental Insurance      | AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction | Half time or more          | Immediately                     | Employee              |
| Flex One                    | Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.   | All employees              | Immediately                     | Employee              |
| Credit Union                | Membership to La Loma Federal Employees Credit Union   | All employees              | Immediately                     | Employee              |
| Pre-Paid Legal              | Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.  | All employees              | Immediately                     | Employee              |
| Auto Insurance Subsidy      | Bi-yearly for Principals and CDC Directors with proof of minimum limit requirements per policy   | Full time                  | Immediately                     | Employer              |



# Southeastern California Conference

## Classified Employees Outline of Benefits

The following is a very general outline of non-exempt employee benefits. Some benefits may vary according to employment status. Contact the Department of Education for

| BENEFITS  | DEFINITIONS  | ELIGIBILITY                            | AVAILABLE                  | PAID BY                               |
|---|--|--|----------------------------|---------------------------------------|
| <b>LEAVE/TIME OFF</b><br>Paid Leave Bank            | 10 days for personal illness and certain other events (see leave policy) accrued at a rate of .046 per hour worked.  | Half time or more                      | Immediately                | Employer                              |
| Vacation  | Years of Service      Vacation Time/year      Accrual Rate/hour<br>0-4 years              76 hours              .10961<br>5-9 years              114 hours              .128846<br>10 + years            152 hours              .148077<br>(Part of Paid Leave Bank) | Half time or more                      | Immediately                | Employer                              |
| Holidays<br>Personal Business Day                   | Up to 9 scheduled days. Availability according to school schedule.<br>One personal day off with pay each year. (Part of Paid Leave bank)   | Half time or more<br>Half time or more | Immediately<br>Immediately | Employer<br>Employer                  |
| Family Care &<br>Medical Leave                      | Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Protects like position and medical. Up to 1/2 yearly sick leave accrual may be used. Vacation time required.  | Half time or more                      | (have worked 1,250 hours)  | Employer                              |
| Bereavement   | Up to five days bereavement leave with pay for immediate family members. family.   | Half time or more                      | Immediately                | Employer                              |
| Jury Duty   | Up to a maximum of 10 days paid for actual days served. Proof required.  | Half time or more                      | Immediately                | Employer                              |
| <b>MEDICAL</b><br>Medical/Mental/Prescription       | Employees have an option to join ARM or Kaiser.<br>Employees have the option to buy-in to cover dependents (Spouse/Children to age 26)   | Full time                              | Immediately                | Employer                              |
| Vision Coverage (HCAP)                              | Examinations, prescription eye glasses and contacts.<br>Employees have the option to buy-in to cover dependents (Spouse/Children to age 24)  | Full time                              | Immediately<br>Immediately | Employee<br>Employer<br>Employee      |
| Dental Coverage (Delta Dental)                      | Covers basic, preventive and some orthodontia.<br>Employees have the option to buy-in to cover dependents (Spouse/Children to age 24)  | Full time                              | Immediately<br>Immediately | Employer<br>Employee                  |
| <b>EDUCATION BENEFITS</b><br>Dependent Tuition      | Eligible for 35% tuition discount in SECC K-12 school.   | Full time                              | Immediately                | Employer                              |
| <b>GOVERNMENT MANDATED</b><br>Workers' Compensation | Medical benefits & income provided during work related illness or injury. Must be reported.  | All employees                          | Immediately                | Employer                              |
| Social Security                                     | Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.  | All employees                          | Immediately                | Employer/<br>Employee<br>Updated 2018 |

| BENEFITS                    |  | DEFINITIONS  | ELIGIBILITY                | AVAILABLE                       | PAID BY           |
|-----------------------------|--|--|----------------------------|---------------------------------|-------------------|
| RETIREMENT                  |  |  |                            |                                 |                   |
| Retirement Plan             |  | 1) Defined Benefit Plan. Vesting 10 years full-time service credit.  | Employed prior to 2000     | age 59 1/2 or normal retirement | SECC              |
| Retirement Plan             |  | 2) Defined Contribution Plan.  | Half time or more          | age 59 1/2                      | SECC/<br>Employee |
| Tax Sheltered Annuity       |  | Savings set aside for retirement by pre-tax deduction.   | Half time or more          | Immediately                     | Employee          |
| FINANCIAL/INSURANCES        |  |  |                            |                                 |                   |
| Short Term Disability (STD) |  | AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction  | Half time or more          | Immediately                     | Employee          |
| Long Term Disability        |  | VOYA- Income provided during extended period of illness (LTD) or injury. 90 day elimination period.  | Three quarter time or more | After 90 days                   | SECC              |
| Survivors Benefits          |  | VOYA - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.  | Full time                  | Immediately                     | SECC              |
| Life Insurance              |  | VOYA- a voluntary supplemental life insurance available through payroll deduction.   | Half time or more          | Immediately                     | Employee          |
| Accident Insurance          |  | VOYA - a voluntary accidental death and dismemberment insurance through payroll deduction.   | Half time or more          | Immediately                     | Employee          |
| Supplemental Insurance      |  | AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction | Half time or more          | Immediately                     | Employee          |
| Flex One                    |  | Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.   | All employees              | Immediately                     | Employee          |
| Credit Union                |  | Membership to La Loma Federal Employees Credit Union   | All employees              | Immediately                     | Employee          |
| Pre-Paid Legal              |  | Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.  | All employees              | Immediately                     | Employee          |
| Discount Tickets            |  | Information for discounts to many Southern California attractions  | All employees              | Immediately                     | SECC              |



# Southeastern California Conference

## Exempt Employees Outline of Benefits

The following is a very general outline of Salary non-education employee benefits. Some benefits may vary according to employment status. Refer to the Employee Handbook or

| BENEFITS   | DEFINITIONS  | ELIGIBILITY                   | AVAILABLE                     | PAID BY           |
|--|--|-------------------------------|-------------------------------|-------------------|
| LEAVE/TIME OFF                                     | Years of Service   | Vacation Time/year            | Maximum Accrual               | Half time or more |
| Vacation   | 0 - 4 years<br>5 - 9 year<br>10 + years  | 10 days<br>15 days<br>20 days | 15 days<br>23 days<br>30 days | Immediately       |
| Holidays   | Nine scheduled days paid at regular time.  |                               |                               | Half time or more |
| Personal Business Day                              | One personal day off with pay each year paid at regular time.  |                               |                               | Half time or more |
| Sick Leave   | Income coverage for extended illness up to 90 days. Sick leave runs concurrent with FMLA and elimination for Long Term Sick policy   |                               |                               | Half time or more |
| Family Care & Medical Leave                        | Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Required to use accrued vacation Protects for like position and medical benefits. |                               |                               | Half time or more |
| Military/Reserve                                   | Time off for military service. Protects for like position and medical  |                               |                               | Immediately       |
| Bereavement  | Up to five days bereavement leave with pay for immediate family members.   |                               |                               | Half time or more |
| Jury Duty  | Up to a maximum of 10 days paid for actual days served. Proof required.  |                               |                               | Half time or more |
| MEDICAL<br>Medical/Mental/Prescription             | Employees have an option to join ARM or Kaiser. Dependents up to age 26  |                               |                               | Full time         |
| Vision Coverage (HCAP)                             | Examinations, prescription eye glasses and contacts. Dependents up to age 24   |                               |                               | Full time         |
| Dental Coverage (Delta Dental)                     | Covers basic, preventive and some orthodontia. Dependents up to age 24   |                               |                               | Full time         |
| Confidential Counseling                            | Anonymous counseling service.  |                               |                               | Full time         |
| EDUCATION BENEFITS<br>Dependent Tuition Assistance | 35% day students; 70% dorm students tuition & fees. SDA Institutions only. Up to age 24. This is a taxable benefit.  |                               |                               | Full time         |
| Professional Growth                                | Some funds available through departmental budget. Ministers contact the Ministerial Department.  |                               |                               | Full time         |
| GOVERNMENT MANDATED<br>Workers' Compensation       | Medical benefits & income provided during work related illness or injury. Must be reported.  |                               |                               | All employees     |

| BENEFITS                    |  | DEFINITIONS  | ELIGIBILITY                            | AVAILABLE                       | PAID BY               |
|-----------------------------|--|--|--|---------------------------------|-----------------------|
| GOVERNMENT MANDATED Cont.   |  |  |  |                                 |                       |
| Social Security             |  | Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.  | All employees<br>Ministers excluded    | Immediately                     | Employer/<br>Employee |
| RETIREMENT                  |  |  |  |                                 |                       |
| Retirement Plan             |  | 1) Defined Benefit Plan. Vesting 10 years full-time service credit.  | Employed prior to 2000                 | age 59 1/2 or normal retirement | Employer              |
| Retirement Plan             |  | 2) Defined Contribution Plan. Vesting 3 years full-time employment.  | Half time or more or normal retirement | age 59 1/2 Employee             | Employer/<br>Employee |
| Tax Sheltered Annuity       |  | Savings set aside for retirement by pre-tax deduction.   | Half time or more                      | Immediately                     | Employee              |
| FINANCIAL/INSURANCES        |  |  |  |                                 |                       |
| Short Term Disability (STD) |  | AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction  | Half time or more                      | Immediately                     | Employee              |
| Long Term Disability (LTD)  |  | VOYA - Income provided during extended period of illness or injury. 90 day elimination period.   | Three quarter time or more             | After 90 days                   | Employer              |
| Survivors Benefits          |  | VOYA - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.  | Full time                              | Immediately                     | Employer              |
| Life Insurance              |  | VOYA - a voluntary supplemental life insurance available through payroll deduction.  | Half time or more                      | Immediately                     | Employee              |
| Accident Insurance          |  | VOYA - a voluntary accidental death and dismemberment insurance through payroll deduction.   | Half time or more                      | Immediately                     | Employee              |
| Supplemental Insurance      |  | AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction | Half time or more                      | Immediately                     | Employee              |
| Flex One                    |  | Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.   | All employees                          | Immediately                     | Employee              |
| Credit Union                |  | Membership to La Loma Federal Employees Credit Union   | All employees                          | Immediately                     | Employee              |
| Pre-Paid Legal              |  | Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.  | All employees                          | Immediately                     | Employee              |
| Moving Assistance           |  | Relocation & travel allowance (special terms apply)  | Full time                              | Immediately                     | Employer              |
| Sabbatical                  |  | Up to 3 months Sabbatical time available for Ministers. (Contact the Ministerial Director)   | Full time                              | After 2 Years                   | Employer              |
| Auto Insurance Subsidy      |  | Bi-yearly for Pastors, Office Directors, Associate Directors with proof of minimum limit requirements.   | Half time or more                      | Immediately                     | Employer              |





# Southeastern California Conference

## Hour-Time Employees Outline of Benefits (non-education)

The following is a very general outline of non-exempt employee benefits. Some benefits may vary according to employment status. Refer to the Employee Handbook or contact

| BENEFITS                       | DEFINITIONS  | ELIGIBILITY  | AVAILABLE  | PAID BY               |
|--------------------------------|--|--|--|-----------------------|
| LEAVE/TIME OFF                 |  |  |  |                       |
| Vacation                       | Years of Service<br>During the first 4-year period 2 weeks or 76 hours<br>During the next 5-year period 3 weeks or 114 hours<br>After 9 years 4 weeks or 152 hours           | Vacation Accrued per Year<br>0.03836<br>0.05753<br>0.07671 | Accrual Rate/hr<br>114 hours<br>171 hours<br>228 hours | Maximum Accrual       |
| Holidays                       | Nine scheduled days.   | Half time or more  | As accrued   | Employer              |
| Personal Business Day          | One personal day off with pay each year.   | Half time or more  | As accrued   | Employer              |
| Extended Sick Leave Bank       | Bank accumulates hours for extended illness.   | Half time or more  | As accrued   | Employer              |
| Family Care & Medical Leave    | Up to 12 weeks (unpaid) for the birth/adoption of child, care of sick child, spouse, parent or personal illness. Protects like position and medical. Vacation time required. | Half time or more  | After 1,250 hours worked                               | Employer              |
| Bereavement                    | Up to five days bereavement leave with pay for immediate family members.   | Half time or more  | Immediately  | Employer              |
| Jury Duty                      | Up to a maximum of 10 days paid for actual days served. Proof required.  | Half time or more  | Immediately  | Employer              |
| MEDICAL                        |  |  |  |                       |
| Medical/Mental/Prescription    | Employees have an option to join ARM or Kaiser.<br>Dependents up to age 26   | Full time  | Immediately  | Employer              |
| Vision Coverage (HCAP)         | Examinations, prescription eye glasses and contacts.<br>Dependents up to age 24  | Full time  | Immediately  | Employer              |
| Dental Coverage (Delta Dental) | Covers basic, preventive and some orthodontia.<br>Dependents up to age 24  | Full time  | Immediately  | Employer              |
| EDUCATION BENEFITS             |  |  |  |                       |
| Dependent Tuition              | Eligible for 35% tuition and fees paid to SECC K-12 school.<br>This is a taxable benefit.  | Full time  | Immediately  | Employer              |
| GOVERNMENT MANDATED            |  |  |  |                       |
| Workers' Compensation          | Medical benefits & income provided during work related illness or injury. Must be reported.  | All employees  | Immediately  | Employer              |
| Social Security                | Deductions are paid into the United States Social Security Administration. Licensed ministers upon request.  | All employees  | Immediately  | Employer/<br>Employee |



| BENEFITS  | DEFINITIONS  | ELIGIBILITY                | AVAILABLE                       | PAID BY               |
|---|--|----------------------------|---------------------------------|-----------------------|
| RETIREMENT<br>Retirement Plan                       | 1) Defined Benefit Plan. Vesting 10 years full-time service credit.  | Employed prior to 2000     | age 59 1/2 or normal retirement | Employer              |
| Retirement Plan                                     | 2) Defined Contribution Plan. Immediate vesting.   | Half time or more          | age 59 1/2                      | Employer/<br>Employee |
| Tax Sheltered Annuity                               | Savings set aside for retirement by pre-tax deduction.   | Half time or more          | Immediately                     | Employee              |
| FINANCIAL/INSURANCES<br>Short Term Disability (STD) | AFLAC - Income provided after third day of illness or injury. Purchased through payroll deduction  | Half time or more          | Immediately                     | Employee              |
| Long Term Disability (LTD)                          | VOYA - Income provided during extended period of illness or injury. 90 day elimination period.   | Three quarter time or more | After 90 days                   | Employer              |
| Survivors Benefits                                  | VOYA - \$100,000 or \$50,000 employee, \$50,000 or \$2,000 spouse, \$10,000 or \$2000 children in the event of death.  | Full time                  | Immediately                     | Employer              |
| Life Insurance                                      | VOYA - a voluntary supplemental life insurance available through payroll deduction.  | Half time or more          | Immediately                     | Employee              |
| Accident Insurance                                  | VOYA - a voluntary accidental death and dismemberment insurance through payroll deduction.   | Half time or more          | Immediately                     | Employee              |
| Supplemental Insurance                              | AFLAC - a voluntary supplemental insurance in areas such as cancer coverage, hospital intensive care, short term disability and flexible spending account. Purchased through payroll deduction | Half time or more          | Immediately                     | Employee              |
| Flex One  | Flexible spending account for dependent care and unreimbursed medical on pre-tax basis. Purchased through payroll deduction.   | All employees              | Immediately                     | Employee              |
| Credit Union  | Membership to La Loma Federal Employees Credit Union   | All employees              | Immediately                     | Employee              |
| Pre-Paid Legal                                      | Provides limited legal services on a pre-paid basis. Purchased through payroll deduction.  | All employees              | Immediately                     | Employee              |

# Understanding Your Health Care Assistance Plan

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## WHO IS ELIGIBLE?

You are eligible to participate in the Health Care Assistance Plan (HCAP) if you are currently employed on a full-time (38 hrs/wk or 1.00 FTE) basis. You are also eligible to participate if you are currently a seminary student who is being sponsored by your conference. Your spouse and dependent children may be covered by the Plan if they meet the eligibility requirements. However, no person may be covered at the same time both as an employee and dependent. To determine your eligibility please contact the Human Resources Department to review the complete eligibility rules and participation requirement outlined in the current Plan document.

## WHAT ELSE SHOULD I KNOW?

Please note that this is a summary of the benefits as covered under HCAP effective January 1, 2001. This should answer most of your questions about the Plan. However, this bulletin does not fully describe all of the benefits of the SECC HCAP plan, limitations, and exclusions. For more details or to obtain further information, contact HR Department.

| <b>PLAN BENEFITS</b><br><b>(January 1, 2018 – December 31, 2018)</b> |   |
|--|---|
| <b>Hearing Care</b>  | <ul style="list-style-type: none"><li>• Paid at 80% of charges</li></ul>  |
| <b>Refractive Eye Care</b>   | <ul style="list-style-type: none"><li>• Paid at 80% of charges</li><li>• \$2,400 maximum payable lifetime</li></ul>   |
| <b>Vision Care</b>   | Necessary vision care may be provided for Refractive eye examinations; prescription eye glasses; prescription eye glass frames; contact lenses <ul style="list-style-type: none"><li>• Paid at 80% of charges</li><li>• \$560 Maximum Payable per Plan Year</li></ul> |

# Understanding Your Chiropractic Coverage

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*Chiropractic care is covered through your health insurance plan (ARM or Kaiser)*

|                          |   |
|--------------------------|---|
| <b>Chiropractic Care</b> | <p><b>ARM Members</b></p> <ul style="list-style-type: none"><li>• Does not require PPO utilization</li><li>• 30 visits per year</li><li>• Limited to spinal manipulation</li><li>• One annual office visit and x-ray</li><li>• Must be age 11 or older</li><li>• 20% copay per visit</li></ul> <p><b>Kaiser Members</b></p> <p>Chiropractic coverage is provided by American Specialty Health Insurance Company (AHSN).</p> <ul style="list-style-type: none"><li>• There is no out-of-network chiropractic coverage available.</li><li>• Go here:<br/><a href="http://www.ashcompanish.com/applications/ProviderSearch/Default.aspx">http://www.ashcompanish.com/applications/ProviderSearch/Default.aspx</a><br/>to find a chiropractor in your area.</li><li>• 40 visits per year</li><li>• \$15 copay per visit</li></ul> |
|--------------------------|---|

# **EMPLOYMENT POLICY**

## **SECC WAGE & HOUR SUMMARY**

### **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 1/2) hours into their shift.

Should an employee work ten (10) or more hours in a day, the employee is provided a second duty-free meal period of not less than 30 minutes, and must be taken prior to the beginning of the 10<sup>th</sup> 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.

#### **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 time card and secure the signature of your immediate supervisor prior to the end of the work day. Supervisors will be notified by email each time an employee clocks out for a meal period after the commencement of the 5<sup>th</sup> 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 taking 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.

#### **WORK DAY AND WEEK DEFINED**

The work day 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 Time Request Forms are available in the Human Resources Department or on our website [www.secchr.adventistfaith.org](http://www.secchr.adventistfaith.org).

## **SECC WAGE & HOUR SUMMARY**

### **4-Day Alternative 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 1/2) hours into their shift.

Should an employee work ten (10) or more hours in a day, the employee is provided a second duty-free meal period of not less than 30 minutes, and must be taken prior to the beginning of the 10<sup>th</sup> 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.

#### **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 time card and secure the signature of your immediate supervisor prior to the end of the work day. Supervisors will be notified by email each time an employee clocks out for a meal period after the commencement of the 5<sup>th</sup> 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 taking 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.

#### **WORK DAY AND WEEK DEFINED**

The work day begins at midnight and ends at 11:59 p.m. The Alternative Work Week begins at midnight on Monday and ends at 11:59 p.m. on Thursday.

#### **OVERTIME**

Overtime will be compensated in accordance with the California Wage & Hour overtime standards. 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 10 hours in a day, 40 hours in one workweek, or on days worked outside of their regular, defined work week, will be compensated at time and one-half the employee's regular rate of pay.

Double time will be compensated in accordance with the California Wage & Hour overtime standards. Non-exempt employees under an alternative work week schedule, working in excess of twelve (12) hours per day and hours or in excess of eight hours on days other than those regularly scheduled by the Alternative Work Week Schedule 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 Monday through Thursday, no more than 8 hours on a day outside the alternative work week schedule, or no more than 40 hours in a workweek to make up the time off. Makeup Time Request Forms are available in the Human Resources Department or at [www.sechr.adventistfaith.org](http://www.sechr.adventistfaith.org).

## **DISCIPLINARY & TERMINATION PROCEDURES**

The purpose of the disciplinary policy is to provide a means of addressing unacceptable practices or performances and to assist the employee in correcting the problem and achieving success in the job. If disciplinary measures are to be imposed, it is essential that the supervisor or administrator involved first investigate the facts, maintain confidentiality, use corrective rather than punitive action, and respect the dignity of the employee. In consultation with the Human Resources Director, the following steps are available to the supervisor and/or administrator, whenever unacceptable practices or performances occur:

*1. Verbal Warning-* The immediate supervisor will speak to the employee regarding a problem and explain the corrective action given. A written record of the date, those present and the content of the discussion should be kept by the supervisor.

*2. Written Warning -* If problems continue, a formal written warning stating the extent of the problem, suggested course(s) of action, and the time period for resolution should be prepared by the immediate supervisor using the form provided in the Human Resources Department. Prior to giving the document to the employee it must be reviewed by the Human Resources Director. The written warning should also advise the employee of the consequences if the problem continues. The written warning should allow space for the employee's comments, the date and the employee's signature. The employee should be advised that his/her signature indicates that the information was discussed and a copy given to them and not necessarily that he/she agrees with the contents of the document. If the employee refuses to sign the document, another supervisor or administrator should sign as a witness that the employee refused to sign but was provided a copy of the document. The original document must be sent to the Human Resources Department to be placed in the employee's official personnel file and a copy should be provided to the employee.

*3. Follow-up Review-*At the end of the noted time period during which correction or improvement was expected, the Human Resources Director must be informed if the desired improvement has not been met. Another meeting between the immediate supervisor and the employee should be held, wherein the supervisor discusses the results or improvement since the initial written warning. A written confirmation of the discussion, agreement and future expectations should be provided to the employee, with a copy sent to the Human Resource Department to be placed in the employee's official personnel file.

*4. Additional Discipline -* If the desired improvement has not been reached during the time stated on the written warning or follow up, the Human Resources Director will inform the Conference Officers of the status of the employee's progress or lack thereof. Upon review of the matter, the Conference Officers may choose an appropriate level of discipline, based on the severity of the offense, including but not limited to, administrative leave(s) with or without pay, suspension, probation or termination. A meeting with the employee will be held in which the employee is advised of the Conference Officers recommended and imposed action. A letter will be sent to the employee by the Human Resources Director confirming the discussion of the meeting and stating the disciplinary status, if any. A copy shall be maintained in the employee's official personnel file.

5. *Release* - If disciplinary or corrective measures have failed to remedy the situation and if termination seems to be appropriate, the matter shall be forwarded to the Human Resources Director. Employees terminated will receive the full pay earned at the time of discharge. Gross violation of conduct may result in immediate termination.

The procedures outlined above are for guideline purposes only and may be changed or omitted by the employer without notice. Nothing contained herein is intended to nor should it be construed to limit or alter the at-will employment status of each employee.

## **GRIEVANCE POLICY**

Wherever people work together, misunderstandings may occur because of differences in personality and viewpoint, communication problems, and work pressures. The Conference encourages all misunderstandings to be handled at the department level whenever possible. The Human Resources Department is always available, however, to assist departments and employees in resolving misunderstandings.

The Conference has established a procedure to allow employees an opportunity to voice any concerns they may have as to the identification and solution of differences regarding wages, hours, or working conditions.

The following steps are provided to all employees:

**Step 1:** Employee should first raise any problems verbally with the immediate supervisor. If the problem is not resolved by this process, the employee should consult verbally with the department head.

**Step 2:** If the problem is still not resolved, an employee may file a written complaint with the Human Resources Department. The Human Resources Director will review and investigate the grievance and endeavor to provide the employee with a response within ten (10) working days from receipt of the grievance.

**Step 3:** Grievance Committee- If the previous steps do not resolve the issue, the employee has the right to ask for a hearing before the Administrative Committee. The Committee's evaluation and resolution of the problem will be considered final and binding.

## **SEXUAL HARASSMENT POLICY**

### **Harassment Defined**

Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC) has issued guidelines which relate to sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or

rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

1. Verbal or visual harassment or abuse (e.g. degrading comments, propositions, jokes, tricks, pictures, texts, e-mails, posters, etc.);
2. Subtle pressure or requests for sexual favors or activity;
3. Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another individual's body, etc.)
4. The threat, suggestion, or action making the individual's job, future promotions, wages, or any terms and conditions of employment dependent on whether or not he/she submits to sexual demands or tolerate sexually related harassment.

The Southeastern California Conference recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this goal, certain appropriate methods are utilized to alert employees of this issue. In order to do this, all employees are made aware that sexual harassment violates the law and is prohibited by the Southeastern California Conference. Further, each employee is advised that appropriate sanctions will be utilized if sexual harassment is found to have occurred.

#### Internal Reporting Procedure

Sexual harassment at the Southeastern California Conference will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients or non-employees. The complainant should immediately report the incident(s) to the department director or Human Resources Director immediately. (In lieu of the Human Resources Director, an individual may be designated by Administration.) The complaint may be made verbally or in writing. If a verbal complaint is received, the employee will be asked to reduce it to writing.

Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint and submit it to the Human Resources Director.



### Investigation

Upon the filing of a complaint, the complainant will be provided with a copy of this policy. The Human Resources Director is the person designated to investigate complaints of harassment. The Human Resources Director may, however, delegate the investigation at his/her discretion. In the event the harassment complaint is against the Human Resources Director, a different investigator shall be appointed by the General Counsel. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the Human Resources Director.

Based on the report and any other relevant information, the Human Resources Director shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes unlawful harassment. In making that determination, the Human Resources Director shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case-by-case basis by the Human Resources Director.

All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

If the Human Resources Director determines that the complaint of harassment is founded, the Human Resources Director shall take immediate and appropriate corrective or disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.

Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the Conference's operations.

### Retaliation

Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the Conference, is strictly prohibited by the Conference and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

### Employee Obligation

- A. Employees are not only encouraged to report instances of harassment, they are obligated to report instances of harassment.
- B. Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to:

- (1) Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and
  - (2) Fully and truthfully making a written report or verbally answering questions when required to do so during the course of an Agency investigation of alleged harassment.
- C. Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false or misleading information in an investigation of harassment shall be grounds for disciplinary action, up to and including, termination of employment.

## **HARASSMENT**

Harassment of any kind is unacceptable behavior at SECC. We expect all employees to respect and uplift one another and to abide by God's Law which protects human rights. SECC will not tolerate harassment and doing so can lead to termination. If an employee is affected, the process to follow is the same as the one described above under the Sexual Harassment Policy.

(Bullying Policy Pending)

## **SEXUAL MISCONDUCT/CHILD ABUSE**

It is the policy of the Southeastern California Conference of Seventh-day Adventists to educate employees on signs and symptoms, do appropriate investigation of complaints, and discipline employee as appropriate.

### **Definition**

Sexual misconduct as used in this policy refers to sexual behavior by an adult, volunteer or employee, toward a minor. Sexual misconduct includes any type of touching for a purpose of sexually stimulating the adult or minor. It also includes conversation or comments by an adult that are sexual in nature and said for the purpose of sexual stimulation. Child abuse includes sexual abuse, physical abuse and/or neglect.

### **Prevention**

The Conference will attempt to prevent sexual misconduct and child abuse by:

1. Carefully screening adults before employment begins. This includes a completed application, reference checks and criminal record check where required by law;
  2. All adults having child contact will have periodic training regarding sexual misconduct and child abuse reporting requirements;
  3. Periodic training will be provided to the children teaching them to identify and protect themselves from sexual misconduct.
- Children should also be advised to report any such conduct or innuendo immediately to an appropriate adult.

**Complaint**

When reasonable suspicion of child abuse has occurred, it must be reported in the manner required by law. When adults have reasonable suspicion of child abuse it must be reported to an administrator and child protective services.

When reasonable suspicion exists that an adult has committed sexual misconduct that rises to the level of child abuse as defined by law, a report must be made in the manner provided by law including notification of the appropriate child protection agency(ies ), administration, and Human Resources Director. Administrators and supervisors must cooperate with civil authorities during any investigation. The Human Resources Director will conduct an independent investigation for any acts which fall outside the legal definition of child abuse or when an issue exists independent of any criminal investigation. This investigation should be conducted thoroughly and as confidentially as possible. Employment discipline decisions should be made in the same manner and following the same procedure as set forth elsewhere in this Handbook. If it appears necessary to provide for the safety of children or it is in the best interest of the Conference, the employee may be suspended with pay during the investigation.

# **EMPLOYEE SAFETY**

## Southeastern California Conference **SAFETY & HEALTH IN THE WORKPLACE**

It is our policy to have a safe and healthful workplace. To that extent, we have implemented the Injury and Illness Prevention Program. Members of management are expected to do everything within their control to assure a safe environment and to always be in compliance with federal, state and local safety regulations.

Employees are expected to obey safety rules, follow established safe work practices and exercise caution in all their work activities. All employees are expected to immediately report any unsafe conditions to the supervisor. Employees at all levels of our organization who are responsible for correcting unsafe conditions should do so. Working together, we can succeed in having a safe, healthful and profitable workplace from which we all will benefit.

### **Safety Rules**

1. All injuries must be reported to your supervisor immediately.
2. Report unsafe conditions in the workplace, including defective tools or other equipment, to your supervisor immediately.
3. Established safe job procedures must be followed by all employees. Deviations from established procedures require the approval of your immediate supervisor.
4. If unsure on how to operate a machine or perform any assigned task, ask your supervisor before proceeding.
5. Do not remove guards from machines.
6. Personal protective equipment must be worn or used in any area for which it has been issued.
7. Use only the proper tool for the job. Do not use defective tools or equipment. If the proper tool is not available, request assistance from your supervisor before proceeding.
8. Get assistance in lifting any item which is so bulky, awkward, or heavy that you feel you are unable to lift safely.
9. If a repetitive task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor immediately.
10. Alcohol, tobacco and other drugs are prohibited in the workplace.

*English Version*

## Conferencia del Sureste de California **PROTECCION Y BIENESTAR EN EL TRABAJO**

Es nuestra póliza el tener un lugar de trabajo seguro y saludable. Por esa razón hemos implementado el Programa de Prevención de Accidentes y Enfermedades. Se espera que los miembros de la administración hagan todo lo posible para asegurarse que el ambiente sea seguro y que siempre esté en armonía con las regulaciones de seguridad federales, estatales y locales.

Se espera que los empleados obedezcan las reglas y sigan las prácticas de seguridad ya establecidas y que ejerciten precaución en todas las actividades de trabajo. Es responsabilidad de los empleados reportar inmediatamente al supervisor cualquier condición que sea de peligro para el trabajador. Se espera que los empleados en todos los niveles de nuestra organización y que son responsables por corregir cualquier condición que no es segura, lo haga. Trabajando juntos, podemos todos beneficiarnos teniendo un lugar de trabajo seguro, saludable y próspero.

### **Reglas de Seguridad**

1. Toda lesión debe ser reportada inmediatamente a su supervisor.
2. Reporte inmediatamente a su supervisor cualquier condición de peligro en su área de trabajo, incluyendo herramientas defectuosas u otro equipo defectuoso.
3. Los procedimientos de seguridad que ya están establecidos en el trabajo deben ser respetados por todos los empleados. Cualquier cambio en los procedimientos ya establecidos, requiere la aprobación de su supervisor inmediato.
4. Si no está seguro de cómo operar una máquina o el hacer cualquier tarea asignada, pregunte a su supervisor antes de comenzar el trabajo.
5. No remueva los "guards" o los ganchos de seguridad de las máquinas.
6. El equipo de protección personal **debe** de usarse en el área para la cual ha sido asignada.
7. Use solamente la herramienta designada para hacer ese tipo de trabajo. No use equipo o herramientas defectuosas. Si la herramienta que debe ser usada no esta disponible, pídale ayuda a su supervisor antes de continuar el trabajo.
8. Pida ayuda para levantar cualquier cosa que sea pesada, grande o que parezca inestable, si piensa que está en peligro al hacerlo solo.
9. Si trabaja haciendo un movimiento repetitivo o si una tarea que repite constantemente le causa molestia, or si piensa que es peligrosa, repórtela inmediatamente a su supervisor.
10. El alcohol, el tabaco u otras drogas, están estrictamente prohibidas en el lugar de trabajo.

*Spanish Version*

*Traducido por: Abby Chuquimia*

SOUTHEASTERN CALIFORNIA CONFERENCE  
**WORKPLACE SAFETY INFORMATION FORM**

This form is for use by employees who wish to provide a safety suggestion or to report an unsafe workplace condition or practice. This form should be submitted to the Direct Supervisor and faxed or mailed to the Conference Human Resources Department at (951) 509-2395 or P. O. Box 79990, Riverside, CA 92513.

Name of Work Location: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Description of unsafe condition or practice:

Causes or other contributing factors:

Employee's suggestion for improving safety:

Has this matter been reported to the area supervisor? Yes\_\_\_ No\_\_\_

Employee Name (optional): \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising their rights to participate in communication involving safety. The employer will investigate any report or inquiry and advise the employee (if indicated) and/or the supervisor, and workers in the area of concern of any employer action taken (8CCR 3203).

**SECC OFFICE USE:**

Reviewed by: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Findings/Abatement:

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\_\_\_\_\_ Date of Action Taken: \_\_\_\_\_

Signed \_\_\_\_\_ Print Name/Position \_\_\_\_\_

**Conferencia del Sureste de California**  
**HOJA INFORMATIVA DE PROTECCION AL TRABAJADOR**

Esta forma es para uso del empleado que desée dar sugerencias sobre la seguridad o que quiera reportar una condición o una práctica que no es segura en su lugar de trabajo. Debe ser sometida al supervisor inmediato y ésta a la vez debe ser enviada a la Conferencia del Sureste de California al Departamento de Recursos Humanos al teléfono "fax" (951) 509-2395.

1. Descripción de la práctica o condición peligrosa:

2. Causas u otros factores contribuyentes:

3. Sugerencia del empleado para mejorar la seguridad:

4. ¿Ha sido reportada esta situación al supervisor de área?      Sí \_\_\_\_\_ No \_\_\_\_\_

Nombre del Empleado (opcional): \_\_\_\_\_

Lugar de Trabajo: \_\_\_\_\_ Fecha: \_\_\_\_/\_\_\_\_/\_\_\_\_

Los empleados son advertidos que el hacer uso de esta forma, para reportar condiciones o prácticas no seguras en el trabajo, está protegida por la ley. Es ilegal que el empleador tome represalias en contra del empleado al éste ejercitar su derecho comunicando lo que tiene que ver con la seguridad.

El empleador investigará cualquier reporte o querella como se requiere por el Programa Estandar de Prevención de Accidente y Enfermedad (8CCR 3203) y avisará a éste que proveyó la información o a los trabajadores de esa área, la respuesta del empleador.

Traducido por: Abby Chuquimia



# DIVISION OF WORKERS' COMPENSATION

FACTSHEET

## What is workers' compensation?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—

Repeated exposures at work. Examples: hurting your wrist from doing the same motion over and over, losing your hearing because of constant loud noise.

## What are the benefits?

- **Medical care:** Paid for by your employer, to help you recover from an injury or illness caused by work.
- **Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- **Permanent disability benefits:** Payments if you don't recover completely.
- **Supplemental job displacement benefits** (if your date of injury is in 2004 or later): Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer.
- **Death benefits:** Payments to your spouse, children or other dependents if you die from a job injury or illness.

## What should I do if I have a job injury?

### Report the injury to your employer

Tell your supervisor right away. If your injury or illness developed gradually (like tendinitis or hearing loss), report it as soon as you learn or believe it was caused by your job.



Photos by Robert Gumpoert

*Minimizing the impact of work-related injuries and illnesses*



*Helping resolve disputes over workers' compensation benefits*



*Monitoring the administration of claims*

### **Get emergency treatment if needed**

If it's a medical emergency, go to an emergency room right away. Your employer may tell you where to go for treatment. Tell the health care provider who treats you that your injury or illness is job-related.

### **Fill out a claim form and give it to your employer**

Your employer must give or mail you a claim form (DWC 1) within one working day after learning about your injury or illness. Use it to request workers' compensation benefits.

### **Get good medical care**

Get good medical care to help you recover. You should be treated by a doctor who understands your particular type of injury or illness. Tell the doctor about your symptoms and the events at work that you believe caused them. Also describe your job and your work environment.

### **I'm afraid I might be fired because of my injury. Can my employer fire me?**

It's illegal for your employer to punish or fire you for having a job injury, or for filing a workers' compensation claim when you believe your injury was caused by your job.

If you feel your job is threatened, find someone who can help. Note that there are deadlines for taking action to protect your rights.

The California Division of Workers' Compensation (DWC) is the state agency that oversees the delivery of benefits for injured workers and helps resolve disputes over benefits between injured workers and employers.

DWC information and assistance (I & A) officers can help you navigate the workers' compensation system, and can provide claim forms or other forms you need to receive benefits.

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*The FREE publication, "A Guidebook for Injured Workers," can be downloaded from [www.dwc.ca.gov](http://www.dwc.ca.gov).*



*Call 1-800-736-7401 to hear recorded information on a variety of workers' compensation topics 24 hours a day, or go on line to [www.dwc.ca.gov](http://www.dwc.ca.gov) to find the I & A office near you.*

*Please visit the  
**DIVISION OF WORKERS' COMPENSATION**  
Web site at: [www.dwc.ca.gov](http://www.dwc.ca.gov)  
or call 1-800-736-7401*

# HOW TO REPORT A WORKERS' COMPENSATION CLAIM

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- When injured at work or while performing a work-related function, report the injury to your supervisor.
- Work with your supervisor to complete a DWC 1 Form and Form 5020 which can be found on our website [www.secchr.adventistfaith.org](http://www.secchr.adventistfaith.org) under “forms”.
- Take a copy of these completed forms with you when you go to seek treatment.
- Visit your nearest:
  - Kaiser Occupational Health Center
  - US Healthworks
  - Loma Linda Occupational Medicine Center located at:  
Commercial Road, Suite 101  
San Bernardino, CA 92408
  - Or other treatment facility as directed by your supervisor
- If asked to pay for any treatment or prescriptions for this work-related injury, keep the receipts to present to Human Resources for reimbursement.
- Give all work status notifications to your supervisor and to the Human Resources Department at the Conference Office.

For any questions pertaining to Workers' Compensation, please contact Gina Heslep, Human Resources Director at (951) 509-2356 or at [gina.heslep@seccsda.org](mailto:gina.heslep@seccsda.org) or Ruth Zalsman, Benefits Specialist at (951) 509-2355 or at [ruth.zalsman@seccsda.org](mailto:ruth.zalsman@seccsda.org).

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# **INJURY AND ILLNESS PREVENTION PROGRAM**



**California Workplace Safety**  
Pacific Union Conference

# **Injury and Illness Prevention Program**





## California Workplace Safety Pacific Union Conference

### INTRODUCTION

The purpose of this Injury and Illness Prevention Program is to provide a comprehensive plan for workplace safety in accordance with the requirements of the California Labor Code – Title 8, Section 3203. This written plan outlines and reinforces the organization's commitment to providing a safe workplace for its employees and volunteers.

Southeastern California Conference is committed to maintain a safe environment for its employees, volunteers, students and public guests who enter our facilities or receive services from our organization. To meet this duty the organization has undertaken a pro-active approach to implement a safety program that focuses on risk reduction and loss prevention measures and training.

It is the policy of Southeastern California Conference to conduct its operations in conformance with applicable laws, regulations, and relevant published standards and practices for health, safety and environmental protection.

### RESPONSIBILITY

**The Injury and Illness Prevention (IIP) Program administrator:**

Chin Kim, Associate Treasurer for Risk Management and General Services  
Program Administrator

**has the authority and the responsibility for implementing and maintaining this IIP Program for**

Southeastern California Conference  
Establishment Name

The Injury and Illness Prevention Program administrator is responsible for the following duties:

- Formulate, administer, evaluate, and prepare appropriate adjustments to the organization's safety, health and property protection programs.
- Provide periodic reports to administration on all risk control programs in progress, including strategic plans for reducing losses and documentation of incident frequency and severity.
- Prepare incident reports, investigate incidents, and make sure that timely, corrective action is taken. Administration must be regularly informed of progress on corrections and benchmark achievements.

- Establish a system that allows employees or others to anonymously report unsafe or potentially hazardous workplace conditions. Evaluate all reports submitted and take necessary actions to mitigate the hazard.
- Assist in training employees in safety and health matters. The program administrator will maintain records of new employee safety orientation and all ongoing training programs. Training program elements and schedule will be based both on regulatory compliance and reduction in incidents and their costs.
- Perform hazard surveillance and supervise risk control inspections and surveys made by the safety committee and/or others to discover and correct unsafe work practices before they cause accidents.
- Make certain that work practices comply to federal, state, and local laws, standards or codes.
- Initiate and promote risk control communications in meetings and correspondence, and conduct activities that will stimulate the interest and maintain the accountability of risk control.
- Work with the safety committee to help them understand their role and responsibilities.
- Coordinate loss prevention consulting activity and support provided by outside professional organizations.
- Coordinate prompt claims reporting with the workers' compensation TPA and their preferred medical provider.

A written copy of this IIP Program will be maintained in the main office at each facility. The organization will also post an electronic copy on the employer's Human Resources website.

All managers and supervisors are trained and responsible for implementing this IIP Program in their work areas and answer worker's questions about the safety program. Each manager and supervisor will receive a copy of this IIP Program. The IIP Program is also available on the Employer's website: [www.secchr@adventistfaith.org](http://www.secchr@adventistfaith.org). Employees and volunteers may receive a copy of this IIP Program upon request from their supervisor or the Human Resources Department.

## **SAFETY COMMITTEE**

Chin Kim as the Safety Committee chairperson will help coordinate an effective plan to reduce property and personal injury losses.

The committee meets quarterly. A calendar of meetings will be established. Agendas for meetings are distributed to all members at least one week prior to the meeting. Notice of meetings will be sent to each member of the committee and administration. Additional non-scheduled meetings of the Safety Committee may be required throughout the year. The Employer will establish the size and membership of the Safety Committee.

Principle activities and responsibilities include:

- Keep minutes of committee meetings to record progress in maintaining the organization's safety activities and provide copies to management.
- Establish safety training programs for the organization and the type of safety orientation that will be given to new employees and volunteers.
- Conduct periodic facility safety inspections to identify hazardous conditions and unsafe work practices and recommend corrective action.



- Act as a clearinghouse for all risk control ideas, activities and needs.
- Review incident investigation reports and near misses that have occurred in the past quarter to help determine what corrective actions can be taken to prevent recurrence.
- Assist in the development of risk control performance expectations and work practices.
- Review compliance to safety and risk control recommendations made during facility site inspections.
- Coordinate the establishment of local safety committees and on-going training programs to promote safety knowledge in controlling risk throughout the organization.
- Individually promote safety activities and set good examples in the areas where they work, as well as respond to employees concerns and complaints in the area of safety, health and environmental hazards.
- Assist new employees in becoming competent and familiar with company risk control practices.
- Encourage prompt claims reporting and help to identify return-to-work opportunities with the worker's compensation TPA and their treating physicians or specialists and reporting all other related claims.
- Coordinate risk control education and program alterations based, in part, on needs identified from claim reviews, regular evaluations and investigations that reveal areas needing improvement.

## **COMPLIANCE**

All employees and volunteers are responsible for complying with safe and healthful work practices. Work supervisors have the primary responsibility to implement the organization's safety policies and procedures. Our system of ensuring that all workers comply with these practices include one or more of the following practices:

- Informing all employees on the provisions of this IIP Program
- Supervising the work performed by employees and volunteers
- Evaluating the safety performance of employees and volunteers
- Recognizing employees who perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient
- Employees may be disciplined for failure to comply with safe work practices
- Requiring specific safety training courses for all employees every two years
- Having first aid stations in key locations within our facilities
- Having all forklift drivers receive training and certification
- Having all bus drivers properly licensed and enrolled in a random drug testing program

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with employees and volunteers about occupational safety and health practices so they are understandable by all workers. Our communication system encourages all employees and volunteers to inform their work supervisor or manager about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures;
- Annual review of our IIP Program;
- Training for employees and volunteers;
- Regularly scheduled safety meetings;
- Posted or distributed safety information to employees and volunteers;
- A system for employees and volunteers to anonymously inform management about workplace hazards.

Employees and volunteers should report workplace hazards or unsafe conditions to their supervisor or contact:

Chin Kim, Risk Manager \_\_\_\_\_ Program Administrator  
[chin.kim@seccsda.org](mailto:chin.kim@seccsda.org) or 951-509-2232 \_\_\_\_\_ Email Address or Phone Number

Employees and volunteers are advised that reporting unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising their rights to participate in communication involving safety.

## DISCIPLINARY ACTION

The employer recognizes the importance of maintaining workplace safety at all times. When it becomes necessary, the company reserves the right to discipline employees or volunteers who knowingly violate workplace safety rules or policies. Disciplinary measures will include, but are not limited to:

- Verbal warnings for minor offenses;
- Written warning by the supervisor or manager for severe or repeated violations of safety rules with a copy retained in the employee's personnel file;
- Possible suspension without pay, if verbal and written warnings do not prove to be sufficient.

If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the employer may have no other choice than instituting procedures to terminate the employment of the employee in accordance with company policies. Volunteers who fail to cooperate in following workplace safety rules and policies may be asked to no longer serve the organization in their volunteer capacity. Employees and volunteers must understand the employer will not tolerate workers who continue to jeopardize their own safety and the safety of others.

## HAZARD ASSESSMENT & REPORTING

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer throughout the year.

Periodic inspections are performed according to the following schedule:

- The initial establishment of this IIP Program;
- When occupational injuries and illnesses occur;
- When required or conducted by regulatory agencies or local authorities;

- Whenever workplace conditions warrant an inspection; and
- Periodic professional risk control site inspections by outside consultants.
- Chin Kim will also periodically perform workplace inspections.

Employees or volunteers should report any hazardous condition or un-safe practices observed in the workplace to their supervisor or manager. The supervisor or manager is responsible to report the unsafe or hazardous condition to management and take appropriate measures to correct or mitigate the exposure.

## **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- As soon as reasonably possible when observed or discovered; and
- In keeping with industry standards or the under the direction of emergency responders or governmental regulatory agencies.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), volunteers and/or property.
- All exposed workers will be removed from the area except those necessary to secure or correct the existing hazardous condition.
- Temporary warning signs/barriers shall be used to identify the area where the hazard exists.
- Workers who are required to correct the hazardous condition shall be provided with the necessary personal protective equipment (PPE) to perform the task safely.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Accident investigation is a systematic method of collecting factual information regarding incidents which occur in the workplace. Procedures for investigating workplace incidents, accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the immediate and root cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Managers and supervisors have the primary duty to provide on-job safety training to employees and volunteers. The employer may use online safety training course(s) or other media to provide this training.

Training and instruction is provided:

- When this IIP Program is first established;
- To all new employees, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by CAL/OSHA;
- To all employees and volunteers with respect to hazards specific to their job assignment;
- To supervisors to familiarize them to the safety and health hazards for which workers under their immediate direction and control may be exposed;
- To all employees and volunteers given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard.

## **GENERAL SAFETY PRACTICES**

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program;
- Emergency action and fire prevention plans;
- Provisions for medical services and first aid including emergency procedures;
- Appropriate safety signage/posters and notifications posted at all facilities;
- Prevention of musculoskeletal disorders, including using proper lifting techniques;
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills;
- Prohibiting bullying, horseplay, scuffling, or other acts that tend to adversely influence safety;
- Proper storage to prevent stacking goods in an unstable manner or storing goods in a manner that blocks doors, exits, fire extinguishing equipment and/or electrical panels;
- Prompt reporting of hazards and accidents to supervisors;
- Maintaining a current Hazard communication system, including worker awareness of potential chemical hazards, up-to-date Safety Data Sheets (SDS) and proper labeling of containers;
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **RECORDKEEPING & REPORTING**

This IIP program has established the following recordkeeping and incident reporting practices:

### Recordkeeping

- The IIP program administrator shall be responsible to maintain all records for this program;

- Records shall include the following:
  - Hazard assessment inspections, including the person(s) conducting the inspection;
  - Reports of unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices;
  - Risk control reports received from outside consultants and actions taken to correct deficiencies;
  - Minutes of all Safety Committee meetings;
  - Compliance training records for employees and volunteers;
  - Incident/Accident Investigation reports;
  - Critical Incident Reports reported to CAL/OSHA;
  - Correspondence associated with any CAL/OSHA investigations, fines or penalties.
- Records shall be retained for a minimum of five (5) years in the organization's files.

#### Incident Reporting

- All workplace injuries or illness suffered, however slight, shall be reported immediately to the work supervisor or manager;
- The supervisor or on-site first aid staff will assess the severity of the injury and direct the injured employee or volunteer for appropriate medical treatment;
- If emergency medical care is required – CALL 911, immediately to notify first responders;
- The supervisor or the injured employee shall report all workplace accidents to the employer's human resources or risk management department immediately or within a minimum of twenty-four (24) hours after the accident occurs;
- The injured employee or a family member will be required to complete the appropriate California workers' compensation notice of injury form provided by the employer;
- The employer is required to file the completed accident notice to the workers' compensation claim administrator to handle the investigation and processing of the employee's claim;
- The employer may ask the supervisor or other designated individuals to conduct an incident/accident investigation;
- The employer will work closely and in cooperation with the workers' compensation claims administrator, legal counsel and other regulatory agencies in the investigation and handling of all work-related claims.
- If a volunteer is injured, the supervisor will report the accident to the employer's risk management department immediately or within a minimum of twenty-four (24) hours after the accident occurs;
- The employer will contact the injured volunteer or a family member to provide them with the appropriate accident reporting forms;
- The employer will submit the volunteer's accident form to the appropriate insurance carrier and work in cooperation with the insurer's claim department to handle this claim.

#### Critical Incident/Accident Reporting to CAL/OSHA

All California employers are required by law to immediately report to CAL/OSHA any work place accident that results in the death or serious bodily injury/illness to a worker. Reporting the accident to the workers' compensation claims administrator – **DOES NOT** meet the employer's duty to report these accidents to CAL/OSHA. All supervisors and managers shall report critical incidents/accidents immediately to the

employer's human resources or risk management department.

#### Reporting Requirements:

- Employers must report work-related or suspected work-related fatalities, catastrophes, and serious injuries or illnesses within **eight (8) hours** by phone or fax to the nearest district office of the CAL/OSHA Enforcement Unit in the Division of Occupational Safety & Health.
- A serious injury or illness is one that requires employee hospitalization for more than 24 hours for other than medical observation, or in which a part of the body is lost or permanent disfigurement occurs. Work-related serious injury or illness does not include an accident on a public street or highway.
- Immediately, means as soon as practically possible but no longer than eight (8) hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the reporting time period shall be no longer than twenty-four (24) hours after the incident. — Chapter 3.2 CAL/OSHA Regulations, Subchapter 2, Article 3 – Reporting Work-Connected Injuries §342 (a)

#### Required Information for Reporting to CAL/OSHA:

- a. Time and date of accident/event
- b. Employer's name, address and telephone number
- c. Name and job title of the person reporting the accident
- d. Address of the accident/event site
- e. Name of person to contact at accident/event site
- f. Name and address of injured employee(s)
- g. Nature of injuries
- h. Location where injured employee(s) was/were taken for medical treatment
- i. List and identity of other law enforcement agencies present at the accident/event site
- j. Description of accident/event and whether the accident scene or instrumentality has been altered.

To determine the contact information of the nearest CAL/OSHA Enforcement Office for reporting an incident visit: <http://www.dir.ca.gov/dosh/report-accident-or-injury.html>  
Telephone reports can be made 24 hours a day, 7 days a week.

## EMERGENCY ACTION PLAN

- All locations will have a written emergency action plan for their facilities and train employees and volunteers on how to respond in the event of an emergency;
- Facilities will post 911 and other emergency telephone numbers clearly throughout the facility;
- Emergency plan shall include instructions on how to communicate in the event of an emergency;
- The emergency plan will address fire, medical, acts of violence and earthquake or other weather related emergencies;
- Employees and volunteers need to be aware of their environment at all times and report any suspicious packages or events immediately to the appropriate supervisor or law enforcement agency;

- If an announcement is made that calls for evacuation, evacuation from the building should be made immediately;
- Always have in mind two (2) evacuation routes in the event of an emergency;
- Move away from the building to allow access for emergency first responders;
- Never re-enter a building until the appropriate authorities give the all clear after the emergency response has ended;
- If an active shooter situation occurs, employees and volunteers should follow the safety principles of Run, Hide, Fight – See video: <https://www.youtube.com/watch?v=5VcSwejU2D0>
- In the event of an emergency, stay calm and cooperate fully with all instructions given by law enforcement officer.

## **FIRE PLAN**

In case of fire, notify others by pulling a fire alarm box or call the appropriate person to announce an evacuation; call 911 or the local fire department. When a fire alarm sounds or an evacuation order given, immediately evacuate the building and do not allow anyone to re-enter the building unless the all-clear has been given by the appropriate authorities.

Fire extinguishers are strategically placed throughout the facility. They are only to be used to extinguish small fires by individuals who are trained in their operation.

Fire Evacuation Procedures:

- Walk quickly; do not run, to the nearest exit, as specified in safety training and posted on facility diagrams. Use an alternate route if the closest exit is blocked. (NOTE: Evacuation routes and assembly areas are posted throughout the facility.) Be familiar with the nearest primary and secondary exit routes;
- Stay clear of the building and proceed to the designated assembly area and remain until all personnel are accounted for and authorized to return to the building or leave the facility;
- Supervisors or managers will help to determine if anyone is missing from their respective work area;
- Only trained, designated personnel will attempt to extinguish small fires and then only after sounding the alarm to evacuate. (Do not attempt to extinguish a fire beyond the capabilities of a portable fire extinguisher)
- An annual training session is held which includes evacuation procedures, meeting in designated areas and training on the use of fire extinguishers.
- Illuminated exit signs, smoke detectors and emergency lighting are provided throughout the facility;
- All exit doors are to be operational and clear from obstructions at all times;
- Rope ladders and other safety equipment may be available. This equipment can be used during evacuation for active shooter events or other life threatening situations that require evacuation.

## **EARTHQUAKES**

- Immediately take shelter under a desk or sturdy table. Do not attempt to evacuate the building. If no desks or tables are nearby, interior doorways can sometimes be used as a place of refuge.
- Stay clear of outside walls, windows, or objects that can fall.
- REMEMBER: Drop, Cover and Hold On until the shaking stops.

- When shaking stops and it is safe to exit, evacuate immediately. Use stairways instead of elevators. Watch for loose or fallen debris as you exit.
- Stay clear of buildings, trees, lamp poles and electrical power lines.
- Take a headcount to determine if all workers have safely evacuated the building.
- Provide first aid or call 911 to obtain medical care for the injured workers.
- Follow the instructions of emergency responders or responsible persons on when it is safe to re-enter the building.
- The supervisor or manager should inspect the building for damage and report all damage to the employer's risk management department.
- Earthquake emergency kits are maintained in designated areas of the facility. All employees are encouraged to keep a flashlight and personal earthquake kit at their work station.

## **FIRST AID & MEDICAL EMERGENCIES**

- In case of emergency, First Aid supplies are strategically located in the facility.
- Assess the medical situation and If emergency medical care is required, CALL 911, immediately to notify first responders.
- Send a co-worker to the building entrance to meet first responders so they can be directed to the site of the medical incident.
- Some facilities may have an automated external defibrillator (AED) located in marked areas that can be used in the event of a medical emergency.
- Employees trained in first aid also receive blood-borne pathogen training.
- Avoid contact with blood, body fluids or other possible infectious materials.
- Protective gloves, CPR masks and other equipment is available for first aid providers and clean up personnel. Report any possible exposure to blood-borne pathogens your supervisor or the responsible person.
- Notify your supervisor or manager of the medical emergency so proper communication can be given to employer and family members.

## **INFECTION CONTROL & BLOOD-BORNE PATHOGENS**

All employees and volunteers need to be aware of potential exposure to infectious agents in blood or body fluids and take necessary precautions to avoid contact in the course of their work.

The employer has taken the following steps to address these hazards in the workplace:

- Implemented workplace safety practices and infection control procedures, where appropriate, such as required hand washing, universal precautions training, handling of sharp instruments, proper disposal of contaminated materials and adequate ventilation.
- Designated employees have received training on blood-borne pathogen safety.
- When providing first aid or CPR, protect yourself first, then treat the injured second.
- Personal protective equipment (PPE) is provided to employees and volunteers.
- After removing PPE, wash hands or affected areas with soap and warm water. Never reuse soiled gloves, masks or gowns and dispose of properly in a bio-hazard container.
- Bio-hazard cleaning supplies are available to disinfect work surfaces and PPE after contact with blood and/or body fluids.



## HEAT ILLNESS PREVENTION

All employees and volunteers need to be aware of the hazards associated with working in areas of high heat exposure (above 80° F) and take necessary precautions to avoid heat illness in the course of their work.

The employer has taken the following steps to address high heat exposure hazards:

- The supervisor or manager shall be responsible to carry out the implementation of these heat illness prevention procedures and monitor weather conditions at the job site.
- Supervisors will be trained on their responsibility to provide water, shade, cool-down breaks and access to first aid as well as the worker's rights under this CAL/OSHA standard without fear of retaliation by the employer.
- Employees and volunteers will be reminded throughout the work day to drink plenty of water and take preventative cool-down rest breaks when needed.
- All employees and volunteers shall be trained to recognize the signs and symptoms of heat illness and allowed to call for emergency medical services when necessary.
- The employer will provide drinking water containers (5 to 10 gallons each) at the job site in adequate number so all employees and volunteers have free access to clean, cool drinking water.
- When the temperature equals or exceeds 90° F, the supervisor will again encourage workers to drink plenty of water and take rest breaks in shaded areas.
- The employer will provide access to indoor areas or provide shade structures for workers to take rest breaks during the day.
- When an employee or volunteer is showing symptoms of possible heat illness, steps will be immediately taken to keep the stricken worker cool and comfortable until emergency medical assistance can be provided. Under no circumstances will the stricken person be left unattended.

## COMMUNICATING WORKPLACE HAZARDS

Supervisors and managers are responsible for communicating with all employees and volunteers about safety and health issues in a form readily understandable by all workers. Supervisors are responsible for ensuring that employees and volunteers are provided access to information regarding hazards pertinent to their job duties. This information is available from a number of sources including, but not limited to: Safety Data Sheets (SDS), safety labels on containers, equipment operating manuals or other posted warning signs in the work area.

### Safety Data Sheets

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Written copies of SDS for chemicals used at the facility are available in the main office or other designated location. The facility supervisor or manager is responsible to maintain the inventory of chemicals or hazardous materials at each location. If a SDS is missing for a specific substance or chemical it should be obtained by contacting the manufacturer or it may be downloaded from various Internet sources. The employer may also retain electronic copies of SDS information on their organization's website. All containers are required to have appropriate Globally Harmonized System (GHS) standard labeling to identify the substance and appropriate hazard warnings.

Employees and volunteers are instructed as follows:

- It is prohibited to introduce hazardous substances into the workplace without

- permission from the facility supervisor or manager.
- All employees and volunteers shall observe and follow instructions on labels.
- Personal Protective Equipment (PPE) shall be worn at all times when working with substances or equipment of a hazardous nature. If in doubt or not sure if a hazard exists, PPE should be worn out of precaution.
- All hazards substances and chemicals shall be handled safely.
- All employees and volunteers working with hazardous substances and chemicals shall request, read, and follow SDS safety requirements or have prior work experience training on using the substance.
- All employees and volunteers working with hazardous substances or chemicals shall store them safely in accordance with SDS and GHS requirements.

The employer relies upon the information found in each SDS and does not conduct independent hazard determinations.

Contractors are required to provide information on any chemical or hazardous substance used in our facility as a condition of their contract.

All contractors will communicate with the facility manager to make them aware of any chemicals or hazardous substances being used on site in work areas.

All contractors and their employees will be responsible to abide by all CAL/OSHA standards regarding the use and storage of chemicals or hazardous materials on site and in the work area.

## INJURY & ILLNESS PREVENTION PROGRAM IMPLEMENTATION DATE

The Southeastern California Conference IIP Program was revised and implemented on:  
(Date Revision Approved)

AZRMC: CA IIPP June 2016 Model

## ALL EMPLOYEES

### Employee Responsibilities

We require all employees and volunteers to follow these safety principles for safe work performance and be responsible for their own actions and conduct. Cal/OSHA requires that we furnish our workers a place of employment "free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees." Our workers also play a significant role in the success or failure of this IIP Program.

All employees and volunteers are required to perform their jobs to the best of their ability as well as perform them in a safe manner. It is critical that workers do not circumvent safety features and safe work behaviors that can cause them or others to be at risk. Workplace accidents are preventable. We must each carry out our safety responsibility. We each share a common goal and these are the requirements of each person working in this facility.

## Primary requirements

Employee and volunteer responsibilities for safety include the following:

- Practice safe work habits at all times by following all safety policies, company expectations, and CAL/OSHA regulations. Be an example to co-workers.
- Maintain equipment in good repair with all safety features and guards in place and working condition.
- Report damaged equipment immediately for replacement or repair.
- Do not perform your task without the appropriate PPE protection.
- Report unsafe work practices and/or unsafe conditions immediately. You may use the company reporting system to record your concern anonymously.
- Summon first aid as soon as possible when injuries or illness demand prompt medical attention.
- Maintain good housekeeping and keep all work areas clean and organized.
- Report all injuries and incidents to your supervisor immediately.
- Be pro-active in safety by attending safety meetings, completing safety training on a timely basis or submitting good suggestions for improvement.
- Set an example for others by your safety practices.

## **General Safety Requirements**

### **Office Areas**

1. Keep work areas clean and orderly including all restrooms and hallway areas.
2. Do not work on any computer, copier, or other electrical office machines if your hands are wet, nor while standing on damp floors.
3. Practice good workstation ergonomics and frequently change work tasks.
4. Use the safety latch on all paper cutters after each use.
5. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
6. Never stand on chairs or tables to reach high objects.
7. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
8. Do not compact material in the wastebasket with your hands or your feet or use cardboard containers unless they are specifically designed as waste/recycling receptacles. Empty trash and recycling bins on a regular basis.
9. Never piggy-back power strips or multi-plug adaptors together.
10. Extension cords are for temporary use only and should not be run under carpeting or strung across aisles without proper guarding.
11. Do not leave file drawers open; always use the handles to close file drawers.
12. Do not stack filing cabinets on top of one another.
13. Open one file cabinet drawer at a time.
14. Put heavy files in the bottom drawers of file cabinets.
15. File cabinets, bookcases and storage shelving should be properly secured for earthquake safety.

### **EXITS AND EGRESS FROM BUILDINGS**

1. All exits shall be marked by an illuminated exit sign and directions towards exits shall be clearly marked with visible signage.
2. All exit doors and the hallways leading to exits shall be kept clear and free from obstructions. Do not use these areas for storage.
3. All exit doors should remain unlocked when the building is occupied, unless they are outfitted with panic hardware that provides an inside release mechanism. The use of lock and chains on exit doors should be avoided whenever possible.
4. All exit doors should open from the direction of exit travel without the use of a key or any special knowledge or effort.
5. Where exit doors open directly onto any street, alley or other area where vehicles may be operated, adequate barriers should be present and warning signs posted to prevent workers from stepping into the path of traffic.

### **Lifting and Material Handling**

1. Plan the move before lifting; use the most direct path available and ensure that you have an unobstructed pathway. Whenever possible, avoid using stairways.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and/or carts. Ask assistance from a co-worker if available.
4. If assistance is required to perform a lift, coordinate and communicate clearly your movements with your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other. Face the load.
6. Bend at the knees, not at the back. Keeping your back straight.
7. Get a firm grip on the object using your hands and fingers, pulling it close to you.

8. Hold the object as close to your body as possible.
9. While keeping the weight of the load in your legs, rise to a standing position.
10. Perform lifting movements smoothly and gradually; do not jerk the load.
11. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
12. Set down objects with the same precautions used when lifting.
13. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
14. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
15. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the tailgate or walls of the truck bed.

### **Classroom & Lab Safety**

1. Open classroom doors slowly and keep them either fully opened or closed.
2. Handrails on all stairs should be securely mounted to the wall.
3. Computer workstation equipment should be ergonomically adjustable.
4. Never stand on chairs or tables to reach high objects.
5. Horseplay and bullying will not be tolerated in the classroom or workplace.
6. All spilled liquids or materials are cleaned up immediately.
7. All laboratory areas shall be equipped with an emergency eye-wash station.
8. Wash hands before and after working in the lab and after clean-ups.
9. Always wear safety goggles and other appropriate PPE in the lab.
10. Never leave gas burners, hot plates or other heat sources unattended.
11. Read and follow the SDS instructions before the beginning of any experiment and follow proper handling, labelling and storing procedures.
12. Dispose of all hazardous materials in accordance with applicable environmental laws.

### **Food Service & Storage Area Safety**

1. Wash hands before, after and frequently during food preparation work.
2. Unplug electrical appliances e.g. mixers, blenders, coffee makers before cleaning.
3. Do not use mixers, blenders or other equipment if the three-prong cord is worn, frayed or has a missing/broken prong.
4. Clean up all spills of liquids or other materials immediately.
5. Wear closed-toe, low heel, non-slip shoes with rubber soles in kitchen areas.
6. When handling or using knives and other sharp cutting tools, direct the sharp point and edges away from your body. Always cut in the direction away from your body when using knives.
7. Maintain proper serving temperatures (hot or cold) when serving and storing food.
8. Use knives for the operation in which they were intended.
9. Never attempt to catch a falling knife.
10. Carry knives blade down pointing towards the floor.
11. Do not leave knives submerged in a sink full of water.
12. Do not place more weight on shelves than the rated load limit printed on the label.
13. Store heavy items on lower shelves, store items used most often at a height between knee and waist level for easy handling and stocking.
14. Use a ladder for reaching items that are above chest level.
15. When opening boxes, use a safety box cutter. Do not cut with the blade extended beyond the guard.
16. Keep all items stored at least eighteen (18) inches from overhead light bulbs and fire sprinkler heads.
17. Turn power on all exhaust hood fans when range(s) are in operation. Perform

- regular cleaning of grease build-up on hood filters and replace as necessary.
18. Keep all aisleways clear of storage or equipment.
  19. Never store cleaning products in the same area as food products.
  20. Store cleaning equipment and supplies in a ventilated utility storage area.

### **General Maintenance Safety and Lock-Out/Tag-Out**

1. All power tools used will be properly grounded. Use portable GFI circuit breaker extension cords outdoors or in areas where water maybe present. Do not use electrical tools if the cord is worn, frayed or has a broken three-prong plug.
2. All power equipment with mechanical safe guards shall be used when the machine is in operation.
3. Wear appropriate PPE protection when using power equipment e.g. safety eye goggles, gloves, hearing protection, dusk masks etc.
4. Place the machine in the "off" position when removing materials, jams or when performing minor adjustments or maintenance.
5. Avoid leaving a running machine unattended. Turn power off on idle machines and follow appropriate "lock-out/tag-out" procedures when machines are out-of-service or under repair.
6. Perform regular housekeeping to keep the work area clean from debris.
7. Do not use flammable or combustible solvents in open, unlabeled containers. Store all flammable materials in UL listed or FM approved safety containers or storage cabinets.
8. Follow CAL/OSHA safety procedures when working in confined spaces, e.g. sewers, manholes, utility vaults, wells, pits, crawl spaces and similar enclosed work areas.
9. Use hand tools for their intended use and keep them in good repair. Do not perform makeshift repairs. Always handle tools with sharp points or edges carefully and pass them by directing sharp edges away from yourself and the other person.
10. Never throw tools to another person, or drop them from ladders, scaffolding or other elevated work platforms.

### **Portable Ladder Safety**

1. Always inspect the ladder for loose rungs or steps and other broken or missing pieces e.g. split side rails or missing rubber foot pads. Before use read and follow the manufacturer's instruction and load limit label.
2. Inspect for electrical hazards above and on the ground where the ladder will be positioned. Be aware of electrical power lines when carrying or setting up a ladder maintain a 50' clearance for safety at all times.
3. Use the proper ladder, size and type, for the job at hand. Never use a metal ladder when performing electrical work.
4. Face the ladder when ascending or descending and only allow one person on the ladder at the same time.
5. Never stand on the top step or rung of a ladder.
6. Do not place ladders in passageways or doorways without posting warning signs or cones to detour pedestrian traffic away from the ladder.
7. Maintain a three-point contact with the ladder at all times – keep both hands and one foot, or both feet and one hand on the ladder when climbing.
8. Do not stand on ladders that wobble or try to move a ladder by rocking or trying to walk the ladder sideways. Descend from ladder and reposition it properly from ground/floor level.

9. Keep your body centered on the ladder and do not overreach to either side or lean backwards.
10. Always rest the ladder on a firm, non-slippery, level surface. Do not set up ladders on boxes, concrete blocks, bricks, pails or other unstable bases.
11. When using an extension ladder, extend the top rung at least 3 feet above the edge of the elevated surface landing area.
12. Provide the correct angle when setting up and using an extension ladder: one (1') foot away from the base and the wall for every four (4') feet in height.
13. Do not move a rolling ladder when someone is on it or use a ladder as a horizontal work platform.
14. Secure a ladder in place to prevent slippage or have a co-worker present to hold the ladder and act as a spotter while the ladder is in use.
15. Never walk under a ladder or scaffold; or leave a ladder set-up and unattended.
16. Follow CAL/OSHA safety guidelines for fall protection when working on ladders or scaffolding designed to limit free fall of up to six (6') feet.

### **Landscaping & Grounds Maintenance**

1. Keep all equipment in good repair and never remove any manufacturer specified safety guards during operation.
2. Use personal protective equipment (PPE) e.g. safety goggles, hearing protection, gloves, solid toe shoes, dust masks, high visibility vests and sunscreen.
3. Never allow minor aged children/teenager to operate motorized equipment.
4. Never allow riders (except the driver) on lawn mowers, tractors, on pick-up or truck beds and vehicles pulling trailers.
5. On riding lawn mowers – Always mow up and down the slope, never across the face to prevent roll-over accidents
6. On push lawn mowers – Always mow across the face of a slope, never up and down to prevent slipping underneath the lawnmower.
7. Clear loose items a debris e.g. stones, pine cones, large sticks from the area before mowing, using power air blowers, weed trimmers or edgers.
8. Always mow and aim blowers away from buildings, parking lots and highways.
9. Maintain a safe distance of 45 feet between your work area and people, animals or vehicles.
10. Take frequent rest breaks, keep well hydrated to avoid heat-related illness. Always have a first aid kit at the work site and cautious of poisonous plants or animals.

### **Motor Vehicles & Defensive Driving**

1. All employees and volunteers shall be properly licensed to drive the type of vehicle they are operating. Additional safety training or driver certification may be required of individuals who operate vans, forklifts, golf/utility carts or other specialized vehicles.
2. Perform a vehicle safety check on a daily basis by checking these items: lights, turn signals, brake responsiveness, windshield wipers, fluid levels and emergency kit in vehicle.
3. Always wear a seat belt and require all passengers to wear them.
4. Do not overload either the passenger capacity or vehicle load limit.
5. Never allow passengers to ride in the back of a pick-up truck or trailer.

6. Drivers will avoid all forms of distracted driving – NO cellphone use, texting, applying make-up, reading maps or setting GPS while driving.
7. Drivers will use defensive driving practices at all times – always keep a safe distance between vehicles, be aware of other vehicles both in front and behind, check the area behind the vehicle before backing and be alert for pedestrians, bicyclists and animals on the highway.
8. Take frequent rest breaks to avoid fatigue.
9. Keep alert to changing highway and driving conditions. Monitor weather reports before and during your trip. Be prepared for sudden changes in weather and pull over to a safe area when hazardous conditions prevent safe travel.
10. Keep others informed of your intended route and expected arrival time. Report all accidents or unexpected delays to your supervisor.

### **Workplace Safety & Violent Acts**

1. All employees and volunteers are expected to report immediately all potential threats or known incidents of workplace violence to your supervisor or manager.
2. All types of violence are prohibited in this workplace, including but not limited to: hitting, pushing, shoving or other physical contact, bullying, threats or intimidation, stalking, verbal or physical aggression directed towards damaging or destroying company or co-worker's property, equipment or personal belongings.
3. Be alert to potential warning signs for violence: change in personal characteristics or unusual traits, obsessive behaviors and threatening activities toward others.
4. Employees and volunteers need to be aware of their surroundings at all times.
5. Always have an escape plan in the event of violence, knowing two exits.
6. If you observe something suspicious – REPORT IT to your supervisor or manager.
7. Learn the principles of RUN, HIDE, FIGHT and be prepared to act if a violent or active shooter occurs at this facility.
8. In active shooter situations, If there is an accessible escape route – RUN and evacuate the building immediately to a safe area. Leave all personal items behind.
9. If escape is not possible – HIDE and lock all doors securely and turn off lights and cellphone ringers. Hide under furniture or in spaces not easily seen and wait for law enforcement's assistance.
10. As a last resort be prepared to – FIGHT using any means possible or available to take down the active shooter, escape or incapacitate the assailant.
11. CALL 911 – when it is safe to call and notify management of the situation.
12. Stay calm and cooperate fully with all instructions given by law enforcement officers.

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Forms pertaining to this IIP Program





**California Workplace Safety**  
**Pacific Union Conference**

**HAZARD ASSESSMENT AND CORRECTION RECORD**

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice: .....  
.....  
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Corrective Action Taken: .....  
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.....

Other Notes: .....  
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**California Workplace Safety**  
**Pacific Union Conference**

**INCIDENT / ACCIDENT INVESTIGATION REPORT**

Date of Incident / Accident:

Time of Incident / Accident:

Location of Incident / Accident:

Incident / Accident Description: .....

.....

Immediate and Root Cause of the Incident / Accident:

.....

Individual(s) Involved: .....

.....

.....

Preventative Action Recommendations: .....

.....

.....

Corrective Actions Taken: .....

.....

.....

Manager Responsible:

Date Completed:



**California Workplace Safety**  
Pacific Union Conference

| WORKER TRAINING AND INSTRUCTION RECORD |               |                  |           |
|--|---------------|------------------|-----------|
| Employee Name                          | Training Date | Type of Training | Trainer/s |
|  |               |                  |           |
|  |               |                  |           |
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**California Workplace Safety**  
**Pacific Union Conference**

## **SAFETY HAZARD REPORTING FORM**

\_\_\_\_\_ is committed to maintaining a safe work environment. A safe work environment is one which is free from accidents, injuries and work-related illnesses. All employees and volunteers must work together to create and maintain a safe environment for all employees, students and visitors. Our organization is committed to comply with Federal, State and local laws concerning worker health and safety.

Employees and volunteers may use this form to report safety issues to management. The risk management department will investigate the safety issue/complaint to determine what action needs to be taken. This form can be submitted anonymously. Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising their rights to report safety issues.

**Date:** \_\_\_\_\_

**Employee or Volunteer's Name: (Optional)**

\_\_\_\_\_

**Phone # and/or Email: (Optional)**

\_\_\_\_\_

**Time unsafe condition observed:** \_\_\_\_\_

**Describe the unsafe hazard, condition or practice:**

**Location:** (Building, Floor, Room #, Department, etc.)

\_\_\_\_\_

**Has this matter been reported to your supervisor?**

Do you wish to be notified of action taken:

**Yes**

**NO**

(If yes, please make sure contact information is provided)

**Send completed form to the risk management department. Email:** \_\_\_\_\_



**California Workplace Safety**  
Pacific Union Conference

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**Southeastern California Conference**

**Contact Information**

**Injury and Illness Prevention Plan Administrator**

Chin Kim, Associate Treasurer for Risk Management  
Lori Lorbeer, Assistant

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**Organizational Online Web-portal Information**

[secchr@adventistfaith.org](mailto:secchr@adventistfaith.org)



**Human Resources**

11330 Pierce Street  
Riverside, California 92505-3303  
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Riverside, California 92513-1990  
Office: (951) 509-2352  
Fax: (951) 509-2395  
[www.secchr.adventistfaith.org](http://www.secchr.adventistfaith.org)

**TO: Pastors, Principals, Business Administrators, and Church Treasurers**

**FROM: Gina Heslep, Human Resources Director**

**RE: Workers' Compensation Rates for 2018**

**DATE: December 5, 2017**

The Pacific Union Conference Workers Comp Board voted to keep the 2017 workers comp rates for 2018, with no changes. For budgeting purposes the 2018 rates are listed below.

|                   |   | <b><u>2018 Rates</u></b> |
|-------------------|---|--------------------------|
| <b>Schools</b>    |   |                          |
| 5403              | Carpentry/Construction (on site work)                                     | 19.22                    |
| 8810              | Clerical Office Employees (non-exempt workers)                            | 0.79                     |
| 8868              | Professional Staff (i.e., teachers, teacher's aides, substitute teachers) | 1.82                     |
| 9101              | Schools – All other (including maintenance, grounds, custodian)           | 7.99                     |
| <b>Churches</b>   |   |                          |
| 5403              | Carpentry/Construction (on site work)                                     | 19.22                    |
| 8840              | Clergy, clerical, paid musicians  | 1.04                     |
| 9015              | Churches – All other (including maintenance, grounds, custodian)          | 9.59                     |
| <b>Conference</b> |   |                          |
| 5403              | Carpentry/Construction (on site work)                                     | 19.22                    |
| 7219              | Trucking, furniture moving  | 15.56                    |
| 8071              | Stores Retail – Books   | 2.56                     |
| 8810              | Clerical Office Employees (non-exempt workers)                            | 0.79                     |
| 8840              | Churches and Professionals (exempt workers)                               | 1.04                     |
| 9015              | Conference – All other (including maintenance, grounds, custodian)        | 9.59                     |
| 9048              | Camps – Summer or year-round camp staff                                   | 8.39                     |

**Employee Safety Information – Injury and Illness Prevention Plan:**

A key component of managing employees is maintaining a safe work environment and ensuring that employees are trained on safety practices. Our Injury and Illness Prevention Plan is our official statement of our commitment to do just that. This document also sets the guidelines for all SECC churches and schools for the on-going management and recordkeeping of employee training and incident reporting. Administrators of churches and schools should become familiar with this Plan and set a protocol for an on-going safety program. For questions or assistance with implementation of this program; for schools contact Michael Conner, Associate Superintendent in the Office of Education at [michael.conner@seccsda.org](mailto:michael.conner@seccsda.org); for churches, contact Chin Kim, Risk Manager at [chin.kim@seccsda.org](mailto:chin.kim@seccsda.org).

We have placed the Injury and Illness Prevention Plan on our website at [secchr.adventistfaith.org](http://secchr.adventistfaith.org). Please keep a printed copy on site as a reference for administrators, employees, and in the case of a visit from a CAL/OSHA representative.

**Workers Compensation**

Any workplace injury or illness, however slight, must be reported immediately to a supervisor or the HR Department. Injured employees must fill out the *DWC-1 form*, or Workers Comp claim form, which can be found on the HR website at [www.secchr.adventistfaith.org](http://www.secchr.adventistfaith.org). This claim form should be kept where all employees have access and can be readily available for an injured worker. The completed form should then be faxed to HR at 951-509-2395. HR should receive the form within 24 hours of the incident. The conference representative for Workers Comp is Ruth Zalsman Benefits Specialist. Ruth can be reached at 951-509-2355 or [ruth.zalsman@seccsda.org](mailto:ruth.zalsman@seccsda.org).

In completing the DWC-1 form, when completing number 15 under the Employer section, the Name and address of the insurance carrier is Sedgwick Claims Management Services, Inc., P.O. Box 14421, Lexington, KY 40512. For number 16, there is no Insurance Policy Number. Our Workers Compensation is self-funded and Sedgwick is our third party administrator.

When an injured or ill employee makes a claim for Workers Comp and seeks medical treatment, the employee should be sent to an industrial injury clinic or hospital emergency room. Treatment should **not** be sought from a primary care physician. The employee should return to work with a physician work status report and copy of this report should be faxed to HR department right away. If the employee returns to work after seeking medical treatment, be sure to collect the work status report. This document is important to determine whether the treating physician is recommending work restrictions and whether the work site can accommodate the work restrictions.

**Injured Worker Request for Work Accommodations**

When an employee who has filed a claim for workers comp is returned to work with work restrictions set by the physician, the employer has a duty to reasonably accommodate those restrictions. If the restrictions cannot be accommodated, the employee will remain off work, and receive temporary disability benefits from our Work Comp program.

Please be advised that accommodations to work restrictions and/or bringing employees back to work after an injury requires a specific protocol. Please contact HR for help in this important process.

HR administers the Workers Comp program for all SECC entities. You can contact us at any time for questions or help with a workers comp claim.

SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.



# SEXUAL HARASSMENT

## BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

- 1 *Unwanted sexual advances*
- 2 *Offering employment benefits in exchange for sexual favors*
- 3 *Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters*
- 4 *Derogatory comments, epithets, slurs, or jokes*
- 5 *Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations*
- 6 *Physical touching or assault, as well as impeding or blocking movements*

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

## THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

## THERE ARE TWO TYPES OF SEXUAL HARASSMENT

- ①
- ②

"*Quid pro quo*" (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.

"*Hostile work environment*" sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

## FOR MORE INFORMATION

Department of Fair Employment and Housing

Toll Free: (800) 884-1684

TTY: (800) 700-2320

Online: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Also find us on:



If you have a disability that prevents you from submitting a written pre-complaint form on-line, by mail, or email, the DFEH can assist you by scribing your pre-complaint by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov).

The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov) to discuss your preferred format to access our materials or webpages.





## CIVIL REMEDIES:

- 1 *Damages for emotional distress from each employer or person in violation of the law*
- 2 *Hiring or reinstatement*
- 3 *Back pay or promotion*
- 4 *Changes in the policies or practices of the employer*

## EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

## ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- ① Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
- ② Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
- ③ Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:

- Be in writing.
- List all protected groups under the FEHA.
- Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
- Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.

- Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.

- Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources

manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
- Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.

- ④ Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:

- Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
- Sending the policy via email with an acknowledgment return form.
- Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
- Discussing policies upon hire and/or during a new hire orientation session.
- Using any other method that ensures employees received and understand the policy.

- ⑤ If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.

- ⑥ In addition, employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.

# **EMPLOYMENT OF MINORS**

## General Summary of Minors' Work Regulations

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (that which is most protective of the employee) prevails.**
- Generally, minors must attend school until age 18 unless they are 16 years or older and have graduated from high school or received a state Certificate of Proficiency.
- Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" (form B1-1) for the school district of attendance for each such minor.
- Employers must retain a "Permit to Employ and Work" (form B1-4) for each such minor.
- Work permits (B1-4) must be retained for three years and open at all times for inspection by sanctioned authorities.
- A work permit (B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor.

Minors under the age of 18 may not work in occupations declared hazardous for young workers as listed below:

- |  |   |
|--|---|
| 1. Explosives  | 9. Other mining                               |
| 2. Motor vehicle driving/outside helper                        | 10. Power-driven meat slicing/processing      |
| 3. Coal mining   | 11. Power baking machines                     |
| 4. Logging and sawmilling                                      | 12. Power-driven paper products/paper bailing |
| 5. Power-driven woodworking machines                           | 13. Manufacturing brick, tile products        |
| 6. Radiation exposure  | 14. Power saws and shears                     |
| 7. Power-driven hoists/forklifts                               | 15. Wrecking, demolition                      |
| 8. Power-driven metal forming, punching, and shearing machines | 16. Roofing                                   |
|  | 17. Excavation operation                      |

For more complete information about hazardous occupations, contact the U.S. Department of Labor (Child Labor Bulletins 101 and 102) and the California Department of Industrial Relations, Division of Labor Standards Enforcement. Regional offices are located in several California cities. They are listed in the "Government Listings" sections of telephone directories.

- Minors younger than 16 years are allowed to work only in limited, specified occupations which exclude baking, manufacturing, processing, construction, warehouse, and transportation occupations.
- In addition to safety regulations, labor laws applicable to adult employees are also generally applicable to minor employees, including workers' compensation insurance requirements.
- Child labor laws do not generally apply to minors who deliver newspapers or work at odd jobs, such as yard work and baby-sitting, or in private homes where the minor is not regularly employed.
- A day of rest from work is required if the total hours worked per week exceed 30 or if more than 6 hours are worked on any one day during the week.

## Hours of Work

**16 – 17 Years Old** When school is in session: Daily maximum of 4 hours on school days or 8 hours on any day that precedes a non-school day. May be permitted to work up to 48 hours per week.

When school is not in session: Daily maximum of 8 hours and 48 hours per week

Spread of Hours: 5am-10pm (till 12:30am on days preceding non-school days). Students in Work Experience Education or cooperative vocational education programs may be authorized to work until 12:30 a.m. on nights proceeding school days with specified written permission.

**14 – 15 Years Old** When school is in session: On school days daily maximum 3 hours. On non-school days may work 8 hours. Weekly maximum 18 hours. Students in Work Experienced Education and career exploration programs may work up to 23 hours per week.

When school is not in session: Daily maximum of 8 hours and 40 hours per week. May not work during public school hours except students in Work Experience Education or career exploration programs.

Spread of Hours: 7am-7pm (till 9pm June 1 – Labor Day)

**12-13 Years Old** May only work on non-school days. Daily max 8 hours. Weekly 40 hours.

Spread of Hours: 7am-7pm (till 9pm June 1 – Labor Day)

# Checklist for Employing Minors

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\_\_\_\_\_  
(Legal Name of Minor)

- ☐ The proper work permits have been obtained and are on file.
- ☐ Employer has a valid Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit) for the current school year and it is on file with the school district. \*
- ☐ The student's parent or guardian signed the Form B1-1 (Statement of Intent to Employ Minor and Request for Work Permit), if the minor is not emancipated.
- ☐ The school district has issued a work permit, Form B1-4 (Permit to Employ and Work) for the current school year and the employer has it on file in the workplace.\*
- ☐ The minor's work schedule complies with the hours that the minor is permitted by law to work and the number of hours that the minor is permitted to work.
- ☐ The employer has notified the workers' compensation carrier of the employment of a minor.
- ☐ The minor is paid minimum wage and overtime if applicable. (Minors typically are not allowed to work more than eight hours in a day.)
- ☐ The minor employee will not drive a motor vehicle on public highways or streets.

- *The school year in California begins each July 1 and ends each June 30.*

# **INDEPENDENT CONTRACTORS**

## INDEPENDENT CONTRACTORS

An independent contractor relationship can usually be determined by asking the following questions and applying them to the work. None of these factors alone can be used to determine the relationship. Each situation must be examined independently.

- 1. Who controls the manner and means of how the desired work is completed?**
  - a. This is the most important (although not the only) factor to consider in determining the relationship. If the employer has the right to exercise complete control in regards to the manner and means of which the work is completed, the employment relationship will be one of employer-employee relationship will be formed.
- 2. Do the parties involved have the right to terminate the relationship at will?**
  - a. If so, this would indicate an employer-employee relationship.
- 3. Does the person involved perform similar work in a separately established business?**
  - a. Should a separately established business by the worker exist, this is evidence of an employer-independent contractor relationship.
- 4. Is the work done under the supervision of the employer, or by the worker without supervision by the employer?**
  - a. If the work begin performed is supervised by the employer, an employer-employee relationship is inferred.
- 5. How much skill is required in the particular occupation?**
  - a. Unskilled labor is usually supervised and would infer an employer-employee relationship.
- 6. Who provides the equipment with which the work is to be completed?**
  - a. Should the facilities and equipment (provided by the employer) play a large factor in the completion of the work, and employee-employer relationship is typically inferred.
- 7. Does the worker have the right to hire and terminate others?**
  - a. If the hired person is able to hire and terminate others to assist in the completion of the work for which he was hired, an employee-employer relationship is inferred.
- 8. For how long will the services be performed?**
  - a. If the length of time the services are to be performed is short, typically an employee-independent contractor relationship in inferred.
- 9. What is the method of payment?**
  - a. A greater inference is made for an employer-independent contractor relationship if the worker is paid by the job, rather than by the hour or piece.

## **INDEPENDENT CONTRACTORS - *Continued***

**10. Are the services performed part of the regular business of the employer?**

- a. If the services provided are part of the regular business of the employer, an employer-employee relationship is inferred.

**11. Do the parties believe they are creating an employer-independent contractor relationship?**

- a. This relationship could be evidenced by a contract. However, this contract would be looked at in the light of the circumstances under which it was formed and/or the conduct of the parties while the job is being performed.

## **INFORMATION ON INDEPENDENT CONTRACTORS**

**The law clearly favors a person being an employee as opposed to an independent contractor. The fines and penalties for misclassifying are high. It is highly recommended you get professional advice from the HR director or conference attorney if classifying a person as an independent contractor if the situation is unclear.**

Here are some of the pertinent provisions of the IRS Regulations:

### **Reg. Section 31.3401(c)-1 Employee**

- (a) The term “employee” includes every individual performing services if the relationship between him and the persons for whom he performs such services is the legal relationship of employer and employee.
- (b) Generally the relationship of employer and employee exists when the person for whom services are performed has the right to control and direct the individual who performs the services, not only as to the result to be accomplished by the work but as to the details and means by which the result is accomplished. That is, an employee is subject to the will and control of the employer not only as to what shall be done but how it shall be done. In this connection, it is not necessary that the employer actually direct or control the manner in which the services are to be performed; it is sufficient that he has the right to do so. The right to discharge is also an important factor indicating that the person possessing that right is an employer. Other factors characteristic of an employer, but not necessarily present in every case, are the furnishing of tools and the furnishing of a place to work to the individual who performs the services. In general, if an individual is subject to the control or direction of another merely as to the result to be accomplished by the work and not as to the means and methods of accomplishing the result, he is not an employee.
- (e) If the relationship of employer and employee exists, the designation or description of the relationship by the parties as anything other than that of employer and employee is immaterial. Thus, if such relationship exists, it is of no consequence that the employee is designated as a partner, co-adventurer, agent, independent contractor, or the like.
- (f) All classes or grades of employees are included within the relationship of employer and employee. Thus, superintendents, managers, and other supervisory personnel are employees. Generally, an officer of a corporation is an employee of the corporation. However an officer of a corporation who as such do not perform any services or performs only minor services and who neither receives nor is entitled to receive, directly or indirectly, any remuneration is not considered to be an employee of the corporation. A director of a corporation in his capacity as such is not an employee of the corporation.

### **Revenue Ruling 87-41**

As an aid to determining whether an individual is an employee under the common law rules, twenty factors or elements have been identified as indicating whether sufficient control is present to establish an employer-employee relationship.



## INFORMATION ON INDEPENDENT CONTRACTORS - *Continued*

1. **Instructions** - A worker who is required to comply with other persons' instructions about when, where, and how he or she is to work is ordinarily an employee.
2. **Training** - Training a worker indicates that the person or persons for whom the services are performed want the services performed in a particular method or manner.
3. **Integration** - Integration of the worker's services into the business operations generally shows that the worker is subject to direction and control.
4. **Services Rendered Personally** - If the services must be rendered personally, presumably the persons or persons for whom the services are performed are interested in the methods used to accomplish the work as well as the results.
5. **Hiring, Supervising, and Paying Assistants** - If the person or persons for whom the services are performed hire, supervise, and pay assistants, that factor generally shows control over the workers on the job.
6. **Continuing Relationship** - A continuing relationship between the worker and the person or persons for whom the services are performed indicates that an employer-employee relationship exists.
7. **Set Hours of Work** - The establishment of set hours of work by the person or persons for whom the services are performed is a factor indicating control.
8. **Full-time Required** - If the worker must devote substantially full-time to the business of the person or persons for whom the services are performed, such person or persons have control over the amount of time the worker spends working and impliedly restricts the worker from doing other gainful work.
9. **Doing Work on Employer's Premises** - If the work is performed on the premises of the person or persons for whom the services are performed, that factor shows that the worker is not free to follow the worker's own pattern of work but must follow that established routines and schedules of the person or persons for whom the services are performed.
10. **Order or Sequence Set** - If a worker must perform services in the order or sequence set by the person or persons for whom the services are performed, that factor shows that the worker is not free to follow the worker's own pattern of work but must follow the established routines and schedules of the person or persons for whom the services are performed.
11. **Oral or Written Reports** - A requirement that the worker submit regular or written reports to the person or persons for whom the services are performed indicates a degree of control.
12. **Payment by Hour, Week, Month** - Payment by the hour, week, or month generally points to an employer-employee relationship. Payment made by the job or on a straight commission generally indicates that the worker is an independent contractor.

## INFORMATION ON INDEPENDENT CONTRACTORS - *Continued*

13. **Payment of Business and/or Travel Expenses** - If the person or persons for whom the services are performed ordinarily pays the worker's business and/or travel expenses, the worker is ordinarily an employee.
14. **Furnishing of Tools and Materials** - The fact that the person or persons for whom the services are performed furnish significant tools, materials, and other equipment tends to show the existence of an employer-employee relationship.
15. **Significant Investment** - If the worker invests in facilities that are used by the worker in performing services and are not typically maintained by employees, that factor tends to indicate that the worker is an independent contractor.
16. **Realization of Profit or Loss** - A worker who can realize a profit or suffer a loss as a result of the worker's services is generally an independent contractor.
17. **Working for More than One Firm at a Time** - If a worker performs more than de minimis services for a multiple of unrelated persons or firms at the same time, that factor generally indicates that the worker is an independent contractor.
18. **Making Services Available to General Public** - The fact that a worker makes his or her services available to the general public on a regular and consistent basis indicates an independent contractor relationship.
19. **Right to Discharge** - The right to discharge a worker is a factor indicating that the worker is an employee and the person possessing that right is an employer. An independent contractor, on the other hand, cannot be fired as long as the independent contractor produces a result that meets the contract specifications.
20. **Right to Terminate** - If the worker has the right to end his or her relationship with the person for whom the services are performed at any time he or she wishes without incurring liability, that factor indicates an employer-employee relationship.

The above regulations and rulings have been interpreted and applied to varying circumstances by the IRS and the courts so that, to some degree, we can determine whether there is an employer-employee relationship in most of the situations involved in the operation of the church. The classifications outlined below are based on my analysis of the current rulings and cases involving the same or similar circumstances.

### Clerical and Office Workers

**Secretaries and office workers** are generally classified as **employees** because they are subject to the close supervision and direct control of the person for whom the services are performed. In rare occasions, a church may obtain the services of an independent contractor for specific secretarial or clerical functions (like typing service, answering service, filing service, stenographic service, transcribing service, etc.). In such a situation the church is only interested in the results and no supervision is required and thus, there is no employer-employee relationship.

## INFORMATION ON INDEPENDENT CONTRACTORS - *Continued*

### Church Musicians

**Choir directors, organists, and pianists** who are paid for their services by the church may be classified **either as employees or independent contractors**. If the musician offers his or her services to other churches or to the general public on a fee-for-performance basis and there is no sufficient direction and control of their performance to create an employment relationship, the musician is an independent contractor. If, however, the musician does not offer this service to other churches and he or she was hired by the church or elected to the office of choir director, organist or pianist (making the musician subject to the control and direction of the church), then there is an employment relationship.

### Church Treasurer

**Church treasurers** are **elected officers** of the church (as defined in the Church Manual). **Officers** of corporations or business organizations are generally classified as **employees** because they are subject to the control and direction of the organization [IRS Reg. Section 31.3201(c)-1(f)].

Church treasurers who are compensated for their services cannot be classified as independent contractors because of the nature of their office. The treasurer could not substitute another person to do his or her work as an independent contractor could. He or she must render the services personally since he or she was the one elected to that office. The treasurer may resign at any time or may be discharged at any time by the church. The independent contractor, on the other hand, may not terminate his or her services and he or she may not be discharged unless the service contract is materially breached.

The church treasurer, however, may (with church board approval) contract for **accounting services** to be provided by an accounting professional whose services are available to the general public. If the treasurer is a professional accountant who offers his or her services to the public, he may, upon full disclosure to the church board, offer his or her own accounting services (to be considered by the church board as one of several bids) and, when accepted by the church board, he or she may charge for the accounting services as an independent contractor.

### Maintenance Workers

**Custodians, janitors, and gardeners** are generally **employees** of the person who controls and directs the details of their work and its results. If these workers are directly supervised by a church officer or representative, they are classified as employees of the church. Workers receiving rent-free living quarters in exchange for maintenance service are employees. The church may obtain the services of an independent contractor who offers maintenance services to the general public.

Some churches have signed an agreement with the maintenance worker and have labeled the worker as an "independent contractor." If the worker performs services for the church on a full-time basis and does not offer his services to the general public, it is likely that the person is an employee rather than an independent contractor, especially if the church provides all maintenance equipment supplies and supervises his work.

## INFORMATION ON INDEPENDENT CONTRACTORS - *Continued*

### Contract Pastors

**Ministers** who are paid by the local congregation should be employed with the advice and approval of the local conference administration. This way, the conference can help determine whether the individual is qualified to be treated (for income tax purposes) as **self-employed** or as a regular employee whose compensation is subject to withholding rules.

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**VOLUNTEERS**

# **VOLUNTEERS**

## **What is a Volunteer:**

According to the Division of Labor Standards Enforcement (DLSE), a volunteer is a person who performs work for public service, religious, or humanitarian reasons without promise, expectation, or receipt of compensation (of any type) for that service.

## **Who can Volunteer:**

### **Non-Employees of Southeastern California Conference (SECC):**

Non-employees or individuals who have never been an employee of SECC, who wish to provide volunteer service to a church, school, or subsidiary of SECC, may do so provided there is no expectation of compensation of any type, including, but **not limited to**:

- Tuition Discounts
- Honorariums
- Housing/Lodging

### **Employees of SECC:**

Employees working for a church, school, or SECC subsidiary who wishes to perform or donate services for the employer during personal time. Employees cannot be considered unpaid volunteers when performing their same duties within the same work week.

## **How to Sign Up to Volunteer or Donate Services:**

Non-employees and individuals currently employed with SECC must complete a volunteer services background check through 'Verified Volunteers'. 'Verified Volunteers' is a web based company that performs background checks for volunteers within the North American Division.

Processing a background check is required to be eligible to volunteer for any church, school, or subsidiary of SECC.

## **To Complete a Volunteer Background Check:**

To complete a background check, please visit: [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist).

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